



## LAEP Advancement Board Meeting Minutes

Friday, October 6<sup>th</sup>, 2017

**Those in attendance:** Jay Bollwinkel, Randy Jackson, Jan Striefel, Geoff Ellis, Laura Ault, Mike Budge, Brian Huculak, Mark Dawson, Shawn Seager, Abram Nielsen, James Hyatt, Nola Chavez, Chris Sands, Todd Johnson, Tanya Rice, Sean Michael, Allison Cochley

Attended via web conference: Ken Brooks, Linda Snyder, Kurt Altvater

Introductions by Advancement Board Members, faculty, and Student ASLA representatives.

### Welcome by Dean Ken White

- At the fall retreat, Ken White gave a state of the college. The data is clear, engagement with faculty, mentorship, and peer mentoring are what keeps students coming back. The LAEP faculty are the models for most of these and the quality of students is impressive. It is precedents to all the programs in the college to follow. Involvement of the Board is invaluable in helping students.
- We are opening the door to a new facility. If we can make this happen, it would occupy the former “golden toaster” location east of the Fine Arts Visual building. We would bring LAEP, OPDD, interior design, graphic design and bring all the creative components to be scattered under one roof. We are moving that forward, it’s been hibernating. Now’s the time that it’s right to move forward. We would also bring NDFS and the creamery over, in another wing. It will be one big project. The preliminary setting should be done by January. Craig Jessop and Ken White will make a proposal in March and hopefully get it a priority and then start working the legislature. It will be an incredible opportunity, and can leverage what our faculty and students have been doing to a new level.
- There is a financial uphill beginning: it’s iconic to get Aggie Ice Cream. The Dean envisioned a space where people can come in, get some ice cream, and see through a glass wall how it’s being made. The OPDD has students marketing an invention, so retail space for the OPDD program to highlight. Retail space for some of our partners. That’s what is envisioned. In NDFS, they created a gen-ed class, science breadth class that deals with learning about chocolate.

### State of the Department – Sean

#### Highlights

- Dave Evans and Carlos Licon’s promotions
- USU team selected to design new Logan Library.
- APA achievement Award for the Hinckley Ranch – Mountain Ability Center/Conservation Strategy
- Ole Sleipness finished licensure.
- Five Internship Assistance Stipends funded from the Advancement Board.
- New stools purchased for Junior and Fr/Soph studios.

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Utah State University • Landscape Architecture and Environmental Planning Department

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*The LAEP Advancement Board, comprised of committed alumni, supports the program extending students' educational experience. Board members advise in matters related to professional trends, alumni relations, recruiting and student placement, as well as secure funding and serve as a voice representing the program before the University, Public and Practice.*



- New standing desks
- Two new faculty offices are created in the main corridor across from the Jury Room
- Ben George's DiLiLAH wins Award of Excellence in Communications from the National ASLA. It's been 5-6 years in development
- 1<sup>st</sup> exchange student from Anhalt University, strengthening the exchange that John Nicholson spear headed
- Several new degrees approved
- Capstone projects submitted for national ASLA competition.

#### Accreditation:

- LAAB conducted its review of LAEP programs 16-17. In August, both MLA and BLA were fully reaccredited for 6 years.
- LAAB team's findings are listed on the LAEP website
- MLA requires curriculum progress report as follow-up to demonstrate differentiating elements from BLA in shared courses particularly
- Next accreditation visit: 2023

#### Degree updates:

- PhD in Landscape Architecture is up and running.
  - We have our first student, Shuolei Chen.
  - We have started recruiting for the program. There aren't a lot of doctoral programs specific to Landscape Architecture, and this program emphasizes teaching.
  - It's a 3-year program. Cohort of 2 per year for now.
- B+MLA – capture outstanding undergraduate students for the Master's program and make it a way that's enticing for our students to stay here.
  - It's similar to a 3+2 program.
  - The students apply at the end of their junior year. The senior year is modified, then they will have another year after that. They will then graduate with both Bachelor's and Master's degrees.
  - We have 4 students now. They have integrated well into the graduate program and have started their thesis work.
  - There is not a cap for how many students, but it would probably be around 6 after we evaluate the students each year. We want to grow the graduate program and increase capacity.

#### Classes:

- LAEP 2400
  - Advanced 3d modeling course – Junior level
  - If there's time this semester, we want to introduce drones and virtual reality.
  - The purpose is to provide students with advanced 3d modeling skills and graphic skills.
  - So far, it's going great and students are producing some great work and are enjoying it.



