

Idaho State University  
**Campus Planning Council**  
Minutes

**Wednesday, January 28, 2009**

**10:00 AM**

**Faculty Senate Conference Room REND 301**

In Attendance: Ames (Chair), Bowen, Brooks (Vice-Chair), Dance, Daniels, Han, Hofle, Horton, Kearns, Rodriguez, Sanger, Steiner, Vahsholtz  
Excused: Martin, Plewa; Fletcher, Ford  
Absent: Imel, Krehbiel; Lewis, Shurtliff  
Ex-Officio: Chatterton, Toney, Wallace (Recording Secretary)

**I. Preliminaries:**

Ames welcomed everyone and introduced the new Associate Vice President for Facilities Services, Joseph Han. Han asked about the Council's charge. The secretary gave him the faculty governance handout. Ames explained the Council's function on campus in addressing issues in the various subcommittees' purview and bringing forward faculty concerns and ideas about those areas. The Council makes recommendations to the Faculty Senate, which in turn forwards recommendations to the Administration. Sanger said the Council's role is evolving into a more substantive decision-making body. There are still problems to be resolved.

**Dance and Toney would like to know the status of the sustainability and facilities access guidelines that were recommended last year.** Members described several examples of recent construction projects that had been in line for Division of Public Works (DPW) funding for several years but were not part of the Council's lists of projects. Sanger said these were prime examples of the communication disconnect among the campus planning entities. Follow-up and regular status reports would help solve the problem.

A. Approval of November 12, 2008, Meeting Minutes

**ACTION:** Moved by Rodriguez and seconded by Sanger **to approve the minutes of November 12, 2008.** Han asked for clarification about the procedures for DPW projects. Horton said those projects are separate from the State allocation requests. The motion **passed** unanimously; the minutes were approved.

B. Faculty Senate Approvals if any.

Kearns said there was nothing to report.

**II. Chair's report**

A. Information on key elements being taken forward to the Vice President for Research and Vice President for Finance (Ames)

Ames has not been able to meet with either Vice President yet this year, but hoped to do so before the Council's next meeting. He wanted to follow up on their plans for implementing the Council's recommendations on providing adequate research space for faculty and the building naming process. Bowen added that some entity or process needs to take over the research infrastructure assessment and evaluation: whether it be the Office of Research or the Research Coordinating Council.

**III. Reports from sub-committees**

A. Beautification (Jeannie Vahsholtz)

**1. Approval of the design for new way-finding signs and installation plan.**

Vahsholtz passed around a color printout of the sign's design provided by Lewis

(attached as Appendix A). She said the City of Pocatello has enough money for five signs, to be placed on Clark Street at Fifteenth and Eighth Avenues, and on Fifth Avenue directing traffic to ISU from the freeway exits.

**ACTION:** Bowen moved to approve the basic sign design and express gratitude to the City for their cooperation on this project. Seconded by Kearns.

Discussion: Horton said the City planned to install the signs by the first part of March. Bowen said the original intent was to have a sign at Fifteenth Avenue that points to Holt Arena, and one at Eighth Avenue directing to the ISU campus and the Information booth. Vahsholtz said she would discuss this further with Lewis. The Council was content to let the City make the final decision on sign placement.

The members voted and the motion **passed** unanimously.

## 2. Report and discussion on MLK Way status.

Vahsholtz mentioned her Civil Engineering students would like to be involved in helping plan the road design options. Sanger said he would get her a copy of the Bannock Planning Organization's 1999 report. Dance said he would look into the pedestrian-friendly plans Scott Campbell had prepared a few years ago. Bowen reminded that Lewis was willing to work with the committee on this project as a part of a larger overall traffic plan for the surrounding area. Han said he intended to review the campus master plan over the next couple of years and adapt it to the evolving academic vision. He welcomed student involvement in the planning process. He recognized this will be a big project that will take time to develop and implement.

## B. Facility Naming

### 1. Naming Request from College of Pharmacy for their ISU-Meridian Building Area

Ames said Vice President Fletcher is the Chair of the Facilities Naming Committee, but has been swamped with budgetary issues and the committee has not yet met to discuss either of the naming requests received. Ames said when the Council reviews its bylaws it should reconsider this committee's composition and function as well. Bowen suggested Ames discuss this with the Faculty Senate Advisory Council since its membership includes all the people involved with this issue. Han mentioned that many universities give naming authority to the University Advancement office. Bowen replied that this Council and the Vice President of Finance and Administration are involved in naming decisions in order to help facilitate all the administrative logistics regarding telephones, directory updates, emergency communication networks, public safety, and other such. She cited the recent renaming of a housing unit that did not go through the Council, and the emergency response system was never informed of the name change.

## C. Facility Access report (Dennis Toney)

### 1. Emergency signs

Toney reported that he has been trying since August 2007 to get adequate emergency signage installed to aid people with impaired mobility to know where to go for wait for assistance during emergencies. ISU has several buildings that are not in compliance with Federal laws. This issue is going to become even more important to resolve once the planned influx of returning war veterans begins. Bowen reminded that the committee formed last year to plan anti-terrorism measures was supposed to take care of the signage issue as part of their charge.

