1. **Approval of the Agenda** – Approved with the change that item #5 “Proposal from the Chief Financial Officer” be moved to the top of the agenda.

2. **Proposal from the Chief Financial Officer** (first presentation) – The Master Campus Facility (MCF) Committee is being asked to consider a proposal for a possible “Electronic Billboard” to be placed in the parking lot of Elam Arms facing Hardy Street. The first billboard presentation was given in two parts. Mr. Joe Morgan, CFO, introduced the proposal to the combined Committees because he and President Saunders would have to leave for another appointment before the two committees assembled separately. Then in the separate MCF Committee meeting, Mr. David Bounds (Physical Plant) and Mr. Mike Herndon (Purchasing) gave a longer presentation, and took questions and comments from the Committee. An RFP has been sent out to determine the cost of construction and the cost of the sign’s ongoing management. The purpose of the billboard would be to generate funds for the university as well as provide an avenue for inexpensive advertising for the university community. After a general discussion, the committee determined a list of information it would need by the 2nd presentation to the committee:

1. Price of construction and ongoing costs; cost benefits to the university.
2. Picture of the billboard superimposed on the Elam Arms lot.
3. How the sign would meet or fit into the MCF Plans “Guiding Principals.”

3. **Selection of a temporary secretary** – Mary Beth Applin agreed to be temporary secretary and to provide the committee minutes of this meeting.

4. **General Procedures** – Dr. Conville, chair, reviewed some general procedures that he would like the committee to follow during meetings. The committee agreed unanimously that these rules should govern our discussions and that any other procedures deemed necessary will be added as needed. The general procedures governing the committee are:
b. Discussion of proposals will be open, orderly, respectful and rational.
c. Recommendations to the President of any proposals will come only after a second presentation has been made to our committee.
d. A closed listserv will be created to provide a method of communication among members.

5. Approval of interim administrative process – The committee approved an interim process for administering the Master Campus Facility Plan. The process includes how requests to the MCFP should be made for campus modifications, a process for the committee review of requests and the committee’s reporting procedures (see Appendix A). One editorial suggestion to the written process was made and approved by the committee – the terms “respective owner/user” will be changed to “assigned administrator.”

6. Set next meeting – next meeting date will be in early June. Dr. Conville will be in touch with member with the exact date and time.

7. Adjournment

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Master Campus Facility Planning/Design Review Committee Meeting

Members present at combined meeting:
"bob hopkins" <bob.hopkins@usm.edu>,
"Ken Busby" <kenneth.busby@usm.edu>
"chris crenshaw" <christopher.crenshaw@usm.edu>,
"David Walker" <david.walker@usm.edu>,
"Dawn Smith" <dawn.smith@usm.edu>,
"Dick Conville" <richard.conville@usm.edu>,
"Mary Beth Applin" <mary.applin@usm.edu>,
"Melissa Cirino" <melissa.cirino@usm.edu>,
"Michael Pruitt" <MAPRUITT@southerncmo.com>,
"Pattie Brantley" <patricia.brantley@neel-schaffer.com>,
"Rita Hailey-Burks" <rita.hailey-burks@usm.edu>,
"Sheri Rawls" <scheri.rawls@usm.edu>,
"Skeeter Dixon" <c.dixon@usm.edu>,
"Suzy Hebert" <suzanne.hebert@usm.edu>,
"Desmond Fletcher" <Desmond.Fletcher@usm.edu>,
"Mary Dayne Gregg" <mary.gregg@usm.edu>,
"Rusty Postlewate" <Rusty.Postlewate@usm.edu>
"Kara Drane" <kdrane@co.forrest.ms.us>
"Sid Krhut" <sidney.krhut@usm.edu>
"Lakeyarah White" <llenoir@hattiesburgms.com>
"Diane Stark" <diane.stark@usm.edu>
Members absent:
   “Mike Mitchell” <michael.a.mitchell@usm.edu>
   "Lisa Reid" <lreid@hattiesburgms.com>
   "Margaret Firth" <margaret.firth@usm.edu>

Master Campus Facility Planning Committee Meeting

Members present:
   "bob hopkins" <bob.hopkins@usm.edu>,
   "Ken Busby" <kenneth.busby@usm.edu>
   "chris crenshaw" <christopher.crenshaw@usm.edu>,
   "David Walker" <david.walker@usm.edu>,
   "Dawn Smith" <dawn.smith@usm.edu>,
   "Dick Conville" <richard.conville@usm.edu>,
   "Mary Beth Applin" <mary.applin@usm.edu>,
   "Melissa Cirino" <melissa.cirino@usm.edu>,
   "Michael Pruitt" <MAPRUITT@southernco.com>,
   "Pattie Brantley" <patricia.brantley@neel-schaffer.com>,
   "Rita Hailey-Burks" <rita.hailey-burks@usm.edu>,
   "Sheri Rawls" <sherri.rawls@usm.edu>,
   "Skeeter Dixon" <c.dixon@usm.edu>,
   "Suzy Hebert" <suzanne.hebert@usm.edu>,
   "Lakeylah White" <llenoir@hattiesburgms.com>
   "Diane Stark" <diane.stark@usm.edu>

Members absent:
   “Mike Mitchell” <michael.a.mitchell@usm.edu>
   "Lisa Reid" <lreid@hattiesburgms.com>
   "Margaret Firth" <margaret.firth@usm.edu>
Appendix A

Interim process for administering the Master Campus Facility Plan (MCFP)

• Written requests to add to or modify the MCFP can only be made by the respective owner/user [changed to ‘assigned administrator’] (Dean, Vice President, CFO, or Athletic Director). An academic dean must also present a letter acknowledging the request from the Office of the Provost. The addition or modification request must be submitted in writing to the Chair of the Master Campus Facility Planning Committee for full review and recommendations by the MCFP committee.

• The Chair of the Master Campus Facility Planning Committee reports directly to the President or the President’s designee. The Chair of the MCFP also serves as an ex-officio member of the Design Review Committee.

• The Chair of the Master Campus Facility Planning Committee shall convene the entire committee either through a full committee meeting or through correspondence (electronic). Please note: due to the size of the Master Campus Facility Planning Committee, the Chair may choose to convene the committee at specific times throughout the year for the purpose of reviewing any requested additions or modifications to the Master Campus Facility Plan. When necessary, the President or designee may call a special session of the MCFP committee.

• The committee shall take into consideration all aspects of a physical project relative to the short and long-term impact to the Master Campus Facility Plan. Upon a thorough review of the requested addition/modification a recommendation shall be provided in a timely manner by the Chair of the MCFP committee to the Office of the President. Upon acceptance or rejection of the recommendation by the office of the President, the requesting owner/user [changed to ‘assigned administrator’] shall be notified in writing by the Chair of the MCFP committee.

• Any additions or modifications to the Master Campus Facility Plan ultimately resides with the Office of the President of the University or designee.

• As a result of the final action approved by the Office of the President, the Chair of the MCFP committee shall make applicable changes in the MCFP via alteration of the electronic version of the MCFP (located publicly via link on the University’s web site). As a matter of permanent record, hard copy changes to the MCFP shall also be made by the Chair of the MCFP committee.