- We have offered optional face to face studio time for LAEP 1200 online Basic Graphics.
- Keith is teaching LAEP 1300, Site Construction, which is the next part of LAEP 1200. There is a market difference in the graphics.

#### Events:

- LAEP house lighting/BBQ – Sept 13, 3:30 pm. Hands on learning experience. The student made sculpture and exterior of the house are lit with low voltage LED's. We can turn it blue when the Aggies win!

#### CREATE 2020 update:

- Handout provided of the results
- Ole is the chair of the committee this year.
- Faculty and students who pay into the program are eligible to vote.
- There were about \$95,000 worth of ideas submitted and we were able to fund about \$35,000.
- We have created a careers coordinator. 10 hours a week, and Tanya has accepted the position.
- The hand out shows the diversity of the proposals. The Board is also eligible to submit proposals. Sean can answer any questions that you have.

#### Financial Report – Brian Huculak

- This process has been amazing. Brian has been working with Tanya and the department, starting from the bottom with the roots. They looked at what works and what doesn't work. This has laid a good foundation, but there was one big miss. We did not get 100% Board participation for the donations we wanted to come in before the end of the fiscal year.
- How do we get that number to 100%? We were at about 70%.
- If you write your check, make it before June 30<sup>th</sup> to ensure its deposited for the correct fiscal year (fiscal year runs from July-June).
- The whole thing is designed to be more automated to make things easier. There are online analytics with more details.

#### Internship program:

- During the spring semester, Dave Evans' Professional Practice class prepares students for internships including development of their portfolios.
- A survey to students is sent out late spring to receive preliminary data on where the students were going, then again in the fall to evaluate their experience.
- Based on these surveys, the following is revealed about the summer of 2017 internships: 48 interns, 11 out of state, 2 international, 23 Cache Valley, 14 Wasatch Front. (Slides provided to non-attendees).
- More interns were hired by alumni than non-alumni – More than half of all BLAs, less than half MLAs hired by alumni.
- Everybody that wanted an internship got one and all were paid.



- The Advancement Board funds a stipend for out of state interns. Eligible applicants wrote bios and described their unique situation of need. Selection committee consists of Randy Jackson, Jay Bollwinkel, David Evans and Tanya Rice. Five out of 11 eligible interns received \$500 to be used to offset costs associated with an out of state internship.
- 24/27 BLA students left here with jobs.
- Beginning Aug. 1, 2017 USU Career Services began using a new program called Handshake. Tanya sees it has features useful for LAEP. It's a platform used by many universities in the US for connecting students and employers. It has a built-in database that can be downloaded to excel and tracks students after graduation. The system is set in place for long term continuity and gives employers access to our students. Once more information is known about the program, it will be distributed.
- \*You will be receiving an activation request for your firm. If you do not want to set it up yourself, Tanya will just need your HR information.

#### AB Timeline – (Included under separate cover).

- The beginning of a historic timeline of the Board (about 2000 – present) has been created to better understand Board accomplishments and changes of the years.
- We already have 5 things showing accomplishments in 2017.
- There isn't a lot documented during 2002-2008. \*We would like input on things the Board contributed, or anything that the Board feels important. It may have been more of a social thing back then.
- \*If you have other memories that we missed, please let Tanya know so it can get added to the timeline.
- \*The Craig Johnson Scholarship is not added to the timeline and needs to be added
- The Board would like to find a place on the wall somewhere so students can see the involvement of the Board.

#### Faculty's Recruitment Committee Update – Dave Anderson

- Recruitment is really the next area we must focus seriously on. Dave A has been working hard to find out how we can invest more.
- Ben, Pam, Keith, and Dave A have a Recruitment Committee internally to have us focus on recruitment. In teaching the Intro to LA courses Ben and Dave A reach about 1000 students a year, which is a great tool to capture new students. We hope we can get students engaged and interested in joining the department.
- We have a lag in following up with the students that appear interested in the program from LAEP 1030. How do we keep those kids engaged and interested? That's a challenge for us right now.
- We are currently reaching the highest number of students ever. In addition to the LAEP Intro course, we are offering a concurrent enrollment course of the Intro class in the Jordan School District now. Students can get credit for it in high school, and then hopefully spark interest in the field and come here.





