

UND Law School BPC Meeting Minutes 2013-1

August 7, 2013 - Law School Conference Room 109 10:30AM

Present: Kathryn Rand, Paul LeBel, Julie Simon, Mike McGinniss, Trish Hodny, Brad Parrish, Dave Haberman and Cheri Tretter

Absent: None

The first meeting was called to order by co-chairs Kathryn Rand and Paul LeBel at 10:30AM.

AGENDA

Welcome to the Committee - The committee was welcomed and thanked by Kathryn and Paul for their willingness to serve UND and the School of Law by giving of their time and talents for this building project.

Update on School of Law capital project - Paul, Kathryn and the members of the Agency Selection Committee (ASC) met Tuesday August 6, 2013 at the law school for the architectural interviews. A recommendation was made and will be announced by the UND President's office when approved.

Role of Building Planning Committee - The role of the BPC was discussed with emphasis on being sensitive to this project as being "our" project but with respect to UND as the owner of the building, the Advisory Team, and the professionals of the architectural firm. The role of the Design Focus Leaders/Teams (DFT) will be critical in generating ideas and communicating information. Teams are encouraged to set up and conduct their meetings to best facilitate each group, while also being flexible in meeting times with the architects and other Design Focus Teams or groups as needed.

Review of membership of Design Focus Teams - The DFT will ultimately be responsible for reaching out to all law school constituents to learn about expectations for the building project and to solicit and review design plan ideas. A budget for these DFT meetings, which will be held roughly from mid-August to January or February, was set at \$250.00 for Faculty and Educational Team, Administrative & Support Services Team, Law Library and IT Team. An amount of \$500.00 will be available for the Student life & Student Experience team due to the number of students that we will want to include in possible meetings.

ACTION: Each team leader was asked to contact the faculty/staff members of their respective team to confirm willingness to serve on that team. The leaders will report back to the co-chairs with the results, so that a formal letter of thank you will be emailed to each member.

Immediate Next Steps for Design - The BPC will be driven by the values of transparency and inclusiveness. The goal is to work with the architects during the design phase to provide information and recommendations that are knowledgeable, adaptable to the law school and university setting, and flexible for multiple possible developments in legal education in the future. The decision-making by the committee will be clear and explained to all involved. It was stressed that decisions will be made as needed by the design and construction project management schedules, and we won't be "driving out in front of our headlights" by making decisions out of the logical order of the project.

Longer term time-line projections - When the announcement is made of the architectural firm and the members of the BPC, the committee will begin to acquire and share information about the project. The project stages will follow up on the design by creating construction documents, making decisions about necessary relocations of law school operations, and mobilization of materials and equipment to the construction site, all of which will take place before the actual construction of the addition and renovation of the current facility. The university will make a decision about whether to retain a construction manager at risk or a general contractor to manage the work on site.

Next meeting - This will be determined once all announcements and contact with the architectural firm have been made.

Meeting was adjourned at 12:00PM

Respectfully submitted by Cheri Tretter