

RECEIVED

NOV 12 2008

**CHANCELLOR'S OFFICE
UW-RIVER FALLS**



Faculty Senate • http://www.uwrf.edu/faculty_senate/welcome.html

Senators: Chair – David Rainville, Vice Chair – Kristen Hendrickson, Secretary – Kris Hiney, Executive Committee – Glenn Potts, David Furniss

To: Connie Foster, Chancellor
116 North Hall
University of Wisconsin-River Falls

From: David Rainville, Chair
Faculty Senate
University of Wisconsin-River Falls

RE: UW-RF Faculty Senate Motion 2008/2009/25

At the October 22, 2008 meeting of Wisconsin-River Falls Faculty senate, motion 2008-2009/25 was passed. This motion is forwarded for your action.

A motion from the Executive Committee to include a description of the Facility Development Committee in Chapter Two of the Faculty and Academic Staff Handbook.

Facilities Development Committee

Framework/Structure

September 10, 2008

Numbering represents formatting placeholders for eventual inclusion in the Faculty and Academic Staff Handbook.

Membership

The Facilities Development Committee is comprised of:

- 4 faculty: one from each college, selected by Faculty Senate
- 4 administrative staff, selected by administration
- 2 students, selected by Student Senate
- Support staff:
 - Campus Planner (Chair)
 - Facilities Management Director
 - St. Croix Institute for Sustainable Community Development Director
- Other support staff brought in as needed: Director of Institutional Research, Budget Officer, Registrar, etc.

Term

Selected members (not support staff) will serve three-year terms. One third of the members will rotate off on an annual basis. This leaves two thirds of the selected membership with history and understanding of past discussions and topics.

Meeting Frequency

The group will meet once per month, including over the summer and in January, unless agreed upon by the group (by consensus) that a regular monthly meeting can be skipped.

Recording

A recording secretary will be chosen by the group and will hold the position for the term of one year. This will help ensure consistent note-taking and interpretation of discussion topics at each meeting.

Leadership

Responsibilities of the committee chair include:

- calling and organizing meetings
- assuring that relevant materials are distributed to members and involved support personnel
- assuring active participation by all members of the group
- annual reporting of the actions of the group to shared governance

Tasks/Responsibilities

- to act as the master planning coordinating committee for the campus when comprehensive master plans utilizing outside consultants are carried out
- to review the Campus Physical Development Plan, which is updated every two years and submitted to UW-System Administration in June of each even-numbered year
- to review the Six-year Plan, which contains prioritized lists of major projects in all funding categories
- to provide feedback to administration on current facilities management and development topics
- to provide feedback to administration on space management and space reallocation actions that occur between major campus units such as colleges and major administrative areas
- to review and rank integrated budget request documents in support of the integrated planning and budgeting function on an annual basis
- to act as the campus project committee for all classroom modernization projects
- to help Campus Planning and Facilities Management assess the effectiveness of their respective efforts by polling the campus periodically

Assumptions

- Selected members will receive training in facilities management and campus planning theory and methods.
- Selected members are representative of their areas. They must communicate back to their constituents actions and issues that come before the group.
- All members must actively participate in the work of the committee. This means that members must read relevant materials prior to meetings and come prepared for active discussion.

Final Decision Making

The group will not make final decisions regarding space allocations, reallocations, funding of projects, or final prioritization of project sequencing or scope. All space decisions and project prioritization will be performed by the Cabinet with final approval by the Chancellor or designee.

X Approved

 Disapproved

Connie Foster
Connie Foster, Chancellor

11-17-08
Date