- InSites magazine is a tool. Rack cards have also been created that describe the program.
- We've been working on branding and creating our image.
- What we really need is more diversity in our program, students from out of state. If a student lives out of state, but their parents graduated from USU, the students are offered to waive the out of state tuition cost for their first year in school.
- \*A PowerPoint will be sent to everyone about the department, university, and community and then you can add on to it what you would like.
- Todd has been teaching one of the Intro classes, and started a "salon" session with the students to get them together and talk more about what Landscape Architecture is. They are finding interested students and bringing them along. There has been one salon session already, with 30 people that showed up. There were 3 internship students that presented. Todd predicts we will get more students to the next salon session (there will be about 3 a semester).
- We need to add the word retention to recruitment.

## Committee Meeting Sessions

### Minutes for these under separate cover

#### Lunch: Presentation on CDTs by Dave E

- We want the students to take on a teaching responsibility. Right now, the students don't get credit for the CDT and there are about 40-45 volunteers a year. We are talking about adding the CDT course as an elective. Faculty colleagues can step in and help manage projects, shifting to a CDT elective option. We might do that spring semester, but most likely will begin Fall semester 2018. The course would meet for 3 hours 1 day a week.
- This will be separate from Charrette. It's more of a teaching experience.
- We do not charge a lot of money, and we haven't had a lot of push back. It provides possibilities to clients where there wasn't one before.
- The more we connect our students to the real world, it builds their exposure and brings connections to clients.
- There's a richness in the public realm that our students need to be exposed to, it's important.
- We would like to be a catalyst with practitioners.

#### Lunch: Internship Presentations - Four students shared their internship experiences with Board members.

- Ryan Stauffer with John Suarez
- Skyler Smith with Dale Schafer
- Trevor Kennedy with Randy Jackson
- Emmalee Olsen with Jay Bollwinkel.

## Report out from committees



## Placement Committee

- Reviewed the accomplishments since last meeting, the primary focused on setting goals for next 6 months.
- Tanya has resigned her development role responsibilities, creating more time to continue internship coordination and adding the role of career placement.
- Discussed the new software, Handshake. Pros and cons. It's not perfect but does have some benefits.
- Interested in having an interactive database that helps to track students. What else is out there?
  - There isn't currently a streamlined process for students to be tracked after graduating. We are going to explore some better ways of keeping tabs on our students.
  - Goal is that student want to keep connections with LAEP as much as we want connections with them.
  - This led to a discussion about desire to build a culture of students wanting to stay in touch with USU. Identify benefits to students like job postings.
  - \*Set a goal for the next Board meeting, which will be a good opportunity to discuss options for a Board member to make a presentation to students about the benefits of staying in touch with the department.
  - Idea of bringing students back after their first year of work to present to students could be a good idea.
- Talked about benefits of internships and the progress that has been made because of the internship coordination.
- CREATE 2020 proposal was to have the funding to bring graduated students back to report on their job experiences. That would be interesting for students to see after a year of being out in the real world.
- 3 goals:
  - Prepare a Board member to present benefits and reasons for students to stay connected with LAEP after graduation. This is intended to begin a culture for graduating student to be self-driven to remain connected to the department. This would be presented during the Spring meeting.
  - Finding a proper tracking software for interactive database, alumni updates, etc. unrelated to donations.
  - Establishing a fund (2020 proposal or other) to help bring 1<sup>st</sup> year students back to the university after one year of working to report on their experiences.
- Discussion about making internships mandatory.
  - Randy Jackson mentioned how important it would be to make the internship mandatory. The experience from internships elevates your school experience and knowledge.
  - Sean reported that our department [faculty] hasn't seen any need
  - If the Board wants to make an internship mandatory, the Board would need to write a letter to the faculty explaining the need.
  - Having internships could help create a competitive advantage.



- We should be averaging that more students should have more than 1 internship. Look at post sophomore year to be hireable.

