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| 1211B Project Number | 3/22/2013 Meeting Date | 10am Time | 1 Meeting Number |
| UW Parkside Master Plan and Student Success Project Feasibility Study Project Name | WVllie Hall Room 365 Meeting Location | | |
| Somers, WI Project Location | Jon Hoffman Prepared By | | |
| Administrative Kick-Off Subject | | | |

| Attended | Name | Company | Phone | Email |
|-------------------------------------|-----------------------|----------------------------------|--------------|-------------------------------|
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| Item | Description | Due Date | Action By | Status |
|------|--|----------|-----------|--------|
| 1 | <p>Project Team</p> <ul style="list-style-type: none"> Chris Gluesing is now the main UWSA designate for UW-Parkside. However, Kate Sullivan will remain centrally involved in the master plan. Kelley <ul style="list-style-type: none"> Good time for master plan (Strategic Plan completed, moving toward integrated budgeting, Higher Learning Commission accreditation process has focused academic planning and has set a standard for master plan outreach) | | | |

- Need to educate campus on connection between campus facilities and overall university planning
- 2 General Administrative Procedures
- Email for major deliverables - entire Core Team
 - Email for minor administrative updates - Desch, Jenson, Sullivan, Hoffman
- 3 Project's Major Issues/Topics
- Capital Budget - now preparing 2015/2017 biennial budget; project requests occur in August of even years
 - Feasibility Study - expectations that it is just shy of a Pre-Design Report; next step will be a Concept Report
 - University needs an updated master plan - 2006 Master Plan is largely implemented
 - Master plan should have a 20-year horizon; anticipated that at mid-term (~10 years) master plan will be reassessed/updated with a new horizon year
 - 2006 Master Plan wasn't based on an academic or strategic plan, no space study; current lack of a space needs analysis is hampering efforts for UW-Parkside to justify projects to outside groups
 - The reaccreditation process and academic planning have established academic priorities, which should be integrated into the Master Plan and Student Success Project.
 - Student Services gap - University needs to recognize the needs of the students it actually has. Support services are particularly necessary for first generation, minority, and non-traditional students. Existing physical spaces prevent the realization of a Student Success concept.
 - Space planning for the overall campus and Student Success project should be iterative and integrated.
 - Utility Planning should be full integrated into the Master Plan and Student Success feasibility study. Facility Condition Assessment for Wyllie Hall will comply with UWSA format.
 - Wyllie Hall plumbing - major concern is the leakage in the hot water heating system
 - Fire protection - no testing capability, pressure valve problems
 - Sanitary sewer - has never been cleaned, high infiltration rate
 - Boiler has plenty of capacity
 - Chilled water - Ring & Du completed study
 - No evaluation of University Apartments or Child Care needed
 - Code requirements for Wyllie Hall are unknown and needed
 - Need to determine future role of Tallent Hall
 - Sustainability - Important aspect to include in both studies, but LEED certification is not a goal. Campus sustainability discussions are not focused. Director of Sustainability is Don Kolbe.
 - Historic significance
 - Entire campus is on the inventory but has not been nominated.
 - There is a desire to have the non-contributing structures removed from the inventory.
 - Campus will need a Historic Structure Report (HSR) and Preservation Plan (PP) for Wyllie Hall that is coordinated with the Wisconsin State Historical Society and the UWSA Preservation Officer (Maura Donnelly).
 - Wyllie Hall HSR will be need, but should be minimized

(e.g. 2 pages), with the Preservation Plan focused on just the public areas

- Provost search is in the initial stages. July 2014 is the target hire date.

4 Project Charter

- Document was created to help explain both projects to the university community. Every discrete project has a charter, and it is posted on the university website. MP/SSFS Charter is a draft, and university is seeking input.
- Districts/Zones - Master Plan should determine the purpose of every area of the campus grounds (differentiating short and long term uses if necessary). Outdoors is considered a teaching environment, and Biology feels ownership of campus lands.
- Master Plan Steering Committee Chair yet to be determined. It was recommended to UW-Parkside that the Vice Chancellor for Administrative and Fiscal Affairs or the Assistant Vice Chancellor for OIE should chair the Master Planning Committee to emphasize the campuswide nature of the master plan.
- All substantial decisions will be made by each Steering Committee. Core Team will make administrative decisions. Desch to coordinate with Chancellor and Chancellor's Cabinet - no need for special presentations by consultant team.
- Indicators of Success - Jenson - 2006 Master Plan did not accurately predict student enrollment. At the time, the student enrollment projections were rational and supported. University will provide 2013/2033 student enrollment projections to the consultant team.
- Space Analysis should consider strategic improvements. Consider the optimal enrollment level given current facilities, or indicate discrete areas where growth can take advantage of underused facilities.

5 Schedule

- The Student Success project must be well understood by September 2014 to support enumeration in 2015-17.
- Graduation is May 18, 2013. Project start must start by late April.
- Should contracting delays prevent the project from starting by early May, the master plan may be delayed by up to 6 months.

6 Budget

- Proposal should not be for an amount higher than \$300,000.
- Match the available budget with a calibrated scope. Provide add/alts with a base fee less than the maximum.
- Jenson - Student Success Feasibility Study is likely \$20,000-\$100,000, and should be on the low end.
- Student Success steering committee already toured facilities at UW-Milwaukee, Carthage College, Loyola. No additional tours needed.
- Illustrations - Student Success will need fundraising illustrations and vignette sketches (not final sketches).
- Library - can consider some remodeling but do not rethink its entire function. Primary issues are connection, transparency, and flow.

7 A/E Contract Conditions

- University has CADD drawings adequate for planning purposes but not reliable for construction documentation.
- Space inventory is in good shape.
- University would like 50 physical copies of the Master Plan Executive Summary, and 10 physical copies of the Master Plan

Technical Report.

- The Master Plan Technical Report should be drafted and reviewed in increments throughout the process. WordPress/CommentPress used during HLC process.

- 8 Information Needed by A/E Consultant; Project Access
- Desch will be contact for all information requests and provide any necessary project access

- 9 Closing 3/29/2013 Hoffman New
- SmithGroupJJR to establish regular meeting times. (Mondays at 2pm proposed for bi-weekly conference calls.)
 - SmithGroupJJR to prepare meeting summary within 5 days.
 - SmithGroupJJR to lead proposal preparation, and should provide it as soon as possible.
 - UWSA engineers, Ring & Du, and SmithGroupJJR to meet regarding utilities on March 26 at UW-Whitewater.

End of minutes

If this report does not agree with your records or understanding of this meeting, or if there are any questions, please advise the writer immediately in writing; otherwise we will assume the comments to be correct.

Attachments

none