

**MINUTES**  
**Campus Development Committee**  
**Tuesday, September 6, 2011**  
**3:30, STC Board Room**

Present: Nathan Boll, Susan Briggs, Nicole Hazelbaker, Cathi Love, Cheri McCarthy, Dan Payne, Judy Ulrich  
Guests: Mark Durham, David Nolt, Kent Ord

Absent: Brett Christian, Jim Efta, Gay Garard-Brewer

**Committee Charge** – Susan Briggs

The Campus Development Committee is not a policy-making body, but serves strictly in an advisory capacity. The committee is composed of representatives from the faculty, staff, administration, and students.

The purposes of the committee are as follows:

1. Assist in planning the campus long range building program.
2. Enumerate and recommend solutions to problems involving buildings and grounds.
3. Serve as a sounding board for complaints concerning problems associated with buildings and grounds.
4. Relay information to faculty, staff, and students concerning buildings and grounds.
5. Assist in the planning of campus space utilization.
6. Serve as recommending body for the building naming process.
7. Develop the Campus Master Plan and revise as needed.

**Functional names for campus buildings** – Susan Briggs

Based on UMW policy ([http://my.umwestern.edu/campusinfo/policymanual/policies/600.1\\_Univ\\_Property\\_Naming.pdf](http://my.umwestern.edu/campusinfo/policymanual/policies/600.1_Univ_Property_Naming.pdf)) campus buildings may be named for the functional use of each building.

The re-naming of IT-Metals, IT-Woods, and the PE Complex were discussed. It was noted that the campus map, course schedules, and building signs and directional kiosks need to reflect any approved name changes.

**PE Complex:**

Mark presented a proposal to re-name the PE Complex as the “Bulldog Athletic & Recreation Center” (BARC) to better reflect the main function of the building, since we no longer have a “PE” program. Some campus discussion had been held to also include the word “Academic” in the proposed new name, but the committee thought that students might mistakenly assume that academic services (e.g., advising, tutoring) are housed there. Also, we don’t use the word “Academic” in any other building name that houses classroom and faculty offices.

**IT-Metals:**

Since the Industrial Technology (IT) program is now in Helena and we have moved the fine arts classes such as ceramics, glass-blowing, and sculpture to the IT-Metals building, the name Fine Arts Annex was suggested.

**IT-Woods:**

The Business & Technology Department is now located in and is the primary function of the building, so the name “Business & Technology Building” was suggested.

The committee agreed to recommend to the Chancellor the re-naming of these three buildings as follows:

PE Complex becomes Bulldog Athletic & Recreation Center (BARC)  
IT-Metals becomes Fine Arts Annex  
IT-Woods becomes Business & Technology Building

**Work Order System** – Dan Payne

As a priority project assigned by Susan, Dan has re-vamped our work order system similar to UM’s system to help organize projects, prioritize materials and workers, and improve efficiency. There are still some bugs to work out, such as providing some sort of feedback that a work order has been received, the date work will be done by, what needs to be reported on a work order (as opposed to just calling or emailing Facilities with something that is an emergency), and what projects and which areas are to be charged for completed work.

Susan wants communication and training for the campus on how to do work orders to get things done. She said that there should be no labor charge to academic departments for work in State buildings for regular maintenance. Large projects must go through a process which includes identifying funding. Materials have to be paid for by departments if building something (over \$200; under \$200 is considered to be in repair mode so no charge). We might want to change that amount to \$100. Auxiliary departments get charged for materials and labor. Because work orders require a charge center, we need to look at this and perhaps set up a “no charge” code. For instance, Cheri said the new work order system charges Dining Services for using the mule to run things across campus, which was not charge for previously.

Departments should request cost estimates for proposed projects in advance from Facilities, and then decide if they want to go ahead with the planned project from their department budget.

Facilities needs to check the campus calendar for upcoming events at least two weeks in advance and contact the appropriate department if no work order has been turned in. Communication is important between people doing events and the Facilities people. A double-check for events would be good to be sure sidewalks are shoveled for an event, or irrigation is off, bathrooms are cleaned/ stocked with necessary paper supplies.

Dan would like to have the key calls when someone is locked out go to the building manager, rather than how we now do it.

### **Campus Master Plan** – Susan Briggs

Susan asked the committee to look at the Campus Master Plan (<http://my.umwestern.edu/administration/facilities/page15.htm>) and begin thinking about what we want to do (Start from scratch? Do another Charette planning process? Do like UM/MSU?). She noted that it was expected by the Northwest Accreditation process that we would update the plan by 2010, and we need to do it by the next NW visit in 2013. Cheri liked the Charette process, as it gave an opportunity for a broad group, including community members, to give input. However, the Charette process is costly.

### **Other**

Nathan wondered how attached we are to the figures on the front of the PE Complex. Is it possible to do something more modern, or cover them somehow?

Nicole received a complaint from a student who slipped and fell on the sidewalk near Davis Hall due to water from the sprinklers.

The committee will meet once per block on a Wednesday or Thursday. Cathi will set up a schedule.

**Next meeting: To be determined**