

Date / Time: April 23, 2012, 1:00 – 3:00 PM

Project: Project Manager Focus Group: Physical Master Plan 2012 Update

Location: Meeting Rm. 124 (First floor), Administrative Services Bldg. III, 2701 Sullivan Drive

Meeting Minutes

ATTENDEES

<i>Name</i>	<i>Initials</i>	<i>Department</i>	<i>Email</i>	<i>Telephone</i>
Liz Moore	LM			
Cindy Williford	CW			
Lisa Maune	LGM			
Bill Beardall	BB			
Giana Malak	GM			
David Josephus	DJ			
Cameron Smith	CS			
Lisa Johnson	LJ			
Sumayya Jones-Humienny	SJH			
Tom Skolnicki	TS			

- | <i>No.</i> | <i>Item</i> |
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| 1. | GM – Introduce a key map of precincts up front as part of the overview. The Process talks about precincts before precincts are introduced. |
| 2. | GM - Each Guiding Principle needs a photo or diagram to emphasize their importance, and make the spreads more eye catching. Color the Guiding Principles section differently. Campus vision needs to be first in introduction and weightier. |
| 3. | GM - Like the history section but maybe it should be an appendix. In an appendix, it could be expanded to include old maps. Use on line version to show previous 6 year plan and development over time. |
| 4. | LM/CW - Process should be an appendix or maybe a summary at beginning. Consider an executive summary. Pair Chancellor's note with Vision Statement. Acknowledgements could be shifted further back or used as a divider between sections. Color code the sections. |
| 5. | LM –Maybe more vignettes of MP early on. Vision should be at beginning of introduction. Definitions should be made clearer. Hallowed Places, Iconic Places, Landmarks. Add listings of landmarks and Iconic places. |
| 6. | GM - Add more diagrams. They help to explain concepts. Consider adding walking times to neighborhood maps. |
| 7. | DJ - Images 3D. Helpful to understand massing, but don't show too much detail. Keep the architecture and landscape standards dispersed, but supplement with a list of standards. This might help some projects lead by engineers. |
| 8. | DJ – Too many circular references. Maybe too many words. Overlap between Hallowed Places, Iconic Places and Landmarks is confusing. List iconic places like hallowed spaces. |

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9. DJ - Like ratio of text to non-text but need a few more diagrams. Photos should be different sizes like images on pages 24-25.
 10. DJ - Transportation maps should distinguish between existing and future streets, greenways, paths etc. Bike routes not shown other than just greenways. Signs indicating time to walk to major destination use kiosk signs. Show connectivity to city greenway.
 11. CS - Neighborhood map. Will utilities be in same format? Utilities coordination needs more emphasis. Coordinate with utilities and update with links. Link with construction guidelines. Topo needed
 12. CS – Only show photos of what we like. Focus on areas of campus that will be developed over next six years. Like character sketches. They help in certain instances when existing conditions are not what we want. Focus on the front end of the capital plan to determine what should be put into tools such as a 3D model.
 13. CS - “Human scale” needs more explanation, possibly through diagrams.
 14. DJ - Arch and Landscape standards. Keep spread out, but list as an appendix also. May reach those people with a different way of processing, such as engineers.
 15. LGM – Consider adding a pocket in the cover to keep updated maps.
 16. DJ – Supplemental information should be easily found and referenced. Should be one place on the web for supplemental information, such as Design and Construction Guidelines, MP studies, EH&S websites.
 17. LGM – On vehicular paths and transit maps, show time/distance to city destinations (e.g. 5 min. to downtown). CW –Show Off campus context. Show connections to amenities.