June 25, 1998

To: ARDC Department Heads
    ARDC Advisory Committee
    ARDC Unit Managers

Re: ARDC Appearance Guidelines

Enclosed is the “ARDC Appearance Guidelines” document that was developed with your input. Please distribute this to the appropriate people. We will begin utilizing this process immediately.

Thanks!!

Sincerely,

Daniel J. Duncan
Director, UN - ARDC

pc: Darrell Nelson
    Dale Vanderholm
ARDC APPEARANCE GUIDELINES

The ARDC Faculty Advisory Committee acknowledges the importance of managing all facilities and lands in a manner that facilitates research and demonstration projects. One part of this management has to include the appearance of facilities and land. Excellent research and demonstration projects will not be perceived as such, either internally or externally, if the areas surrounding the project are lacking aesthetic quality. It is vital that all areas on the ARDC be maintained to a certain aesthetic level to increase the perception of our work.

In order to facilitate an improved appearance on the ARDC, the ARDC Advisory Committee will work with the ARDC Director and person(s) responsible for the management of areas on the ARDC to identify areas for aesthetic improvement. In general, the committee strongly recommends that all departments with responsibility for areas at the ARDC should:

1. Provide approved signage for all research plots.
2. Keep the outside of buildings picked up.
3. Keep the outside of buildings mowed.
4. Ensure that all assigned lands are noxious weed free.
5. Ensure that all assigned lands are reasonably maintained.
6. Ensure all fencing is maintained.
7. Ensure proper building maintenance.

The ARDC Director will be the first point of contact for all appearance issues on the ARDC. When the ARDC Director becomes aware of a potential appearance issue, he or she will verbally contact the person(s) responsible for the area to resolve the issue and request verbal confirmation of the corrective action to be taken by the responsible person(s). If the issue is not corrected to the Director’s satisfaction, he or she shall bring the issue to the ARDC Advisory Committee for discussion and action. If the ARDC Advisory Committee concurs with the ARDC Director, the responsible person(s) will be contacted by letter from the ARDC Director with a copy to the ARDC Advisory Committee and the cognizant Department Head/Chair. This letter shall contain a section requesting a written response regarding corrective action, including a timeline for this action by the responsible person(s). It is expected that virtually all issues can be resolved at or before this point within 30 days of notification.

If resolution of this issue does not occur, the ARDC Advisory Committee will send a letter to the cognizant Department Head/Chair with a copy to the ARD Dean outlining the issue and requesting that action be taken. If the issue cannot be resolved at this point, the ARDC Advisory Committee will send a letter requesting the ARD Dean to take action on the issue. This action may include any remedy the ARD Dean deems appropriate including but not limited to reassignment of land and/or facilities.
Summary of Appearance Resolution Process:

1. The ARDC Director verbally contacts the responsible parties to discuss the issue.

2. The ARDC Director brings the issue to the ARDC Advisory Committee.

3. The ARDC Advisory Committee is apprised of the situation and requests that the ARDC Director send a letter outlining the issue to the responsible person(s) with a copy to the cognizant Department Head/Chair.

4. The ARDC Advisory Committee sends a letter outlining the issue to the cognizant Department Head/Chair with a copy to the ARD Dean.

5. ARD Advisory Committee requests that the ARD Dean take appropriate action to resolve the issue.

Daniel J. Duncan
Director, UN - ARDC