

Idaho State University
Campus Planning Council
Minutes

Wednesday, April 22, 2009

10:00 AM

Faculty Senate Conference Room REND 301

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

1. Preliminaries:

Ames opened the meeting and thanked everyone for their service this past year.

a. Meeting Minutes of January 28, 2009

No quorum yet. The minutes would be voted upon by email.

b. Announcements

There were no announcements.

c. Wayfinding Signs Update

Vahsholtz read an email from Matt Lewis at the City of Pocatello regarding the placement of three wayfinding signs on Clark Street with arrows directing traffic to Idaho State University. The signs would be installed within the next three or four weeks. He also had requested additional wayfinding signs to be placed on South Fifth Avenue.

Bowen and Lewis arrived, making a quorum for voting purposes.

2. Bylaws

a. Campus Planning Council Bylaws

The proposed changes were briefly reviewed. Ames explained the rationale for granting voting privileges to all members was to allow everyone who has a seat on the council the right to have an official voice and be able to vote. It was recognized that lack of attendance by all members could make it difficult to obtain a quorum. Thus, in an effort to help alleviate attendance problems *ex-officio* members were allowed to designate someone to attend in their stead. After some discussion, it was decided that the City of Pocatello representative should not have a vote on campus matters, and would be a non-voting advisory member.

The members wanted to make sure an architect would be on the council, so added “**or an architect**” to the position of Director of Facilities Planning. Han suggested Facilities staff members could chair the subcommittees as part of their jobs, which would have the added benefit of holding them accountable, ensure the committee’s work fits with the campus’ long-term plan, and to get things done. Han said the Director of Facilities Operations is responsible for the Outreach campuses as well as the Pocatello campus. Outreach faculty are included as members, so the Outreach centers have good representation on the council.

ACTION: Moved by Bowen and seconded by Kearns **to approve the bylaws.**

Automatically tabled because proposed bylaws changes cannot be introduced and approved in the same meeting. A ballot will be emailed to members to vote electronically.

Since a quorum now existed, the Council suspended the agenda to return to the Minutes.

1.a. Meeting Minutes of January 28, 2009

ACTION: Brooks moved **to approve the minutes**. Seconded by Rodriguez. No discussion. The motion **passed**; the minutes were approved.

The Council returned to the agenda.

2. b. Beautification Committee Bylaws

The Council's Executive Committee had discussed the subcommittee bylaws at some length, and had several questions that need further consideration. There was discussion whether subcommittees should be chaired by faculty or Facilities staff, what structural form the subcommittees should have, and how they should function as part of the Council. It was agreed that at a minimum the chairs of the subcommittees should sit on the Council's Executive Committee because they would provide needed information and expertise.

ACTION: Han moved to approve the Beautification Committee bylaws with the deletion of requirement that the chair be a faculty member. No second.

Discussion: Some members argued the bylaws are not ready to approve. Han **retracted his motion**.

There was more discussion about the bylaws and the type of structural model of the subcommittees that would best suit the Council's needs.

ACTION: Kearns moved **to table the Beautification Committee Bylaws**. Han seconded. The motion **passed**; the bylaws were **tabled**. The Council's Executive Committee will continue to discuss how the subcommittees should be structured.

3. Facilities Naming Committee -- Proposed Handbook Changes

Ames briefly reviewed the proposed changes. The purpose of the changes was to reconcile conflicting sections of the Faculty/Staff Handbook and to more clearly define the committee's status as a subcommittee of this Council, and as such, its role as part of the Faculty Senate governance structure. Under the original version, the Vice President for Finance and Administration was designated as chair of the committee. This year the inherent problem with that was plainly manifested: with the current budget crisis, the Vice President was simply too busy with other things and was not able to call or attend meetings to deal with the naming requests that were filed. To solve that dilemma, one of the changes proposed to have the Council appoint the chair of the committee. Other minor changes included updating members' titles to their current designations.

Discussion ensued regarding whether the process was adequately streamlined to meet the timeframes and donor expectations of the process, which have changed since the Handbook procedures were originally written.

ACTION: Brooks moved to approve the proposed Faculty/Staff Handbook changes in Part 3 Section V, D. Procedure for Naming University Facilities. Seconded by Toney. No further discussion. The motion **passed** with one opposed.

4. Chair and Vice-Chair Elections -- Pat Brooks has resigned from the Council

Eligible members:

Tony Martin, Frank Plewa, Mary Hofle/Alba Perez, Chris Daniels,
Jeannie Vahsholtz, Dan Ames

Vacating seats:

René Rodriguez (Biology/Phys. Sciences), **Matt Sanger** (Education),
Denise Bowen (Health Professions), **Karen Kearns** (Faculty Senate rep)

ACTION: Bowen nominated **Karen Kearns as Chair for next year, contingent upon approval of the bylaws change adding a Library representative to the Council. Jeannie Vahsholtz was nominated as Vice Chair.** No discussion. The nominations were closed and the members voted. The motion **passed**. Kearns was elected Chair and Vahsholtz was elected Vice Chair for the 2009-2010 academic year.

5. Meeting Day/Time for Next Academic Year

The Council decided to meet on one Wednesday or Thursday a month from 11:00-12:30 next academic year. The day was to be decided later.

Due to time constraints, the remaining agenda items were deferred until next fall:

- Capital Projects Planning
- Revised Project Ranking Form
- Revised Flowchart
- Other Committee Reports/Business, if any
- Sustainability
- Campus Beautification
- Historic Preservation
- Facility Access
- Follow-up Items from 2007-08 Annual Report
- List compiled by Denise Bowen
- Karen Kearns' breakdown of Faculty Senate's "laundry list"
- Process of compiling data for and due date of this year's Annual Report

Adjournment: 12:15 p.m.

Respectfully submitted,

Daniel Ames
Chair, Campus Planning Council

Catherine Wallace
Administrative Assistant I
Faculty Senate Office

Approved by Campus Planning Council: October 15, 2009
Accepted by Faculty Senate: October 26, 2009