

## Guidelines of the Campus Environment Committee: For Submitting a Work Proposal Form

The charge of the Campus Environment Committee is: To study and to make recommendations on projects and policies relating to all aspects of the campus physical environment, including facilities, landscaping, and aesthetics; to make recommendations for the exhibition and maintenance of student and alumni art; to serve as an advisory committee for senior administrators responsible for the college's physical environment.

The Campus Environment Committee (CEC) shall generally not require the completion of an environment transformation form regarding the following:

- How an object, installation, or other service will be paid for;
- Where an object, once removed, will be stored or otherwise disposed of;
- What action shall be taken in spaces deemed "private" (e.g. personal offices or dorm rooms) or "shared private" (e.g. departmental offices, suites, common areas, and meeting rooms);
- Proposed changes to the campus environment that have been pre approved, or fit the criteria for, the landscape master plan or other pre-existing/long range campus environment plans.

The CEC shall require the completion of an environment transformation form for matters regarding the following:

- The acquisition of new objects, constructions, plants, etc. that would lead to significant changes in the campus's physical appearance which are not included within the landscape master plan or other, pre-existing/long range campus environment plans;
- The moving or removing of present objects, constructions, plants, etc. that would lead to significant changes in the campus's physical appearance;

The CEC also hereby reserves the right to concern itself with issues that may arise in the future that are deemed by the CEC as falling within their purview.

## **Campus Environment Committee Work Proposal Form**

Complete as much as possible and applicable and forward to the Chair of the Campus Environment Committee (Tim Kasser – [tkasser@knox.edu](mailto:tkasser@knox.edu)).

Name \_\_\_\_\_ Contact info \_\_\_\_\_ Date \_\_\_\_\_

Background or inspiration of the request:

Please specify as precisely as possible where on campus you propose to make a change to the physical environment:

Is this a permanent or temporary change?

Is this part of an established campus use plan (e.g., Landscape Master Plan)? If so, which?

Please briefly describe your proposal and ideas for the space you would like to change and attach any relevant images to this form:

If the space is inside, who else uses this space on a regular basis? Have you discussed your proposal with them? If so, what were their responses?

Does anything need to be removed from this location for your proposed project to be completed?  
If so, who will remove this object/art/etc., and where will it go?

Please address how your proposal will improve the quality of Knox's campus:

In what ways does this proposal address the campus' increased efforts towards environmental sustainability?