

ASU-Jonesboro Campus Master Plan

PROJECT NAME

August 22, 2011

DATE

8:00am

TIME

MEETING NO.

Conference Call

MEETING LOCATION

50410.000

JJR PROJECT NUMBER

Jon Hoffman

ISSUED BY

Administrative Kick-Off

PURPOSE OF MEETING

PARTICIPANT	COMPANY
Dr. Dan Howard	Chancellor ASU Jonesboro
Dr. Glen Jones	Vice Chancellor Academic Affairs and Research
Dr. Rick Stripling	Vice Chancellor for Student Affairs
Ed Kremers	Vice Chancellor Finance and Administration
Cristian Murdock	Vice Chancellor University Advancement (late arrival)
Dr. Dean Lee	Athletic Director (late arrival)
Tom Moore	Office of the Chancellor
Sherry Johnson	Office of the Chancellor
Marilyn Brewer	Office of the Chancellor
Al Stoverink	Associate Vice Chancellor Facilities Management
Bill Hall	University Planner/Landscape Architect
Neal Kessler	JJR, Senior Campus Planner
Jon Hoffman	JJR, Project Manager

JJR led a conference call with the Chancellor's Executive Council to administratively kick-off the campus master plan. This is a summary of major discussion points and decisions made.

Discussion/ Decisions:

Project Schedule

- Master plan needs to be complete before regional accreditation visit in Fall 2012.

Committees

- Executive Committee – will serve as decision-making body for master plan; Board of Directors member and state systems staff will be added to existing Chancellor's Executive Committee
- Advisory Group – Exec Committee will brainstorm members; will include faculty and student governance representatives; City of Jonesboro representative
- Board of Directors – ASU will coordinate briefings and updates with Board; ASU intends to involve Board throughout the master planning process
- Coordination – JJR will host bi-weekly conference calls to discuss the details of the master plan process and keep on schedule; Bill Hall will participate; ASU may designate 1-2 others to participate

Open Process

- Exec Committee wants transparent process – post materials to campus website
- Focus groups – none needed; campus leaders on important issues will be a part of the Advisory Group
- Cristian Murdock – will oversee outreach efforts, website posting
- First Friday – monthly message from Chancellor to entire university, alumni, and community and legislative supporters; will be used to announce master planning process and periodic updates; JJR will review copy beforehand
- University has designated liaison with city – will be involved in all city meetings

Master Plan Products

- Technical Report and Executive Summary formats will work well
- Web posting of the documents is important

Master Plan Issues

- ASU-Jonesboro designation has changed from regional comprehensive to research institution; from open enrollment to selection
- This and other major issues will be discussed during JJR's next campus visit

Preliminary Schedule

- Bi-weekly conference calls – Hoffman and Hall to coordinate to determine schedule
- Campus Visit, September 20 – Executive Committee at 8am; Advisory Group and campus tour later than day; Hoffman and Hall to confirm date
- Campus Visit, October 18-21 timeframe – 3 days of stakeholder interview (work around conflict related to October 18 football game; Hoffman and Hall to determine availability of JJR team and campus stakeholders and to confirm dates)

Action Items for ASU-Jonesboro:

- Determine Board of Directors and system staff members of Executive Committee
- Determine members of Advisory Group
- Begin to determine identities of stakeholders
- Coordinate with JJR on dates for September and October campus visits
- Provide requested data to JJR
- Prepare First Friday announcement for JJR review

Action Items for JJR:

- Coordinate with Hall on dates for September and October campus visits
- Coordinate with Murdock on format and process for distributing master plan materials
- Review First Friday announcement copy

Next Meeting:

Bi-weekly conference call – Wednesday, September 7, 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.