

**Master Planning Committee  
of  
University of Alaska Fairbanks**

MEMORANDUM

Date: December 3, 2008

To: Brian Rogers, Chancellor

  
Approved \_\_\_\_\_ Date 12/7/08

From: Rich Boone, MPC Chair

Rich Boone

Re: MPC Recommendation 08-11 – Bylaws Articles 2 & 7

At its November 6, 2008, regular meeting, MPC considered a revision to Article 2 and an addition to Article 7 of the MPC Bylaws. Changes to the MPC bylaws require your final approval.

The proposed change in Article 2, replacing "Faculty-Rural Mission" with "Faculty-CRCD" was not passed by the MPC. Instead, a motion was advanced and unanimously approved tabling any change to Article 2 pending clarification from you. The MPC seeks your guidance as to whether there is a need for both a CACNE and a faculty "rural mission" or "CRCD" representative to the MPC.

The proposed addition to Article 7, "Section 6. Sustainability [standing committee]," was approved by a 6 to 3 vote of the MPC. A copy of the MPC approved bylaws is attached for your consideration; you may indicate your approval of the bylaws by signing on the above line. Your date of approval will then be added to the last page of the document.

Thank you.

RB/dlm

Attachment (as stated)

# Master Planning Committee Bylaws

## Article 1: Name of Committee

This committee's name is the University of Alaska Fairbanks Master Planning Committee (MPC), organized under the authority of the Chancellor of the University of Alaska Fairbanks. Its primary task is to assist in implementing and continually updating the current UAF Campus Master Plan. This involves wide consultation with the university and Fairbanks communities, strategic information gathering and analysis, and development of recommendations to the chancellor. The chancellor determines whether or not to accept in full or in part the recommendations of the Committee.

## Article 2: Composition of Committee

The MPC is an advisory committee to the chancellor. There shall be no more than twenty-one (21) members serving on the committee. The chancellor appoints members based upon the recommendations from the entities listed below. Each member serves a term normally lasting three years; student terms are one year and may be renewed. These terms are staggered to promote continuity, and renewal is at the chancellor's discretion. The chancellor also appoints a chair from among the faculty members of the committee. The chair's term is one year; this may be extended for successive terms at the chancellor's discretion.

Committee members from each area of interest are nominated by the following entities:

### Chancellor:

Alumni  
Chair (faculty)  
Chancellor's Advisory Committee on Native Education  
Fairbanks Community  
Development/Fundraising  
North Campus area  
Past chair  
Staff Council

### Provost:

Faculty-Research  
Faculty-Rural Mission  
Faculty-Instruction  
Faculty-Service  
Institutional Research  
Campus and Space Planning

### Student Services:

Student/Graduate  
Student Services  
Student/Undergraduate



VC, Admin. Services:      Facilities Services  
   Administrative Services

While members are appointed from these areas of interest, it is expected that they take a global perspective as members of the MPC, taking all aspects of UAF's mission and units into consideration.

### **Article 3: Responsibilities of the Master Planning Committee**

The MPC's responsibility is to make recommendations to the Chancellor that implement and continually update the current UAF Campus Master Plan. This requires wide consultation with university and Fairbanks communities and careful consideration of changes proposed for the campus' facilities, land use, and physical environment. The MPC meets regularly to review proposals for actions that may impact these aspects of the campus environment. Such actions include, but are not limited to, proposed use of building sites, changes in parking and circulation, siting and modification of outdoor research facilities, siting of antennas and other building attachments, modifications to agricultural reserve lands and trails, landscaping and lighting, including permanent external art, and design of buildings and external signage.

The MPC has the option of creating standing and/or ad hoc subcommittees to advance its work (see [Article 7](#) below). These subcommittees make recommendations to the MPC.

The MPC has the responsibility to communicate regularly about its work with the broader UAF and Fairbanks communities. The chair and committee members are expected to use reasonable means of doing so through public presentations, the media, and other means.

