

**Mississippi State University  
Mississippi Agricultural & Forestry Experiment Station (MAFES)  
Forest & Wildlife Research Center (FWRC)  
Face And Image Committee Charter**

**PURPOSE**

The Face and Image Committee exists for the purpose of improving the appearance and stewardship of MAFES Facilities and Operations. The Face and Image committee will 1) review each branch station annually, 2) make recommendations on the grounds, roads, buildings, equipment, and any other item that affects appearance, image, and stewardship, and 3) select stations to be recognized for Face and Image Awards. Each station along with MAFES Administration will be made aware of the committee's findings.

**BACKGROUND**

MAFES Administration realized the need to comprehensively review management of MAFES facilities with reference to equipment, facility maintenance, and stewardship. The Face and Image program was established in March of 1997.

**COMPOSITION AND SELECTION OF COMMITTEE**

MAFES Administration will appoint two permanent members, and each Research and Extension Center Head will appoint one person to serve on the committee. The Research & Extension Center members will serve three-year staggered terms with a one term furlough before rotating back on the committee. The total number on the committee will be six. The Director or his designee will appoint the committee chair.

**PROCEDURE**

The Face and Image committee will visit each of the branch stations on an annual basis for evaluation. During this evaluation, the committee will review the grounds, roads, buildings, equipment, and any other items that affect appearance, image and stewardship. After the evaluations are complete, the committee will send recommendations for each station to the respective Research and Extension Center Heads, Associate Director, and MAFES Director. The recommendations will be on a spreadsheet for tracking the improvements along with pictures to better explain each item (see attached sheet). One of the MAFES Administration appointed members will visit each of the locations mid-year to evaluate the progress on correcting the findings identified by the Face & Image Committee.

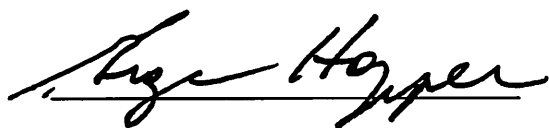
A score sheet (see attached) will be used to quantify the status of each station. Each station will be rated on a scale of 1-10 (10 being the best) on various categories. The intent is to score the station

against itself and not against other stations, such that the review will consider each station's appearance independently given the nature of the research.

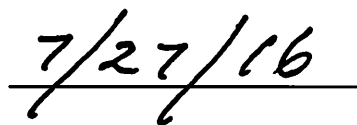
**AWARDS**

Each year at the annual CALS/MAFES Spring conference, a plaque will be presented to the top rated stations. One station will be selected as the Most Improved.

Charter Established and Program Revised 6.16.16



**George M. Hopper, MAFES Director**



**Date**

MAFES Unit _____		Date Visited by Committee _____				
			Rating		Score	
		Good	Fair	Poor		
<b>Entrance/Office Grounds Appearance</b>						
	Grounds mowed and maintained					
	Landscaping					
<b>Buildings Appearance</b>						
	Cleanliness					
	Roofing and siding					
	Doors and windows					
<b>Compound/Shop Area Appearance</b>						
	Organized					
	Neatness					
	Grounds maintained					
<b>Plot Area Appearance</b>						
	Grounds maintained					
<b>Equipment</b>						
	Organized					
	Grounds maintained					
	Maintenance records					
<b>Safety and Chemical Storage/Handling</b>						
	1st Semi-Annual visit					
	Cleanliness/Appearance					
	Compliance					
	2 nd Semi-Annual visit					
	Cleanliness/Appearance					
	Compliance					
<b>Composite Score</b>						
Each sub-category will be rated poor, fair, or good						
Each of the six major categories will receive a score of 1 thru 10						
1 is the worst and 10 is the best						
The composite score is the average of the six major category scores						