

Guidelines for Bringing Proposals to the UAF Master Planning Committee

The Master Planning Committee (MPC) membership includes faculty, staff, students and community members appointed by the Chancellor. The MPC is scheduled to meet every other Thursday from 9 to 11am during the academic year (September - May), and on a monthly or as needed basis during the summer months. Meeting agendas are posted on the MPC's web site.

The MPC will consider proposals from any segment of the campus community. Individuals or groups who are considering making a proposal to the MPC are encouraged to contact the chair, Rich Boone (on leave, AY11-12) at rdboone@alaska.edu, or Deb Horner, vice chair, at dghorner@alaska.edu, or any other members of the committee (see www.uaf.edu/mast) to discuss the feasibility of and process for bringing forward a proposal.

If a proposal requires review by the MPC, a formal proposal should be prepared using the MPC Proposal Form that can be found at;

https://docs.google.com/document/d/15OAx_77hBzUt6G2pNASvHSyLhEkBCDJ3je1ZMtajON8/edit

Depending upon the nature of the proposal, it may require initial review by one of the subcommittees of MPC (North Campus, Campus Landscape, or Art on Campus) or by the Division of Design and Construction prior to being considered by MPC.

Any proposed installation of communication or other types of antennas or towers requires completion of the Antenna Placement Request Form that can be found at <http://www.uaf.edu/fs/services/designconstruction/antenna/>. The forms must be reviewed by the Division of Design and Construction prior to consideration by the MPC.

Proposals should be submitted two weeks prior to the scheduled meeting date of the MPC or appropriate subcommittee whenever possible. This allows adequate time for review by committee members prior to the meeting discussion. The parties to the proposal should make every effort to be present at the meeting in order to answer questions and receive feedback.

Proposal review can take considerable time, depending upon the nature of the request. At the very least, the process can take almost a month when only the MPC is involved (submission of proposal two weeks prior to scheduled meeting; review by the committee; final discussion and recommendation two weeks later). Although special meetings can be called to review a proposal of an emergency nature, this is not encouraged. The MPC is responsible for the careful deliberation of proposals brought forth that have a direct effect on the campus environment and resulting recommendations to the Chancellor.

Please note that although the MPC may approve a proposal, the committee acts in a strictly advisory capacity to the Chancellor. The MPC's recommendation is submitted to the Chancellor in writing, with a copy to the person who initiated the request. The Chancellor initiates any actions that need to follow from a recommendation.