### Recruitment Committee

- \*Working to build a PowerPoint to present at schools (Board committee with faculty Recruitment Committee).
  1. Highlight what is landscape architecture
  2. Reasons to study at USU
  3. How can we help students get to USU?
- Committed to visit high schools.
- 2<sup>nd</sup> big step will be to deploy the PowerPoint and it will be a test to determine how well we are coming across.
- Want to present in high schools, middle schools and elementary schools. Jan suggests picking one grade.
- What is the goal in terms on numbers? International students, out of state students. Does the department have a goal? How do we define success for recruitment?
  - BLA – we would like 40 to be applying by the end of sophomore year. The pool applying lately has been around 32 for 24 seats. Growing the department is a key side for how it moves forward. We've looked at that with the degrees mentioned earlier (PhD and B+MLA). Our numbers may not grow, but the quality of the students can, with having more competition.
  - MLA – it's a matter of pushing behind the number of seats we have in the Grad Studio.
  - Would department consider allowing a higher number than 24? We most likely would have to adjust and grow, and be good at something and decide what those things are. It would be nice to accept more students, especially if they are qualified.
  - Realistically we won't jump from 24 to 48 students, but we could at least say how many we want to have and work towards that goal.
- Design Studies can be an option of a degree in the future.
- \* - Sean - Find stats qualitative and quantitative. What is the goal as far as increasing and what are those characteristics? \*Sean or his designee will identify these goals.
- Having a larger number of applicants is critical.
- Have we talked with the Dean about possible class sizes and room sizes? There has to be some level of bump and land to attract students, but the contractors need to have an amount of how many students.
- Some of the appeal is the smaller class size.
- Back when Jan was in the program, the classrooms were crammed.
- Today, programs nationally are seen waxing and waning their numbers. It's not just our numbers. Virginia tech, which is in a much more metropolis area, is struggling regarding numbers as well. It's a push nationwide, not just unique to USU.

### Development Committee

- The Board needs to be proactive and have peer to peer relationship. We have 3 tiers of giving:

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1. Recommended amounts
  2. minimum amounts
  3. anything!
- If a circumstance comes up, reach out to someone. We are all accountable. This is a privileged position, it should be coveted, that's how you bring awareness and quality of work.
  - They talked about a development assistant position, and how to fund that. That's on the to-do list.
  - Talked about leveraging our relationship with Dean Ken White. If we can reciprocate that, reach out to him, then that helps us in the long run. Whether we reach out for development funding for the new building, or for new positions, etc.
  - The hundredth year is coming up, in 2039. That will be here fast, and what do we want that anniversary to look like? Is it raising 100K a year? What does that look like? We must publicize that and reach out. Need to think long term strategically.
  - How many Board members have considered estate planning? Not many have. \*Challenge to everyone: by April, 25% of Board members evaluate their estate plans. It sets a great tone moving forward for the Board members that may be joining later. Brian is happy to talk about his experiences and thought processes with anyone that wants to talk.
  - Brian invited Brandon to come talk to the group.
    - Brandon: Do a request for you to include the university, or LAEP in your will or trust. Donate an amount of your estate, either percentage or an actual amount. It's easy, it's a change in will. All the university needs of your will is the back signed page that has included what you're giving to USU. It's part of the heritage society.
    - There is a 'Charitable Remainder Trust'. Say \$100,000, you put it in a trust and you can continue to put money in the trust. The lump sum at the end of the term would come to the university.
    - There's also 'Donor Advised Funds'. You can donate a lump sum (has a tax deduction) and you can then donate that to any charity. It's a little restricted because you can only give to charities.
    - There are great ways to give back, and leave a legacy to the department.
    - The dollar amount isn't what is so critical. It's about the concept, the precedent. It's different for everyone. It's a very personal decision and process. It's part of the overall picture. A \$25,000 gift becomes perpetual and then can be a gift year after year.
    - The more we make it a comfortable conversation for alumni, and they donate 2%, and we plan that day now, we will have laid this foundation.
  - Sean, Brian, Jay, and Randy have been having the conversations about financials and where are the issues. We have an obligation of peer to peer conversations.
  - \*Enforce bylaws to remove the uncomfortable side of financial conversations.
  - Fundraising is an art. If we are going to be asking peers of the program, there's a process piece that's missing. What's the case for support? Most of the alumni that have a passion for what they learned here at USU, we need to capture that. There's an art of doing a campaigning type thing. We have to take the bylaws and be brutal about it.





- The building is not just for Landscape Architecture, other departments will be engaged in all that. We don't want to get caught in a couple years now that we weren't thinking about the new building and options. We need to maintain action and not be scrambling at the last minute.
- \*Brandon will create a script so Board members can reach out to the other alumni they know to see what they can raise toward the new building.
- The new building will be a big price tag, but we can make a great case for why we need it. And Brandon can provide talking points. We need to make sure to separate from the new building, and the program. There are two aspects of giving, and we can't lose sight of the program.
- What is the donors interest? That is something we also need to think about and keep in mind. Provide talking points and present all the options.
- Brandon's contact information was given to all the Board members and he will be happy to work with anyone that would like help.

