


MEMORANDUM

TO: Sherwin Toribio, Convener
Joint Physical Facilities Committee

FROM: Joe Gow, Chancellor 

SUBJECT: Committee Charge for 2008-2009 Academic Year

DATE: September 11, 2008

Please convey my gratitude to the committee members for their willingness to serve on the Joint Physical Facilities Committee for the 2008-2009 academic year. As the convener of the Joint Physical Facilities Committee, please arrange, as soon as feasible, an organizational meeting. In addition to a chairperson, please also elect a secretary.

Primary responsibilities of the chairperson include:

- o promptly informing the Chancellor's Office of the results of the election of officers and any changes in committee membership.
- o organizing and conducting meetings.
- o completing a year end report on the committee's activities to be submitted to the Chancellor's Office no later than April 30, 2009.

Primary responsibilities of the secretary include:

- o recording minutes of each meeting.
- o promptly sending meeting minutes to Charise Bock (bock.char@uwlax.edu) so that the minutes can be posted on the Joint Committees website.

In the event the committee chooses to rotate secretarial duties, please designate one person to be responsible for e-mailing the meeting minutes to Charise Bock.

After consultation with others, I ask the committee to report on the following special charges:

1. Review & Revise Committee Bylaws: Please review the attached bylaws (available at <http://www.uwlax.edu/hr/Joint%20Committees.PDF>). Make recommendations for revisions paying careful attention to the general Duties and Responsibilities and Committee Membership. **Please complete this charge no later than December 1, 2008.**
2. New Construction: Continue to work with the administration on the construction of the Sports Complex, Academic Building, and Residence Halls.
3. Consider Future Facilities Needs: Continue to monitor campus facilities needs and make recommendations to address those needs.

Committee Charge for 2008-2009 Academic Year
September 11, 2008
Page 2

As in the past, recommendations of the Joint Physical Facilities Committee should be forwarded directly to the Chancellor's Office. Throughout the process I expect individual committee members to consult with their respective governance groups for input on and agreement with issues. If we determine that a particular committee recommendation requires further deliberation and comment, we may elect to forward it to one or more of the three governance groups for further analysis and recommendation.

If you have any questions about the charges, please feel free to contact me.

Finally, if I or anyone on the leadership team can assist your committee in any way during the year, please do not hesitate to ask.

Best wishes on your committee's work over the course of the coming year!

JG/cb
Attachment

cc: Chancellor's Staff
Academic Deans
Joe Heim, Faculty Senate
Will Van Roosenbeek, Academic Staff Council
Derek Kockler, Student Association