Han said there are two driving forces behind the signage requirements for designated Areas of Rescue: fire safety codes and ADA accessibility requirements. Older buildings are grandfathered in under the codes that existed when they were built. Newer buildings need to be in compliance with current codes. The problem is that many of the mandated code changes are unfunded and there is no money allocated for compliance. Dance

pointed out that the term “Area of Refuge” has a specific definition that does not always apply to the proposed designated areas. He suggested using a similar name, but not the specific term. Han said that fire safety and accessibility are two different things; a relatively fire-safe place does not mean that someone in a wheelchair can exit the building. Bowen reminded that the intent is to designate specific places where those who need assistance can congregate in the event of an emergency and where those responding to the emergency will know to go look for them. Chatterton said many campus buildings do have designated areas that are marked “Area of Rescue”. His office worked with the City’s fire department to select those areas, but they still need to be included on campus maps.

Bowen mentioned the lack of signage in the Rendezvous Center; she had difficulty locating the elevator when she needed it while her broken leg was healing. Ames suggested **Toney and Han get together to identify signage and accessibility needs building by building**. Han said occasionally opportunities arise to secure grant funding for such projects.

D. Historic Preservation (Karen Kearns)

Kearns reported that the committee now has an inventory of buildings on campus and their history. The next project they are working on is trying to identify and locate objects, materials and items of historical interest. They have tried advertising on the Faculty/Staff Bulletin Board *News and Notes* with no response. They will send out a campus-wide email and mailing to department chairs and secretaries asking for a list of historical objects they are aware of in their departments. The plan is simply to compile an inventory of the various objects that are part ISU’s history and belong to the institution. The intent is not to take anything away from departments, only to document the existence of the objects so they do not inadvertently disappear. Because of time and money constraints the committee cannot go searching the campus for historical artifacts so is reliant on other people reporting the objects they are aware of. Bowen suggested contacting the Records Managers in each unit and asking them to identify the artifacts in their own units. Han suggested collecting digital photographs of the objects. This catalog project could also help identify things that require maintenance and get them into the system.

E. Facilities and Capital Projects (Chris Daniels)

1. **Status of capital project request process.**
2. **Need criteria for ranking requests.**
3. **Need to design new system for next year:** include DPW plus any other capital project requests, request form include a place to indicate the number of years that the item has been on the list and information about revenue or resources available.
4. **Involvement of new VP for Facilities Services on Subcommittee.**

Daniels said the subcommittee had not met yet, but was planning to do so next week. The Capital Projects Requests had been sent out and the January 16<sup>th</sup> deadline had passed so the committee soon would be looking at the compiled requests. They will also be working on revamping the process in response to the Faculty Senate’s concerns.

Bowen said that one of the concerns Senate had was how long each project had been on the list without any movement. She also suggested reiterating to units that they have to keep resubmitting their requests every year instead of assuming it will be carried over from year to year. Facilities Services has no way of knowing if a project was funded another way or no longer is a priority to the requesting unit. She reminded that President Vailas asked the Council to expand the Capital Projects list beyond the Department of Public Works (DPW) projects to include all capital projects regardless of funding source. The list should also include funding sources and any available funds for each project. This Council will be involved in prioritizing and making recommendations regarding

which projects should be commenced and which could be held off. The committee is currently working on developing criteria by which to prioritize capital projects.

F. University Sustainability Committee

There was no report from this committee. Ames declared the Chairship was currently vacant because of the recent changes in committee members and their respective responsibilities. Han suggested including a couple of people from his office on this committee who are very involved and interested in this topic. Bowen said President Vailas indicated he has some ideas on how to encourage sustainability, and Faculty Senate had some concerns as well.

**IV. Reports from task forces and ad hoc committees**

There were no other reports from other committees or task forces.

Bowen reminded committee chairs to work on their bylaws in accordance with the Faculty Senate's template and get those in to the Council for consideration. Committee bylaws need to be finalized before the Council can work on its own bylaws changes.

**V. Next Meetings**

A. CPC Executive Committee

1. Wednesday, February 18, 2009, 10:00 – 11:00 Faculty Senate Conference Room
2. Wednesday, March 11, 2009, 10:00 – 11:00 Faculty Senate Conference Room
3. Wednesday, April 15, 2009, 10:00 – 11:00 Faculty Senate Conference Room

B. Full Campus Planning Council

1. Wednesday, February 25, 2009, 10:00 – 11:30 Faculty Senate Conference Room
2. Wednesday, March 18, 2009, 10:00 – 11:30 Faculty Senate Conference Room
3. Wednesday, April 22, 2009, 10:00 – 11:30 Faculty Senate Conference Room

**VI. Adjournment:** 11:22 a.m.

Respectfully submitted,

Daniel Ames  
Chair, Campus Planning Council

Catherine Wallace  
Administrative Assistant I  
Faculty Senate Office

Approved by Campus Planning Council: April 22, 2009

Accepted by Faculty Senate: May 4, 2009

**APPENDIX A**

**ISU Wayfinding Sign**

Approved by Campus Planning Council: January 28, 2009

