

# CAMPUS PLANNING COUNCIL

September 26, 2007 11:00 a.m.

Student Union Clearwater Room

## Council Members

**Present:** Darrell Buffaloe, Scott Campbell, Kevin Cleveland, Denise Bowen, James Fletcher, Kevin Helgeson, Greg Horton, Cathy Kriloff, Kathleen Lane, Matthew Lewis, Tony Martin, Kevin Parker, Alba Perez, Lowell Richards, Matt Sanger, Maher Wissa **Excused:** Barbara Adamcik, Dan Ames, Steve Chatterton, Denton Dance, Tim Shurtliff, Joseph Steiner, Dennis Toney **Absent:** Bill Stanton, Dawn Young

## **I. Preliminaries**

**A. Welcome and Introductions:** Meeting called to order by Chair, Denise Bowen. Welcome by Denise Bowen; introduction of Council members.

**B. Overview of Council's Bylaws, Vision, and Integration with Related ISU Entities:**

Review by Denise Bowen of the relationship between the Planning Council, Faculty Senate, the Executive Council, and other committees. The Planning Council reports to Faculty Senate. Darrell Buffaloe expressed the need for better communication between CPC and Faculty Senate as the Council does not receive any feedback as to what happens with recommendations submitted to Faculty Senate. Denise Bowen commented the chair of Faculty Senate has just developed forms to be started this fall to notify its Councils on actions taken on all recommendations, which should address this issue. Matt Sanger discussed a need for the development of flowcharts on how information is processed between the various entities. Denise Bowen commented she will check on a flowchart, and will try to follow up on any proposals submitted to Faculty Senate. Maher Wissa offered to prepare a checklist form on the information process between the committees and will bring the form to the next meeting.

Review of the final "Planning Vision Statement and Prioritization" approved by the Council on December 6, 2006. A copy will be sent to all CPC members.

Review of the Council Bylaws. Denise Bowen reviewed the standing committees listed in the bylaws: (1) Facility Name Designation Committee, (2) Facility Access Committee, and (3) University Energy Committee. Any recommendations on the Naming Committee must be approved by the Planning Council. The Access Committee is chaired by Dennis Toney, ADA Office, and the Energy Committee is chaired by Darrell Buffaloe, Facilities Services. She suggested keeping those standing committees listed in the bylaws, deleting current subcommittees and forming task forces that can be formed and dissolved as needed. This arrangement would better serve the needs of the Council.

**MOTION** by Maher Wissa to **disband the existing subcommittees** (though retaining the current standing committees) and develop task forces as needed. Second by Kathleen Lane. Discussion. **Motion carried.**

**C. Committees and Task Forces of the Council:** Denise Bowen noted the suggested task forces in the "New Charge to Campus Planning Council" document distributed to the Council members. (Also see discussion in Item B.) Introduction of Jim Fletcher, Vice President for Finance and Administration. Denise Bowen and Jim Fletcher briefly discussed the President's new charge to the Council. The President intends to use the Council's plan and evaluation as a part of the overall strategic planning on campus. The priorities of the faculty are important to the process, although referral and planning for direct funding of specific requests is the responsibility of the Council.

**D. Approval of May 2, 2007, Minutes:**

**MOTION** by Lowell Richards to approve minutes; second; no discussion; **motion carried.**

**II. Activity Reports**

**A. Development of an Official Flag for the ISU Campus (Buffaloe):** Hold for next meeting.

**B. Campus Planning Council's 2006-2007 Annual Report (Wissa):** Discussion on the CPC Annual Report 2006-2007 prepared by Past Chair Maher Wissa. He asked the Council members to suggest any changes needed.

**MOTION** by Kevin Parker to approve the Annual Report, to include any editorial changes, to be submitted to Faculty Senate and President Vailas. Second by Darrell Buffaloe. **Motion carried.**

**C. Priority Items for FY09 Budget Request (Buffaloe):** Darrell Buffaloe noted the FY09 request has been submitted to and approved by the State Board of Education and the Permanent Building Fund Council.

**D. Grant Proposal for ISU Campus GIS Map (Wissa/Chatterton):** Hold for next meeting.

**III. Old Business:**

**A. Campus Parking Forum and Plan (Campbell):** Hold for next meeting.

**B. Visibility Study of Other Energy Resources for the Campus:** Hold for next meeting.

**C. Native American Art Proposal:** Hold for next meeting.

**IV. New Business:**

**A. Planning for Capital Project and Space Requests:** Review of Annual Capital Projects flowchart, approved by CPC at the May 2, 2007, meeting. Darrell Buffaloe noted, beginning with the FY10 budget request, all capital project requests will follow this flowchart. Denise Bowen commented the timeframe might need to be adjusted to meet the new budget process, and another issue is the variable timeframe for grant proposals as they are under strict deadlines. She commented we need more of a plan and direction for what items should or should not be submitted and reviewed as outlined on the flowchart. A suggestion was made to modify the flowchart to include the process after a request is approved by the President and his Cabinet. Darrell Buffaloe noted there are two flowchart forms, one for Capital Projects and one for projects under \$25,000.

**B. Priority Items for FY10 Budget Request:** Darrell Buffaloe commented he does not have the FY10 request at this time.

**C. Campus Planning Goals for 2007-2008:** Hold for next meeting. Discussion on time allowed for the Planning meetings as there is too much on the agenda to discuss in only an hour once a month. The Council agreed to meet on October 10 and October 24, from 11:00 a.m. to noon in the Faculty Senate conference room, Rendezvous Building, Room 301. CPC will later discuss whether to have two meetings a month or extend the meetings to 1 ½ hour once a month beginning in November.

**V. Next meeting: Wednesday, October 10 11:00 a.m. Faculty Senate Conference Room, Rendezvous Bldg Rm #301**

ADJOURNMENT at 12:00 p.m.

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Denise Bowen, Chair

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Anna Weskerna, Secretary