ITEM No. 1 – APPROVAL OF NOTES
Leslie Schmidt moved to approve the draft notes from November 20, 2018.
David Kack seconded the motion.
The meeting notes were unanimously approved: 13 Aye, 0 Nay

ITEM No. 2 – EXECUTIVE COMMITTEE REPORT
John is still looking at committee membership and mission statement.
At next meeting, proposal for name change from University Facilities Planning Board (UFPB) to University Services Planning Board (USPB).

ITEM No. 3 – CONSENT AGENDA
None

ITEM No. 4 – RECOMMENDATION – Barnard Hall Donor Plaque Installation
Commemorative Tributes Committee approved the wording of this plaque two weeks ago.
Alissa Taysom presented the design and installation location of the plaque to UFPB for approval.
The plaque’s design complements the interior finishes of the Barnard Hall lobby, where it will be installed. It is made of hot rolled steel with a tempered glass shield to protect the wording. The style fits that of the lobby where it will be installed.

David Kack moved to approve the design and installation location of the Barnard Hall Donor Plaque.
Duane Morris seconded the motion.
The Vote: 13 Aye, 0 Nay

After the vote, David Singel noticed some non-standard English in the plaque. The word “loan” is used as a verb, rather than “lent”.

ITEM No. 5 – RECOMMENDATION – Dorothy “DeDe” Baker Memorial Plaque Installation
Commemorative Tributes Committee approved the wording of this plaque.
Alissa Taysom presented the design and installation location of the plaque to UFPB for approval.

The installation of a bronze plaque honoring DeDe Baker is proposed near the stairway exit of the Childhood Development Center (CDC). The committee would prefer a more visible location for the plaque. The committee trusts CPDC to choose the most appropriate location, such as the main hallway of lobby of Herrick Hall.

Duane Morris moved to approve the design of the plaque and to designate CPDC to choose the location for installation.
Leslie Schmidt seconded the motion.
The Vote: 13 Aye, 0 Nay

ITEM No. 6 – RECOMMENDATION – “Harrison Dining Facility” Partial Name Change
Grant Petersen discussed the current Harrison Dining Facility renovation to convert the building to academic space. Since the building will no longer be used as a dining facility, CPDC proposes renaming the building “Harrison Hall” to reflect its new academic purpose. UIT and the Registrar are aware of this proposed change. In addition, there is currently no sign for Harrison Dining Facility, because access is through Johnstone Center. CPDC would like to install a campus-standard building sign in the gravel at the front of building between the two entrances. Grant asked for approval of the building name change and the proposed sign location. It was suggested the sign be moved forward into the grassy area for better visibility for those driving down Harrison Street. Pedestrian counts would help make more accurate decisions about wayfinding and signage. Most building signs on this campus are located to the
right of the main entry. A sign mounted on the building would cost much more ($20k vs $6k).

Mike Everts moved to approve the name change.
Duane Morris seconded the motion.
John How made a friendly amendment to include the sign location in the motion.
Maintenance issues were discussed, such as interference with lawn care, sprinkler systems and snowplows. Several members expressed concerns about future plans for the lawn area, the birch tree life expectancy, and cost of moving the sign at a later date.
Mike Everts made a friendly amendment to his motion to give Maintenance the latitude to install the sign where it least impacts sprinklers.
Name Change Vote: 13 Aye, 0 Nay
Building Sign Location Vote: 9 Aye, 4 Nay

ITEM No. 7 – INFORMATIONAL – Commemorative Plaques Design and Location Review
Going forward, all commemorative plaques will use the wording “in honor of” (no indication if the honoree is living or deceased). CPDC is developing a set of 6 – 8 criteria for commemorative plaques. These will not be design criteria, because the plaques should fit the architecture of the building, and this campus has a variety of architecture styles. Are there any specifics that should be included in the list of criteria (size, grammar review by an appropriate expert, etc)? The general consensus was that this is a good idea.

Horizon Items
- Donor Plaques Design Criteria
- American Indian Hall Schematic Design
- Haynes Kiln Yard Fence
- South Campus Master Plan
- Grant Street Traffic Calming
- Updating Public Art Policy
- Fee for Art Maintenance Across Campus

CM/ls

CC:
President Cruzado
Heidi Gagnon, VP Admin & Finance
Julie Kipfer, Communications
Amber Vestal, President’s Office
Jennifer Joyce, VP Student Success
Jody Barney, College of Agriculture
Maggie Hayes, President’s Office
Leslie Schmidt, Asst. VP Research Office
Susan Fraser, College of Agriculture
Julie Heard, Provost Office
Tony Campeau, Registrar
Robin Happel, College of Agriculture
Taylor Blossom, ASMSU President
Frank Parrish, MSU Police
Elizabeth Schmidt, College of Business
Lisa Hespen, VP Admin & Finance
Becky McMillan, Auxiliaries Services
Candace Mastel, Campus Planning