## Business Meeting

### Accreditation

- It was hard for the LAAB team to review the MLA when we are revamping it. A modified review of the current changes will occur next year.

### Faculty retreat:

- We talked about the 2 things from the LAAB team.
  1. Pause and clap for yourselves.
  2. Pause and think: where do we want to go?
- We have 4 positions we need to fill.
  - Dave Bell's position with Extension.
  - Bo and Shujian. There are currently 15 applicants
  - Barty is resigning at the end of this academic year, returning to Germany to teach, and her position will need to be filled.
  - Tanya's development assistant position will need to be filled, as she focuses on Careers Coordinator and Internship Coordinator (.5 FTE combined)
- We have a lot of possibilities for strategic planning, and it's important to frame that. Sean is not aware the department has ever hired 4 people in one year. We are in the process to hire 3 for this next year. We could potentially have the 4<sup>th</sup> start next August.
- We may need to have a stronger sense of bioregional planning, and a sense to work at all scales.
- Shawn Seager has been part of facilitating previously. It might be helpful to have someone on the outside to help pull together the goals on the department. The outside voices can support these processes, sometimes it's hard to do yourself.
- There had been discussion of geospatial master's degree. Shujian was working on the proposal during her sabbatical.



- Laura Ault suggested to get a few bioregional planning students and have a conversation to take consensus of what bioregional planning is about. \*Laura can help reach out to the Alums. It's an important program, we wanted it back in the department and it's here so we need to have some focus on that.
- \*Sean should drop the Board a note about some high-level things. It'll be a pivotal year as far as hiring and moving forward. It would be helpful to keep everyone in the know. It is a big year, and it could be helpful to have a monthly webinar and anyone that is available can join so we can provide updates and broaden the audience. Anyone is welcome to listen and call in to any of the calls.
- \*Randy encouraged everyone to read the Advancement Board Bylaws. It's a time commitment and money commitment. If you miss 2 or more meetings, it may be time for you to rethink your position. The meetings make all the differences in the world. This is a whole different place, and what the department looks like and successes that come out of it.
- \*On page 3 in the bylaws, there is a confidentiality agreement and every Board member should sign it. It's an easy sign, standard university form.

#### Designation of gifts:

- Each giving category on the LAEP donation tab on the website has a specific account number. There's no re-handling and no confusion of where monies are going. \*A list these giving opportunities will be given to everyone for what accounts are what.
- If you want to donate to two different accounts, it's better to have two separate charges or checks. That way the money will be going into the correct fund, and we won't have to worry about advancement putting it in the wrong account.
- You can set up a recurring payment on the website and it will always go to the right bin. That may be the easiest way to make sure you have your contribution in before the end of the fiscal year.
- There is an LAEP general development account.
- If you know you will want to donate in June, you can let Sean know in March (if possible), then Sean can create a projected amount and that will help in the long run.

#### New Co-Chairs in committees:

- Mike Budge and Chris Sands are now co-chairs in the Recruitment Committee.
- JoEllen Grandy and Marcus Pulsipher are co-chairing now for Recruitment.

#### Distinguished Alumni nomination:

- There are deserving alumni out there, and we have missed a few years. Is this something the Board would be willing to solicit or make the nominations themselves for the outstanding alumni? We were lucky to be able to recognize Dick and Craig with CELA.



- If we entertain it, someone must take charge. It's part of the external facing of the department. The program is important. This could be important communication with alumni and we handle it.
- There is a list on the website that shows all who have received the award.
- We could do an annual call to all alumni, and make the alumni be proactive as well. It could highlight the various ways we practice. We can assess the breadth, or lack thereof, that we have.
- The department has a better handle on the breadth of the classmates versus the Board.
- The department could bring names and the Board could help the decisions.
- We maybe need an organized group to find out how we are sifting all possible nominations. And then maybe there could be a selection committee. Mark Dawson would be willing to help. Same with Jan. \*Sean will open this up to the faculty to see who would like to join.

#### Board Business

- We need to continue to look for potential Board members. If anyone has remembrances or acquaintances, keep that in mind. We have 3 committals for spring. Mark Vlasic, Wade Peterson, and one other.
- Is there a list of people who have served on the Board in the past?
  - \*Tanya will send the list of previous Board members to the Board.
  - \*Jay will look at old minutes from before 2010.
- Has there ever been a student on the Board? It's hard because of class time.

\*Sean will talk to the committee to ask about the search for extension. He will also work with the committee chairs to try to provide updates for the monthly skype calls.

