INTEGRATIVE SCIENCE COMPLEX - Phase 2   **Coordinating User Group**

Meeting Notes :   April 21, 2008 11:00 - 12:00, EMU Alsea Room
  D.Belitz, B. Bowerman, M. Haley, J. Hutchison, H. Linke, R. Linton (absent), M. Lonergan (absent), L.Moses,
  H. Neville, A. Proscurowski, G. Sprague, F. Tepfer

Organization and role of the Coordinating User Group
  • Charge to the committee: Make decisions and develop materials needed to start hiring
    architects, then act as primary representative of the UO in the design process (in
    addition to extensive involvement of others such as program user groups, focus
    groups, individual program staff, etc.
  • Updated user involvement diagram: this is a working document, note blank boxes,
    TBD positions, etc. It will definitely evolve over the course of the project.
  • Meetings and procedures
      Agendas and advance materials at least one day ahead of each meeting
      Succinct bullet point notes within a day after each meeting
      All project materials will be posted to
        http://uplan.uoregon.edu/projects/ISC2.htm
        [corrected 4/30/08 to: http://uplan.uoregon.edu/projects/ISC2]
  • Timeline and key milestones:
      + start architect hiring process: June 08
      + start working with architects: September 08
      + match state G-bonds with gifts: February 09
      + bond sale: probably April 09
      + start excavation: no later than August 09
  • Architect selection process: more on that later, but starts with a request for
    qualifications. User group plus others reduces this to a short list for interview (up to
    five), to whom we send the project description (15 to 25 page pamphlet). UO negotiates
    a fee with the preferred team.

Current questions to begin working on at this scale and in the program user groups:
  • Core principles and concepts: Planning will put draft document on web, including:
      - plan an integrated science complex: ISC 1, ISC2, renovation, ISC 3, and future.
      - renovation and new construction: set aside matching fund for renovation.
      - identify optimum and acceptable solutions for each program initiative
  • Current questions for program user groups and coordinating user group:
      Who: Fill the blanks in the user participation diagram.
      Where: What is the range of acceptable adjacencies and locations?
      How big: what are the logical sizing increments if the program is made larger or
        smaller?
      What: can we use to describe the organizational diagrams of the proposed program
        element?
  • Match of scope, site and budget: how does this occur?
      # Planning will prepare a history of previous projects and scopes to help inform the
        committee.
      # Planning will put the mini proposals on the web site
      # Program initiatives that require additional funding should be conceived of as
        program initiatives that need support, and then identify the associated facility
        needs.

Next steps: work plan for this term
- Program user group meetings Planning will help with scheduling meetings, and will meet with program user group co-chairs to set meeting agendas. Intent is to get a quick start and keep moving.
- Meeting schedule of coordinating group: should meet in the next two weeks. Planning will be getting schedule information. Planning will notify when web site is up.