### **Article 4: Meetings of the MPC**

#### *Section 1. Regular MPC Meetings*

Regular MPC meetings are open to the public. The MPC normally meets every other week during the academic year, usually on Thursday mornings from 9-11am. Any modifications to this schedule will be made at the first scheduled meeting in the fall semester and published on the website. During summer, meetings are scheduled in advance on an as-needed basis. If there is no business for the MPC to consider on the regularly scheduled date, all members will be notified by email and on the website that the meeting is cancelled.

A minimum of five committee members shall constitute a quorum for the purpose of conducting a formal meeting. Formal committee recommendations must be approved by the greater of (a) five members or (b) more than 50% of MPC members present at any regularly scheduled or special MPC meeting. Only those formally appointed to the MPC by the chancellor are allowed to vote. Proxy voting is not allowed.

Notes from all scheduled MPC meetings and any recommendations made to the chancellor will be made available to the public on a timely basis on the MPC website and/or from the Chancellor's Office.

## *Section 2. Attendance at MPC Meetings*

Regular attendance by committee members is essential to the success of the MPC's work. Any member who cannot attend a meeting is expected to communicate this in advance to the chair in person or by email. Absences will be considered excused if prior notification is given to the chair.

If a committee member has consistent unexcused absences (three or more in one academic year), the MPC will recommend to the chancellor that a replacement be named.

If a member is no longer involved with the area of interest that led the original appointment, or fails to carry out the duties of membership, the MPC will recommend to the chancellor that the member be removed and an appropriate replacement appointed.

## *Section 3. Special Meetings of MPC*

The chair or a simple majority of the membership may call special meetings of the MPC on an as-needed basis. This includes meetings outside of the normal academic year. A minimum of three days advance notice will be provided to all members and to the public.

## *Section 4. MPC Meeting Agenda Items*

[Guidelines for bringing proposals](#) forward for the MPC's review are listed on its website. Any questions about these guidelines or the process of bringing matters before the MPC should be addressed to the chair (or vice-chair in absence of the chair). After due deliberation, the MPC will act as expeditiously as possible on proposals presented in a manner consistent with these guidelines. A written rationale shall be included for all recommendations made, and specific reference will be made to goals and action statements in the Campus Master Plan.

Proposed agenda items for a scheduled meeting shall be submitted to the chair at least three business days prior to the meeting. The MPC will not normally consider any agenda items brought forward for consideration after this deadline. Changes to this practice are at the discretion of the chair.

The chair or secretary shall distribute the agenda and supporting papers to all members and other interested parties by email no less than two days before the meeting. Campus mail will be used for materials not in electronic form, with delivery scheduled for receipt within the same time limit.



### *Section 5. Public Meetings; Closed Meetings*

Meetings of the MPC are subject to the University of Alaska Regents' regulations on open meetings ([R02.06.01](#)). Executive sessions involving the full committee may only be held in a manner consistent with that policy.

### *Section 6. Executive Committee Meetings*

As the need arises, the chair may call a meeting of the Executive Committee to address routine administrative or other tasks. The chair is responsible for reporting to the full MPC at its next regular meeting about any actions of the Executive Committee.

## **Article 5. Master Planning Committee Officers**

The officers of the MPC shall include a chair, vice-chair, and a secretary. The chancellor shall appoint the chair from among faculty committee members. The chair is a voting member of the committee. The vice-chair and secretary shall be determined by majority vote of the MPC at its initial meeting in the fall semester. Terms of office shall be one year, with renewal possible at the discretion of the appointing entity.

An Executive Committee, made up of the chair, vice-chair, secretary, and immediate past chair, is authorized to act on routine administrative matters on behalf of the MPC. However, formal MPC recommendations require a vote of the full committee.

## **Article 6. Duties and Responsibilities of Officers of MPC**

### *Section 1. Chair*

The chair shall convene and preside over MPC meetings and provides leadership for accomplishing the MPC's work. The chair works with committee members and subcommittee chairs in developing processes and practices for fulfilling subcommittee tasks. The chair prepares MPC meeting agendas and consults as needed with those having business with the MPC. The chair works closely with committee members and with UAF staff to monitor progress in implementing provisions of the UAF Campus Master Plan.

