

ILLINOIS STATE
UNIVERSITY



MEMORANDUM

October 9, 2009

Vice President for Finance and Planning

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To: Capital Planning and Budget Team

From: Dan Layzell (on behalf of Vice Presidents Adams, Ashby, and Everts)

A handwritten signature in dark ink, appearing to be "DL", written over the "From:" line.

Re: Campus Master Plan Update

In his State of the University Address on September 15th, President Bowman called for a revision of the Campus Master Plan. Since then, the President has sent a formal charge to the Vice Presidents outlining his expectations (attached) and we have given considerable thought to the task before us. Developing a new Campus Master Plan is a major undertaking for the University. It will involve numerous stakeholders, take a considerable amount of time, and require careful analysis in formulating a recommended course of action in shaping the future development of the campus. In turn, this work will have a major impact on the campus environment for future generations of students, faculty, staff, alumni, and other Illinois State University stakeholders.

We are charging the Capital Planning and Budget Team with working with us in the development of the new Campus Master Plan. Specifically, we look to the Capital Planning and Budget Team to guide and facilitate the overall process that will be followed over the course of the next 15 months or so in developing a new plan. As an existing team with representatives from various areas of the University who have a solid understanding of the capital needs of the campus, you are the natural group to assume this task. In order to ensure full representation from across the campus, we are expanding the current composition of the Capital Planning and Budget Team to include representatives from the Civil Service Council, the Administrative/Professional Staff Council, and Intercollegiate Athletics.

It is important that you rely heavily upon experts from throughout the University to support, counsel, inform, and advise as you undertake this task. These colleagues from Facilities Planning and Construction, Facilities Management, the Office of Energy Management, the Comptroller's Office, the University Budget Office, the Office of the General Counsel, and Planning and Institutional Research can provide invaluable assistance and are critical to the overall success of this planning process. Furthermore, it will be imperative that all of us consult frequently throughout the planning process with stakeholders throughout the University and local area communities.

We will schedule a meeting with the Team in the near future to discuss organizational matters, principles to guide the planning process, the planning schedule, and related processes. We look forward to embarking upon this exciting and critical planning initiative with you. In the meantime, please contact me if you have any questions.

Thank you.

Attachment

cc: President Bowman
Vice Presidents Adams, Ashby, and Everts