

Campus Planning Committee Current Working Procedures

Adopted October 30, 1997

1. The Campus Planning Committee (CPC) is charged with advising the Chancellor concerning policy issues affecting the physical facilities of the University, including long-range development planning, building and major remodeling priorities, site selection, circulation, land use and related planning matters.
2. The CPC meets the 2nd and/or 4th Thursdays during the fall and spring semesters and only if necessary during the summer. In the fall of odd-numbered years, when the CPC is formulating the University's Capital Building Program, weekly meetings are usually necessary. Meetings times are 8:30 to 10:00 a.m. Meetings may be cancelled for lack of agenda items.
3. The meeting agenda is prepared by the Chair with the assistance of the committee secretary and senior staff at Facilities Planning and Management. The agenda and any additional documentation is distributed to the committee members one week in advance of the meeting. Items may be requested to be placed on the agenda by submitting a written (including e-mail) or oral request to the secretary in advance of the distribution of the agenda.
4. The Division of Facilities Planning and Management provides support to the CPC. The committee secretary attends all CPC meetings and maintains committee records. Approval of minutes of the previous meeting is the first item on a CPC meeting agenda.
5. Decisions of the CPC are made by voice vote of the committee's voting members, or, if deemed necessary by the chair, by ballot. Formal votes are recorded in the minutes. A quorum of voting members is necessary for a vote to be taken. Any committee member who is not able to attend a meeting can elect to send a representative; however, representatives for voting members are not allowed to cast proxy votes.
6. Items are generally discussed by the entire committee; however the CPC may decide to appoint subcommittees to investigate agenda items and prepare draft reports/recommendations to bring before the committee as a whole.
7. The Chancellor chairs the CPC, but normally designates an acting chair - usually the Provost. Other committee members are appointed, consistent with faculty governance procedures, by the Chancellor, the University Committee, Divisional Committees, and various campus committees/boards and serve terms of varying length.