



May 9, 2024

MEMORANDUM

To: Campus Planning Committee

From: Liz Thorstenson, Campus Planning
Campus Planning and Facilities Management (CPFM)

Subject: **Record** of the May 3, 2024 Campus Planning Committee Meeting

Attending: Bob Choquette (Chair), Deborah Butler, Ravi Cullop, Emily Eng, Michael Griffel, Mike Harwood, Shawn Kahl, Amy Kalani, Diana Libuda, Janet Rose, Lauren Stanfield

CPC Staff: Liz Thorstenson (Campus Planning)

Guests: Bella Esbeck (Student), Julia Morrill (Dean of Students, Basic Needs), Aaron Olsen (Campus Planning), Matt Roberts (Board of Trustees), Madison Studer (ASUO, Student), Cody Weaver (PE & Recreation)

CPC Agenda

1. **Campus Plan Outdoor Sign Plan – Proposal for Signs at Student Recreation Fields**

Background: The purpose of this agenda item was to review the proposal for signs at student recreation fields near the Student Recreation Center.

CPC staff reviewed relevant *Campus Plan* principles and patterns.

Aaron Olsen (Campus Planning) reviewed the Campus Outdoor Sign Plan key criteria, project purpose, proposed locations, size, and configuration.

Cody Weaver (PE & Recreation) shared background information and the project need.

Discussion:

The following is a summary of questions and comments from committee members, with clarification comments from Olsen and Weaver:

- Members expressed support for the project.

Regarding sign material and durability:

- Member: Will the sign material be durable and strong?
 - Weaver: The signs will be made of steel with an anti-graffiti coating for ease of cleaning.

Regarding sign purpose:

- Member: Is the purpose of the signs to indicate field use permission?
 - Weaver: The sign purpose is to indicate field use permission, and to increase awareness of field rules for external groups utilizing the fields. E.g., use for external groups is allowed with reservation and rental fee, however, placing field use policy signage on site will be beneficial to actively combat inappropriate uses.
 - Olsen: Information regarding inappropriate field uses, E.g., no sunflower seeds, no food, and other damaging behavior to the fields will be included in the signs. The signs will help establish field use expectations.
 - Member: Having signs to refer to is important to reinforce expectations of users.

Regarding sign design:

- Member: The contrast of the writing and colors with the sign background seem very close in value and difficult to read.
 - Olsen: PE & Recreation is working with the SSEM Communications team on the sign design for readability to ensure it will be legible.

Action: With 8 in favor and 1 abstention, the committee agreed that the ***Campus Plan Outdoor Sign Plan Proposal for Signs at Student Recreation Fields*** is consistent with the *Campus Plan* and recommended to the president that it be approved.

2. *Campus Plan* Outdoor Sign Plan – Proposal to Establish Additional Approved Pole Banner Locations

Background: The purpose of this agenda item was to review the proposal to establish additional approved pole banner locations.

CPC staff reviewed relevant *Campus Plan* principles and patterns.

Aaron Olsen (Campus Planning) reviewed the Campus Outdoor Sign Plan key criteria, project history, proposed locations, and project approach.

Lauren Stanfield (University Communications) reviewed the banner placement criteria.

Discussion:

The following is a summary of questions and comments from committee members, with clarification comments from Stanfield:

Regarding the banner reservation process:

- Member: What is the process for a department to utilize the banners?
 - Stanfield: Communications requests sending an email with project information, and:
 - If art is already designed, there is a downloadable template for mockups.
 - Art will go through an approval process to ensure policy compliance.
 - Only high-level items will be approved, E.g., for large events such as commencement or homecoming. These banners would not be appropriate for advertising smaller items such as meetings.
 - The process will be streamlined as much as possible for requests to go directly to Communications, then art directly to Print Services for printing and billing. The Communications Campus Signage [website](#) will have contact information.
 - Member: ASUO would like to promote large events that are recurring and important to students, E.g., the Spring ASUO election.
 - Stanfield: This is a great example of something that would be approved. The reservation process will be a calendar for banner locations, reserve ahead of time for the preferred term for banner display.

Action: With eight in favor and 2 abstentions, the committee agreed that *Campus Plan Outdoor Sign Plan Proposal to Establish Additional Approved Pole Banner Locations* is consistent with the *Campus Plan* and recommended to the president that it be approved.

Other: Student shared information regarding a need for a food pantry on campus

ASUO student, Madison Studer, shared a presentation ([click here for presentation](#)) regarding the need for a food pantry on campus, followed by a discussion with committee members.