

<b>1211B</b>	<b>9/16/2013</b>	<b>2:00pm</b>	<b>1</b>
Project Number	Date	Time	Number
<b>University of Wisconsin Parkside Master Plan and SSPFS</b>	Webconference		
Project Name	Meeting Location		
<b>Somers, WI</b>	Jon Hoffman		
Project Location	Prepared By		

## Core Team Kick-Off

### Subject

Attended	Name	Company	Phone	Email
<input checked="" type="checkbox"/>	Kim Kelley	UW-P, AVC - Institutional Effectiveness	262-595-2553	Kimberly.Kelley@uwp.edu
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### Note No Note

- 1 Major Changes since March 22, 2013 Scoping Meeting
- No scope changes. University contacts have been updated in the Project Charter. Two additional Student Success stakeholders should be identified.
  - Wyllie Fire Projection Study - Desch needs to review the study with Gluesing. Cost estimates higher than anticipated. Study does not including building existing to bring it up to code.
  - Chemistry Instructional Space Grant Request - Project will gut two existing chemistry labs to create one lab that is a pilot for future chemistry labs. Desch to provide Paulien the Fall 2013 course file; Paulien to provide existing chemistry lab utilization to Desch 7-10 days later.
  - Projections - Space analysis interviews will point to anticipated growth projections, but it is ultimately up to the Chancellor's Cabinet to determine. The master plan horizon will be 20 years (year 2033).

**Action by: Desch to determine remaining stakeholders, provide Paulien with Fall 2013 course file.**

- 2 Decision-Making
- Steering Committees- will make all policy/design/project decisions and recommendations
  - Core Team - primarily administrative decisions; will resolve unresolvable policy decisions coming from the Steering Committees; will coordinate with Chancellor's Cabinet on major decisions

- 3 Campus Outreach
- University desires a transparent process that includes many options for input and review for campus users.

**Action by: Desch and Kelley to prepare Communications Plan. Jukui to provide information regarding MindMixer.**

- 4 Project Overlap - Student Success Project Feasibility Study and Master Plan
- 2006 Master Plan recommended a parking lot and major entrance on west Wyllie façade. This recommendation is not fully supported on campus. This entrance and parking must be settled in conjunction with the SSPFS.
  - Master Plan should advance enough to complete physical analysis and initial stakeholder interviews to inform the SSPFS design and recommendations.

- 5 Schedule
- SSPFS - for inclusion in the 2015/2017 capital budget, the SSPFS must complete Concept Exploration by early December. University must submit to UW System general program, location, and order of magnitude cost. The refined concept can be completed in early 2014.
  - Master Plan - no capital projects are waiting on the campus master plan, and thus there is no deadline for completion. To provide enough time for university consideration, the master plan schedule should be extended to Fall 2014.
  - Proposed schedule revisions:
    - October 14, 15, and 16 - SSPFS Steering Committee Vision Workshop, SSPFS stakeholder interviews, Master Plan Steering Committee #1, master plan stakeholder interviews (SmithGroupJJR, Workshop, Paulien, Ring & Du)
    - November 6, 7, OR 8 - Paulien webinar with SSPFS Steering Committee to refine programming results (Paulien & Workshop)
    - November 19, 20, and 21 - SSPFS Steering Committee Concept Exploration Workshop, master plan stakeholder interviews, master plan open houses (SmithGroupJJR, Workshop, Paulien, Ring & Du)
    - Master Plan extended to include spring 2014 semester, summer, and early fall 2014 semester
  - Bi-Weekly Conference Calls - every other Monday, 12-2pm Central, starting September 30. Agendas will be sent out beforehand.

**Action by: Hoffman to revise project schedule, send out Outlook appointments for all on-campus and webconferences.**

- 6 Next Step
- Standing Webconference, Monday, September 30, 12pm. Agenda to include overview of approach for SSPFS, overview of approach for master plan, campus date request, proposed content and formats for deliverables

**Action by: Hoffman to draft and distribute webconference agenda.**

## 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.