

**NC STATE UNIVERSITY**

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July 1, 2014

MEMORANDUM

TO: 2014-15 Physical Environment Committee

FROM: W. Randolph Woodson  
Chancellor

SUBJECT: Appointment to University Standing Committee on Physical Environment

You have been recommended by the Committee on Committees to serve as a member of the University Standing Committee on Physical Environment. Your willingness to accept this responsibility is very much appreciated.

The objectives of this committee are:

1. Advise the Vice Chancellor for Finance and Business on matters pertaining to the university physical environment.
2. Solicit and thoughtfully consider committee members' opinions with respect to plans for overall development and regulations of the physical environment of the core campus of the university including buildings, landscaping and transportation.
3. Provide direction and critically review the basic concepts and assumptions underlying the development of the Physical Master Plan for the core campus of the university.
4. Provide direction and critically review the basic concepts and assumptions underlying parking regulations, vehicle registrations, fees, and parking space allocations; and the development of alternative plans for the regulation and flow of traffic and levels of parking service.
5. Review and recommend generalized site locations for buildings, streets, parking facilities and other major proposals.
6. Review and ensure that the concepts of sustainability are incorporated into building, landscaping, and transportation projects and in alignment with the university's sustainability goals as outlined in the Physical Master Plan.

7. Provide regular communication and consultation about its deliberations with the appropriate committees of the Faculty Senate, Staff Senate, and Student Government.

The committee is reminded of the importance of following provision of General Faculty Bylaws, Article VII, Section 4, [http://ncsu.edu/faculty\\_senate/general-faculty/bylaws/04-21-09Amended.php](http://ncsu.edu/faculty_senate/general-faculty/bylaws/04-21-09Amended.php) which requires that "All University standing and ad hoc committees shall forward reports simultaneously to the Faculty Senate and the appropriate administrator. Any action of the Faculty Senate in response to the report will be forwarded to the administrator." The reports are to be accessible from the committee's University Standing Committee website no later than May 29, 2015. This provision enables the Faculty Senate to review and comment on the recommendations of your committee in a timely fashion. It has generally been understood to include any formal committee minutes where these are regularly posted on the committee's website and formal recommendations that are submitted for administrative review and approval.

The committee is expected to select a chair-elect from among the continuing members and forward that name to Amy Jinnette no later than February 1. Each committee member is normally appointed to a three-year term, which is subject to annual review.

Committee chairs are to use the committee's web page provided at <http://www.provost.ncsu.edu/governance/standing-committees>. Please contact Ron Grote for assistance in using the website and other administrative needs to support the committee's work.

Please be aware that your committee must abide by the UNC General Administration interpretation of the (August 9, 1996) North Carolina Open Meetings Law. Procedures for doing so are to be found at <http://www.provost.ncsu.edu/governance/openmeet/index.php>.

Again, your willingness to serve on this committee is appreciated.