### *Section 2. Vice-Chair*

The vice-chair assists the chair in providing leadership for the committee's work. If the chair is unable to participate in MPC work either temporarily or for longer periods, the vice-chair takes on the duties of the chair.

### *Section 3. Secretary*

The secretary shall be responsible for keeping records of all formal MPC actions, including taking meeting notes, sending out meeting announcements and informational materials, distributing copies of meeting notes to each MPC member, and assuring that

accurate records are maintained. The secretary is also responsible for working with the chair and UAF staff to ensure that the MPC website is kept current.

## **Article 7. Standing Subcommittees**

### *Section 1. Creation of Standing and Ad Hoc Subcommittees*

From time to time, the MPC may create standing and/or ad hoc subcommittees to advance its work. At a minimum, subcommittees must have at least three members and no more than nine. At least one member of the MPC must serve on each subcommittee. The MPC will identify potential members and a chair of all standing subcommittees for final approval by the chancellor. The MPC may also disband standing subcommittees at its discretion with approval from the chancellor. Ad hoc subcommittees may be established and disbanded at the discretion of the MPC.

A majority of the subcommittee members present shall constitute a quorum. Formal subcommittee recommendations must be approved by a simple majority vote of members present. Only those formally appointed to an ad hoc subcommittee by the MPC or a standing committee by the chancellor are allowed to vote.

Subcommittee chairs or their designee will report regularly to the MPC about their meetings, deliberations, and recommendations. Notes from subcommittee meetings will be placed on the MPC website. The MPC is responsible for providing oversight of all subcommittee work and for making any recommendations to the chancellor arising from their work.

### *Section 2. Purpose of Subcommittees*

Each subcommittee shall meet as needed to consider proposals or tasks referred to it by the MPC chair and to make recommendations to the MPC. The subcommittee shall also undertake any special duties as assigned by the MPC.

Scheduled meetings of all subcommittees are open to the public. Dates for such meetings shall be noted in advance on the MPC website. The subcommittee chair is responsible for communicating with the MPC about the subcommittee's work and for submitting any formal recommendations in writing.

### *Section 3. [North Campus Subcommittee](#) [standing subcommittee]*

The North Campus Subcommittee (NCS) is responsible for making recommendations to the MPC about planning and approval of all uses on lands within the boundaries of the North Campus as detailed in the UAF Campus Master Plan (see page 1-3). Any proposals involving this area shall be brought first to the MPC chair, who may then delegate to the NCS tasks of gathering information, developing detailed plans, and/or making recommendations.



*Section 4. Circulation and Parking Subcommittee [standing subcommittee]*

The Circulation and Parking Subcommittee (CPS), with support from Parking Services, is responsible for making recommendations to the MPC about planning and management of circulation and parking on campus consistent with the Campus Master Plan. Any proposals involving this area shall be brought first to the MPC chair, who may then delegate to the CPS tasks of gathering information, developing detailed plans, and/or making recommendations.

*Section 5. Campus Landscape and Outdoor Artwork [standing subcommittee]*

The Campus Landscape and Outdoor Artwork (CLOA) Subcommittee, with support from Facilities Services, is responsible for making recommendations to the MPC about planning and implementation of the Campus Landscape Plan consistent with the Campus Master Plan. Any proposals involving these topics shall be brought first to the MPC chair, who may then delegate to the CLOA tasks of gathering information, developing detailed plans, and/or making recommendations.

*Section 6. Sustainability [standing subcommittee]*

The Sustainability Subcommittee, with support from Facilities Services, is responsible for making recommendations to the MPC about long-term sustainability planning and management consistent with the Campus Master Plan. Any proposals involving this area shall be brought first to the MPC chair, who may then delegate to the Sustainability Subcommittee tasks of gathering information, developing detailed plans, and/or making recommendations.

**Article 8: Amendments**

These by laws may be amended at any regular meeting of the MPC, provided that notice of the proposed amendment shall have been posted on the MPC website at least 30 days prior to the meeting at which the amendment is voted upon. Changes to these by laws require a two-thirds vote of the full MPC membership and final approval by the chancellor.

Approved by MPC on November 6, 2008.

Approved by Chancellor Brian Rogers on December 7, 2008.