#### Qualifications for PhD folks. More important to have PhD or practical experience?

- We send a list to the grad school of who can chair or serve on committees. If a faculty member does not have a PhD, they cannot serve on a PhD committee.
- We did lose two faculty members (Bo and Shujuan) that had PhDs. There are between 15-17 eligible applicants that have PhD's. Most of them have been previously in the academic setting. On the dual search for two faculty members, the PhD is listed as required. If there is something that's not required, we will make it be as preferred.
- We are careful as to what we list as required. We are taking a big hit on doctoral faculty.
- The Board would also like to see people that are practitioners as well. That is part of the extension.
- The Board members look to hire qualified students from the department, not necessarily someone who has a PhD.
- If it truly is 50/50, it seems a decent balance. We will continue to find a balance and see how we are doing to find the split.
- Sean is willing to share the draft announcements and include the Board in the application process. \*Sean will work on giving the Board existing position, draft position, and follow up with the Board for campus interviews.



- Strategic planning, and finding someone for the development position, is a big one.
  - We are in a new era with the design school. We should capitalize on it. It's a stepping stone.
  - We should make sure that quality designers are coming out of the school. And these steps are helping to ensure.
- Top reasons for the new building:
  - Multiple voices and fundraisers.
  - The school is growing.
  - NDFS needs space, and they have donors lined up.
  - There's a chance to ride all these pieces together.
  - OPDD is a big player for this.
  - This is probably the only time we can ever get a building for another 20 years. We don't need it, but we might as well jump on it while we can.
  - A new building could be part of growing the number of graduating students.
- If any group can raise the conversation to get a great building to drive the culture, this is the only group that can think of all the pieces that go together. We are almost never called upon to speak to the university campus. This is a once in a 50-year time frame to provide input.
- Do we have any other presence on campus besides in this building since we are removed from most of the campus? Can we occupy space in a student union building to showcase the projects? There could be a chance that a student could pass the work and create an interest.
  - There is a display in the ag science building.
  - \*There could be more – Recruitment Committee
- Is there any chance we could lose the opportunity for the new building?
  - If there aren't enough private dollars, the opportunity could be lost. That's why we are trying to pool this team of multiple departments.
- Can the Board be involved to help with this building?
  - The Board should have a serious discussion with why and how we do not have a presence with design on the campus. We do not have a campus planner looking at the whole view and thought of campus. It could be a great campus and it should be. It needs to have a voice like the people in here.
- How can we help that cause?
  - The group needs to have a conference call without any of the faculty on the line. In this room today, there is more designing experience and expertise here that needs to be a part of the university. The Board needs to decide if they want to push back. It might be worth an opportunity to give President Cockett a shout out about it.
- Has this Board ever asked for a presence?
  - There is a desire for Board members to meet with upper level administration.
- \*There should be at least an initial conversation, and eventually follow up with it in the spring. Why would the president not listen to this group? The strategy and future of the campus needs to be brought up. There is more power in this room. You can't ask designers to open their walls, but not ask for their help in the design process. Recruitment relies on the impression made in the first 20 minutes.





- Aggie ice cream is one of the front doors for USU, and if we could have our displays and projects displayed in the same building as Aggie Ice cream, that would be great as itself.
- The university has to capitalize on the resources already given. The university could be so much better if the environment at the University was as stellar as it could be. We have the natural environment, make the built environment to match. The university is wasting the Logan valley by not matching it.
- Core of the problem: amazing work going on in the department and no one knows about it. The people in Salt Lake still don't know what Landscape Architecture is. It all stems from educating the public and speaking loud from here that this is what we do, and what our department is doing. We need to get it out there somehow.
- The Dean and the President are in line and the seed is planted. It's facilities that we really need to get on board as well.
- What's the next step here?
  - \*Call the Dean and then the next step will follow. Arrange a meeting with the president as soon as possible. The Dean has been honest that his door is open, we ought to do that.

Next meeting possible dates: April 13<sup>th</sup>. LAEP week will be the same week as the Board meeting. 27<sup>th</sup> would be a possibility, but it's too late in the semester to combine with the banquet.

\*Tanya will get with Placement Committee to talk about the Thursday night events, and to follow up about mock interview sessions. The Placement Committee will brainstorm ideas and hone in on possibilities.

Sean gave a hand to the Budge brothers to challenge Larry and honor Vern budge with having two lectures. One in the fall and one in the spring.

Adjourn to Speaker Series by Jennifer Guthrie.

- s).