

THE UNIVERSITY OF WISCONSIN
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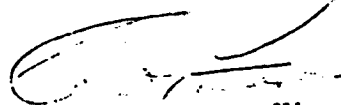
Vice President and
Trust Officer

December 19, 1962

MEMBERS OF THE CAMPUS PLANNING COMMITTEE
AND THE CONSULTING STAFF:

I enclose a copy of a memorandum regarding assignment of responsibilities to certain committees and departments dealing with the physical plant of the University. President Harrington has requested that the Campus Planning Committee review this memorandum and make a recommendation regarding it for the President's consideration. I suggest that the matter be on the agenda of the next meeting of the Campus Planning Committee. In the meantime, if you have any questions or suggestions, please call me.

Yours very truly,



A. W. Peterson, Vice President
and Trust Officer

AWP:lad

Encl.

CC: President F. H. Harrington

MEMORANDUM RE ASSIGNMENT OF RESPONSIBILITIES TO CERTAIN COMMITTEES
AND DEPARTMENTS DEALING WITH THE PHYSICAL PLANT OF THE UNIVERSITY

The Wisconsin Statutes - Section 36.06(3)

"The board (of Regents) may prescribe rules and regulations for the management of the libraries, cabinet, museum, laboratories and all other property of the university and of its several departments, and for the care and preservation thereof, with penalties and forfeitures by way of damages for their violation, which may be sued for and collected in the name of the board before any court having jurisdiction of such action."

The Regents have adopted certain formal rules and regulations for the use of University property. These are published as a part of the Administrative Code of the State of Wisconsin. They can be changed only after first holding a public hearing. The rules which are a part of the Administrative Code are those which have to do largely with the public, including such matters as automobile traffic, policing, and public behavior. In addition, the Regents have adopted from time to time certain regulations relating to the use of property, such as those governing the use of auditoria by outside groups, smoking regulations, and installation of vending machines.

The President of the University, as the chief executive officer, is responsible to the Board of Regents for the care and use of all University property, subject to the rules and policies of the Regents. He also is responsible to the Board of Regents for the development of the physical plant, including the construction of buildings, roads, walks, athletic and recreational areas and parks and the locations of the same.

To assist the President in the discharge of these responsibilities, a number of representative faculty and technical committees have been created and the Department of Planning and Construction has been established. The standing committees in this area of responsibility include:

(1) Campus Planning Committee (8 members)

Two deans chosen by the Administrative Committee, two faculty members chosen by the University Committee, two vice presidents of the University, a chairman appointed by the President (presently the head of the Department of Planning and Construction), and the State Director of Engineering. (The University of Wisconsin - Milwaukee has a separate Campus Planning Committee responsible to the Provost of the UW-M).

(2) Wooded Areas Committee (5 members)

Five faculty members appointed by the President.

(3) Arboretum Committee (6 members)

Six faculty members appointed by the President.

- (4) Upham Woods Committee (8 members)

Eight faculty members appointed by the President.

- (5) Auditoriums Committee (7 members)

Seven faculty and staff members appointed by the President.

- (6) Space Surveys and Allocations Committee (6 members)

Five faculty members appointed by the President, and the Chairman of the University Committee, ex officio.

With the exception of the Upham Woods Committee, which is concerned only with a special off-campus area, each of the above groups is in one way or another concerned about the use, care, or development of the land and buildings of the University campus in Madison. In addition, some colleges and departments, such as the College of Agriculture, the Athletic Department, the Wisconsin Union, and the Division of Residence Halls, have been assigned authority and responsibility for the management of University properties used in their respective activities, subject to general University policies and regulations.

Liaison and easy communications exist among and between the Campus Planning Committee, the Auditoriums Committee, and the Space Surveys and Allocations Committee through the Secretary of the Faculty, who serves as secretary of each of these three committees and by virtue of overlapping memberships. Communications between each of the above mentioned three committees and the Department of Physical Plant also appear to be reasonably satisfactory since the Director of Physical Plant is either a member of or consultant to each of the said committees.

The relationships of the Arboretum Committee and the Wooded Areas Committee to each other, to the Campus Planning Committee, the Department of Planning and Construction, and the Department of Physical Plant are not so clear and should be defined more sharply.

An effective organizational arrangement requires (1) that the scientific and educational usefulness of the physical areas concerned with teaching and research is safeguarded and enhanced, and (2) that authority be commensurate with responsibility and that both be clearly defined. If more than one committee, group, or department is concerned with any particular physical area, misunderstandings will arise and responsibility for any given condition will be difficult to fix. Therefore each "open area" should be assigned by the President to a single administrative jurisdiction.

Arboretum and Related Areas

It is suggested that the Arboretum Committee should be concerned primarily with the "outdoor laboratories" of the University which are used principally for research and teaching purposes. The President should decide which areas are to be placed under the jurisdiction of the Arboretum Committee. The Arboretum proper, of course, is the major area that may be considered an "outdoor laboratory," but other campus areas may well fall into this

classification if their principal uses are teaching and research. Those that seem to fit the purpose of outdoor laboratories in addition to the Arboretum proper include Eagle Heights Woods, the base of Picnic Point and University Bay, including the shoreline from Picnic Point to the Dormitories.

Inasmuch as it is difficult, if not impossible, to separate the physical plant costs from the teaching and research costs of an operation such as the Arboretum, it is suggested that the budget for the Arboretum include all expenses related to the operation and maintenance of the physical areas assigned to the Arboretum Committee. This arrangement would be similar to that of the Agricultural Experiment Stations to the College of Agriculture.

It would seem desirable that the Director of Physical Plant be a member of the Arboretum Committee so that he will be fully informed about the physical plant aspects of the Committee's activities and so that he can advise the Committee on matters related to general campus physical plant problems and procedures.

Wooded Areas

The Wooded Areas Committee is listed in the University Directory as advisory or consultative to the Campus Planning Committee, but its relationship to the Department of Physical Plant and to Planning and Construction and its lines of communication need to be clarified. It is assumed that this Committee will concern itself with physical areas which have not been assigned to the Arboretum Committee or to other jurisdictions. These would include (1) the former tent colony, (2) the recreational area of Picnic Point, (3) the former horticultural orchard west of Elizabeth Waters Hall, and (4) Bascom Woods.

It is suggested that the Wooded Areas Committee be advisory to the Director of Physical Plant for the operational phases of the outdoor areas and to the Planning Section of the Department of Planning and Construction for planning phases. This arrangement would provide liaison on the one hand with the technical group (Planning and Construction) which is planning the location of buildings, roads, walks and parks, and on the other hand with the Department of Physical Plant, which has the responsibility for maintaining the facilities.

The Department of Physical Plant should be provided with a budget to cover all authorized operation and maintenance costs of the areas assigned to that department.

The Wooded Areas Committee also should be advisory on matters relating to campus beautification of open areas.

Perhaps the name of the Wooded Areas Committee should be changed to "Parks and Wooded Areas Committee."