

Date / Time: April 24, 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>
Lynn Swank	LS	DCS		
Ed Levy	EL	DCS		
Bill Davis	BD	CPM		
Rachel Patrick	RP	CPM		
Carolyn Axtman	CA	CPM		
Mike Harwood	MH	CCDO		
Cindy Williford	CW	OUA		
Tom Skolnicki	TS	OUA		
Sumayya Jones-Humienny	SJH	OUA		
Lisa Johnson	LJ	OUA		

<i>No.</i>	<i>Item</i>
1.	BD – More digital based version with links to keep updated. Color coding to help navigate. Easier to find. Overlay diagrams & images. Show state map with all NCSU extension locations. MH – Portable version has value.
2.	CA – Need a quicker way to communicate key ideas. Create a summary “cheat sheet” (2 page spread?) containing bullets from each section. Place Guidelines and standards in colored boxes, keep guidelines spread throughout rather than consolidated.
3.	MH - Reduce verbiage in half? Reduce content of front end from 85 to 45 pages by editing. Rotate web format to landscape? Provide more timely updates.
4.	CA – Would like larger maps or scalable ability on line. Need a graphic that shows campus within City of Raleigh context. BD - Maybe show context with in State?
5.	MH - Include one more precinct in this cycle (like CC & CBC), update photos.
6.	MH - Prioritize/rank Guiding Principles. Is Campus Safety actually a principle? It seems to say we have a safety problem. Simplify wording of those that have awkward words, such as “Integration of Academic...” and “Effective movement...” RP - Is the guiding principle “Commitment to the Master Planning Process” still needed? CA - Guiding principles language is too much, a bit florid. MH - Consider a guiding principle per page with lots of photos, diagrams. Retire Abie’s sketches.
7.	Regarding the 3D images: CA – 3D images are helpful to orient to location. MH –Cornell good example for massing only. Ayers Saint Gross example is too much information. 3D good for Centennial, but not for North Campus. BD - 3D translucent box. Upload boxes (building masses) into Google earth. Would rather see the “real thing” where possible (with available satellite imagery) versus a 3D rendering of existing conditions.

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8. **Regarding character sketches:** CA - Loves sketchy drawings to give flavor, better than hard lined computer generated drawing which dictates rather than suggest. EL – Include sketches showing things we don't like. Pictures and captions that explain the concepts are very effective. Sketches suggest but don't dictate.
 9. LS – Would like to be able to memorize the Guiding Principles. Could they reduced from 12 to 7 like a phone number?