Planning Support Team
Summary of March 24, 2008

Attendees: Patricia Arredondo, Christy Brown, Rita Cheng, Lee Ann Garrison, Marylou Gelfer, Chris Gluesing, Alan Horowitz, Cindy Kluge, Gwat-Yong Lie, Dennis Stecker, Claude Schuttey, Amy Watson, Ruth Williams,

Committee updates and roles:
Rita clarified the role of the Subcommittee Chairs, the addition of Dave Danielson, Director of UWM Facilities, and Kate Sullivan from the UW System.

Rita also clarified the roles of the Coordinating and Steering Committees for approval and decision-making processes. Specifics are described in the charge for each MP-related committee currently posted on the website.

Coordinating Committee: It was agreed to add Cindy Walker, Chair of the Transportation Subcommittee of the Physical Environment Committee (PEC) to the Coordinating Committee.

Communication Mechanisms Processes and Practices
- A PST-plus reflector will be managed by Sue P. and Laura P.
- Amy Watson will update committee lists as needed.
- Website management also lies with Amy.
- Interface with UITS-Laura
- Mechanism for responding to questions/inquiries: Amy will field the inquiries and Patricia and Chris will vet and determine the appropriate response or responder.
- FAQs will be update for the website regularly.
- The MP Communications group will continue to meet on a biweekly basis to monitor all communications processes for the MP.

Academic Planning Updates
The subcommittee chairs reported on the progress of their reviews. The three subcommittees have to more meetings through April 11-13. They will prepare a summary report of their findings for late April. Patricia and Laura will continue to meet with the Chairs to discuss process issues.

Upcoming schedule
There was discussion about the schedule and workplan for the March 24 evening meeting with DSP, UWS reps and the consultants from HGA/Sasaki, the April 4 public launch, and the meeting of the Coordinating and Steering Committees on April 4.