

**ASU-Jonesboro Campus Master Plan**

PROJECT NAME

**November 16, 2011**

DATE

**1:00pm**

TIME

MEETING NO.

**Conference Call**

MEETING LOCATION

**50410.000**

JJR PROJECT NUMBER

**Jon Hoffman**

ISSUED BY

**Standing Administrative Conf Call**

PURPOSE OF MEETING

| PARTICIPANT      | COMPANY   |
|------------------|---|
| Ed Kremers       | Vice Chancellor Finance and Administration      |
| Al Stoverink     | Associate Vice Chancellor Facilities Management |
| David Handwork   | Director of Planning, Design, and Construction  |
| Bill Hall        | University Planner/Landscape Architect          |
| Jon Hoffman      | JJR, Project Manager                            |
| Lauren Williams  | JJR   |
| Dan Brown        | PE Group  |
| Yvonne Thibodeau | Paulien & Associates                            |

JJR led an administrative conference call with the ASU project management team. This is a summary of major discussion points, decisions made, and action items.

**Discussion/ Decisions:**

Stakeholder interview follow-up

- JJR will follow up with Beth Smith (Alumni Association) via telephone
- Paulien will follow up with Dr. Susan Hanrahan (College of Nursing & Health Professions) via telephone

Analysis Update

- Space
  - Classroom data missing for International Programs and Military Science; data questions regarding other programs
  - Initial trend – lower than expected classroom utilization that varies greatly among colleges
- Safety and security – outstanding data requests
  - Third party network security assessment (from IT)
  - Police staffing analysis and comparison with Sunbelt universities (from Chief of Police)
- Site
  - Electronic data needed – City/County GIS information (follow up with Otis Spriggs), topography
  - Peer institutions – aspirational peers
- Draft Concept for Sorority Village
  - Good direction on design – will be very helpful for architect
  - Changes needed – indicate sorority site that is Al Stoverink's house as a future expansion site; crop the concept west of Driver Street
  - Issues to be resolved during alternatives – traffic on Aggie (ped-only for a portion?), eastern expansion of Reynolds Center; vehicular access and parking at clinic and post office

December 6 campus visit – meeting times have been confirmed

- 8am-11am – Chancellor's Executive Cabinet
- 12noon-3pm - Campus and Community Advisory Groups

**Action Items for ASU-Jonesboro:**

- Collect and follow-up on missing background information
  - Classroom scheduling for International Programs and Military Science
  - Third party network security assessment
  - Police staffing analysis and comparison with Sunbelt universities
  - GIS and other electronic information from City/County
  - Topography electronic mapping
  - Aspirational peer institutions
  - Reynolds Center master plan with intended expansion plans
- Call with Jon Carvell, Bill Hall, and Yvonne Thibodeau (on November 16)

**Action Items for JJR:**

- Call Beth Smith (Alumni Association)
- Edit and crop Greek village housing concept

**Action Items for Paulien:**

- Call Dr. Susan Hanrahan (College of Nursing & Health Professions)

**Next Meeting:**

- Wednesday, November 30 at 1pm Central

*Our summarization of this meeting is transcribed as above. Please notify the preparer within five (5) business days of this transmission of any disagreement as the foregoing becomes part of the project record and is the basis upon which we will proceed.*