

STUDENT CAPITAL CAMPAIGNS COMMITTEE STRATEGIC PLAN & GOVERNANCE

TCM MANDATE

The mandate of the Student Capital Campaigns Committee (SCCC) is to encourage project submissions, determine project viability, and recommend approved projects to the TCM.

MEMBERSHIP

- a) Heads of College (2)
- b) Heads of Arts (2)
- c) Heads of Non-Resident Affairs (2)
- d) TCM Chair
- e) TCM Treasurer
- f) Trinity College Development Director
- g) Trinity College Bursar
- h) First Year Representatives (2)
- i) Members At-Large (3)
- j) Returning Members from the Previous Year's Committee (2)
- k) *Non-voting members (unofficial)*: Head of Divinity, Registrar/ Director of Student Services, Dean of Students, Director of Facility Services

STRATEGIC PLAN

- I. *Initiate and financially support key capital initiatives for the betterment of the student experience at Trinity College.*
 - A. Focus on significant investments (typically above \$5,000) in college infrastructure and initiatives.
 - B. Prioritize campaigns that will create a permanent or long-term benefit for the Trinity College student community.
 - C. Consider both physical (structural upgrades, building renovations and new physical expenditures) and program based investments (endowments, college support programs)
 - D. Explore the feasibility of joint financing, including student-alumni partnerships for large capital investments
- II. *Support proposals and continue to explore initiatives that highlight the long term goals for the improvement of the student experience. Including:*
 - A. Liveability and aesthetic appeal of living spaces, both resident and non-resident
 - B. Safety and accessibility of college spaces
 - C. Environmental and sustainability initiatives
 - D. Enhancements to the student experience
 - E. Shortcomings or holes in college infrastructure or programming
 - F. Beautification and improvement of physical spaces
 - G. *It should be understood that this list is not exhaustive: we recognize that these categories do not encompass all valuable pathways to improve student life.
- III. *Emphasize and insist that projects understand associated and continuing costs to ensure investments are maintained and sustainable for long periods of time.*

- A. Implement practical TCM solutions for the protection of SCCC investments, including dedicated levies, and long-term funding plans or endowments
- B. Ensure projects will remain feasible and valuable for Trinity students in the frame of a 5 and 10 year projected outlook.

PROPOSAL DEVELOPMENT GUIDELINES

I. Steps to prepare a proposal

- A. A best practice is to connect with Trinity administrators well before submitting your SCCC proposal: they are able to help with costing and feasibility analysis
- B. For large proposals, allow for a multi-week lead time at minimum, to ensure an in-depth conversation

IMPLEMENTATION GUIDELINES & USE OF FINANCES

I. Responsibility for implementation

- A. The student(s) who proposed the project becomes the main contact(s) for its implementation; in cases where the student is graduating or otherwise unavailable, it is their responsibility to find a replacement to lead the project
- B. The proposers should reach out to Trinity administrators (e.g. Bursar, Dean, Heads of Engineering/Maintenance) to begin the implementation process once funding has been approved at the TCM
- C. It is recommended that each proposal find a co-sponsor from the administration to ensure successful implementation

II. Use of approved funds

- A. If a project remains inactive for more than two calendar years following its approval, the funds approved for that project shall be diverted back to the SCCC's general funding pool
- B. 'Activity' for a given project can mean that either steps are being taken in the short term to plan for the project (e.g. finding contractors, discussing with key stakeholders) or that the project is a component of a longer-term plan that is actively being planned for (e.g. a large-scale renovation)
 - 1. The two year timecap on inactive projects does not imply that projects must be completed after two years

III. Deviation from passed proposal

- A. In cases where logistical or administrative concerns with implementation require deviation from the original passed proposal, the proposal must be re-reviewed by the SCCC
- B. For major deviations from the passed proposal (i.e. ones that might involve increases in spending or drastic changes to the nature of the project), the proposal must go back to the TCM for re-approval; for all other minor deviations, the SCCC can confer with the proposers directly
- C. A minor deviation would be one that is clearly still within the spirit of the project, involves no increase in spending, and is deemed as the most appropriate and feasible alternative

RENEWAL

The SCCC relies on funds collected through a combination of student government levies and College fees. The SCCC is not a permanent subcommittee of the TCM. Its mandate can be renewed in approximate five-year terms, and its levy should be renewed on a yearly basis as with any other student levy.

Updated: February 2018