

**UNIVERSITY OF SOUTHERN INDIANA
BOARD OF TRUSTEES
Long Range Planning Committee
Minutes**

December 6, 1995

The Long Range Planning Committee of the University of Southern Indiana Board of Trustees met at 10:00 a.m. on December 6, 1995 in Room 102K of the Wright Administration Building. Present were Trustees Bruce Baker and Nicole Cable, Vice President for Business Affairs Richard Schmidt, Vice President for Academic Affairs Robert Reid, and Director of Physical Plant Steve Helfrich. Attending via conference call were Trustees Louise Bruce and Harolyn Torain.

Mrs. Torain called the meeting to order at 10:00 a.m.

APPROVAL OF PROCESS FOR MASTER PLAN

Mr. Schmidt discussed the Request for Statement of Qualifications (Attachment 1) from firms interested in providing planning services for the proposed master plan. He explained that the Statement of Qualifications will be sent prior to a Request for Proposal in order to limit the number of responding firms to those specifically qualified for and experienced in school/campus master planning. He announced that the master planning process will be coordinated with Southern Indiana Higher Education, Inc. (S.I.H.E.) and will include S.I.H.E.-owned property adjoining the campus. Mr. Helfrich noted that because the S.I.H.E. Master Planning Subcommittee will not meet until December 20, 1995, the return date for the Statement of Qualifications may be extended from January 11, 1996 to a later date.

Ms. Cable moved that the Request for Statement of Qualifications be approved. Mrs. Bruce seconded the motion. Mr. Schmidt reported that in a phone conversation with Mr. McKenna prior to the meeting, Mr. McKenna indicated his approval of the Request. The committee approved the Request for Statement of Qualifications.

ACCEPTANCE OF 1995-96 STRATEGIC PLAN

Dr. Reid presented an overview of the 1995-96 Strategic Plan* to be presented to the Commission for Higher Education on December 7, 1995. The committee requested additional clarification in some of the plan's language, including the Degree Audit Reporting System (DARS). Dr. Reid will provide an overview of DARS to the full board at a future meeting.

The committee discussed the need for a more concise Mission Statement than the statement in the Strategic Plan. Mrs. Torain asked Dr. Reid to lead a discussion about the necessary elements for a Mission Statement at the Long Range Planning Committee meeting prior to the January board meeting. She requested that following the January meeting, Dr. Reid draft a document to be discussed at a future date.

Dr. Reid will correct the Program Review Schedule (pp. 8 and 9) to delete

Mathematics from and add Biology to the review schedule in 1998-99 and to delete Mathematics from and add Political Science to the review schedule in 1999-2000.

Ms. Cable moved that the Strategic Plan be accepted with the suggested changes and corrections. Mr. Baker seconded the motion. Mr. Schmidt reported that Mr. McKenna, in a phone conversation prior to the meeting, indicated that he would favor the acceptance of the plan. The committee then accepted the 1995-96 Strategic Plan.

APPROVAL OF OCCUPATIONAL THERAPY ASSISTING PROGRAM

Dr. Reid presented an overview of the proposed Occupational Therapy Assisting Program.

On a motion by Mrs. Bruce, seconded by Ms. Cable, the committee approved the Occupational Therapy Assisting Program for recommendation to the Board of Trustees at its January 1996 meeting.

The meeting adjourned at 11:05 a.m.



Richard W. Schmidt, Acting Secretary

BOT/LRPMIn/jsa

* A copy of the 1996-97 Strategic Plan is in the official board files.



DISCUSSION DRAFT
12/01/95

REQUEST FOR STATEMENT OF QUALIFICATIONS

The University of Southern Indiana and Southern Indiana Higher Education, Inc. (S.I.H.E.) seek a STATEMENT OF QUALIFICATIONS from firms interested in providing professional planning services for the development and publication of a comprehensive master plan.

The plan will encompass the growing University campus presently consisting of 300 acres of land, 800,000 square feet of space in facilities, and housing for 1,600 students. The S.I.H.E. portion of the plan will include 1,100 acres of primarily undeveloped wood and crop land adjoining the University property. The finished master plan will consolidate the planning for the two properties.

The planning for the University section will include a study of the best locations for new academic, administrative, support, and student housing facilities, central plant utility and communications distribution networks, traffic flow and parking needs and other requirements. The planning for the S.I.H.E. property will include a land-use study for developments including a business/ technology/research park, a golf course, and other potential uses, in addition to traffic flow and utility distribution. The master planning will begin in early 1996.

Interested firms shall submit three sealed copies of a current AIA B-431 Architect's Qualification Statement or an equivalent form, supplemented as needed to provide, at a minimum, the following information:

- The firm's project experience of similar scope and complexity in the last ten years.
- Qualifications of key personnel designated for this project.
- Other team members (consultants and other firms) that may be involved and the services they will provide for this project.
- Ability to perform the work in a timely manner.
- Three references for projects of similar scope and complexity.

Submissions will be accepted until 4:00 p.m., January 11, 1996 at the office of

Mr. Richard W. Schmidt
Vice President for Business Affairs and Treasurer
Wright Administration Building, Room 102A
8600 University Boulevard
Evansville, IN 47712

Questions should be directed to Stephen P. Helfrich, Director, Physical Plant, at 812/464-1782.

BOTCorrespondence/Qualif/jsa

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