**SENATE AGENDA ITEM III.B.1.**

**30 August 2011**

**COUNCIL ON CAMPUS PLANNING AND USAGE (CCPU)**

**ANNUAL REPORT TO THE FACULTY SENATE**

**2010-2011 ACADEMIC YEAR**

Miriam N. Satern, Committee Chair

**Council Members**: Dana Lindeman; Rafael Obregon, Recorder; David Rohall; Miriam Satern, Chair; Lynn Thompson; Linda Zellmer

**Ex Officio Members:** Scott Coker, Assistant Director of Physical Plant and Chair of the Master Plan Implementation Team; Eric Ribbens, Landscape Liaison to the Strategic Planning Committee; Jacob Woodworth, Student Government

**Meeting Dates:** Monthly meetings were held at 4:00 on the fourth Thursday; three meetings were held during Fall 2010 – September 30, October 28, December 2 and four during Spring 2011 – January 27, February 24, March 24, April 28

**Guests:** Dennis DeVolder, Faculty Senate Chair; Charles Darnell, Physical Plant Director; Ken Hawkinson, Associate Provost

**Summary of Fall Summary Activities – Information Gathering**

 Dennis DeVolder attended the first meeting of the council on September 30 to discuss the role of CCPU as one of the standing committees of the Faculty Senate. He charged the members of the council with establishing a regular meeting time and selecting a member to serve as chair. Miriam Satern volunteered to serve as chair and Rafael Obregon volunteered to record the minutes from the monthly meetings.

 As part of his discussion about the role of CCPU, Dr. DeVolder encouraged the council to reach out to the campus community. In light of ongoing planning and usage activities, he encouraged CCPU to serve as the “voice” of the faculty in these and other activities.

Following Dr. DeVolder’s suggestion, Charles Darnell, Director of the Physical Plant, and Jackie Thompson, Vice-President for Administrative Services, were invited to attend the October meeting. Mr. Darnell attended and discussed current campus maintenance projects. He also discussed his perception of the faculty’s role in the Campus Master Plan that was developed during the initial stage of Dr. Goldfarb’s presidency and the make-up of the 35 members of the Master Plan Implementation Team (MPIT). He suggested that Scott Coker, Assistant Director of the Physical Plant and chair of the MPIT, would be a good person to attend future CCPU meetings. Following his suggestion, Mr. Coker was invited to participate in future meetings. He attended the remaining meetings (December-April). Both he and Eric Ribbens provided the council with updates about the MPIT after periodic meetings of the MPIT were held.

To provide input from the students’ perspective on matters concerning campus planning and usage, the council reached out to Student Government through Annette Hamm. Jacob Woodworth was selected to serve as student rep to the council and attended all meetings held during the Spring semester.

**Summary of Spring Semester Activities – Establishing an Initiative**

 At the December and January meetings, Mr. Coker provided council members with copies of forms and procedures that have been established for reporting matters concerning facility usage currently in place. After discussing the polices, forms, and information that can be found in the Faculty Handbook, council members decided to develop a format for sharing this information with the faculty that might be more user friendly. Specifically, it was decided that a list of Frequently Asked Questions (FAQs) and answers could be developed to provide faculty with information of common concern to faculty. Following completion of this initiative, the council will seek permission to post the FAQs somewhere on the WIU website (possibly as a link from the Faculty Senate website) using a format similar to that used for the UTech Knowledge Base: <https://www.wiu.edu/kb/ss/>. To facilitate the development of the questions and answers, a google doc was created and each council member was “invited” to participate in this project throughout the Spring semester. Although the google document was discussed at each of the remaining meetings (Feb, Mar, Apr), a final product was not completed by the end of the academic year. Therefore, this initiative will carry over into the 2011-2012 academic year. Once completed, the list of FAQs will be presented to Faculty Senate for their perusal and, if approved, will be submitted to the appropriate source for posting on the web.

**Additional Activities**

 Associate Provost Ken Hawkinson was invited to the April meeting to discuss current and future campus projects that will have an impact on the academic side of the University. Dr. Hawkinson identified the priorities set by Academic Affairs for campus planning and his view of the role that CCPU should play as a sounding board for the MPIT. He expressed his appreciation for being invited to speak with the council and his hope that a member of the Provost’s Office would be invited to meet with the council at least once a year to discuss matters of concern to the academic community regarding campus planning and usage.

 Eric Ribbens, serving in his role as liaison member to the CCPU from the Landscape Committee and the MPIT, informed the council that the University has decided that every plant species native to the state of Illinois should be represented somewhere on campus. Dr. Ribbens is working with Tara Beal in the Physical Plant to inventory the current species represented on campus and he estimates that we are currently 30-40 species away from meeting this goal.

 Dana Lindemann and David Rohall will serve as CCPU co-chairs and recorder for the 2011-2012 academic year. New members appointed for 2011-2012 are Brett Eberhardt and Jeff Laurent to replace Lynn Thompson and Linda Zellmer who are rotating off the council. New meeting dates and times for the monthly meetings will be selected early in the Fall 2011 semester to accommodate the current members’ schedules. Jacob Woodworth, Student Rep, expressed his willingness to serve another year in 2011-2012.