

Campus Planning + Design - Role and Responsibilities

Campus Planning + Design is responsible for the planning, design and implementation of facility and site improvements that enhance the campus environment. Services provided to the campus community include Master Planning, Facility Programming, Capital Budget preparation, Contract Design Management, Architectural Design, Interior Design and furnishings, Site Planning, Landscape Design, and Construction Management assistance. The department coordinates facility modification requests with the facility user and the Office of Space Planning and Utilization to provide schematic plans and estimates. Approved project requests then proceed to design, bidding, and construction completion.

Campus Planning + Design is dedicated to meeting customer expectations through a teamwork design approach that utilizes the latest available technology. Our goal is to provide quality improvements to the campus environment through a value oriented design approach. Fees for providing basic design and construction services are billed at the rate of 10% of total construction costs.

Campus Planning Processes and Goals

The staff of Campus Planning + Design routinely examines the physical campus and individual project requests, survey and collect data, identify deficiencies, develop alternatives for review, develop and submit projects for implementation. The planning process examines key categories of campus development including new and existing facilities, circulation and access systems, land use, image and identity, infrastructure, and how the proposed project relates, affects, and enhances the campus environment. The goal of the process is to identify a series of interrelated, phased projects that will effectively and efficiently address campus needs.

Campus Planning Design Standards and Design Philosophy

We maintain Design Standards that are intended to create a common basis for the design, construction, renovation, modification and general care of facilities on The University of Memphis campus. The standards are a result of historical knowledge in facilities being designed, built and operated on the campus that have served the university well. As such, they form the preference and knowledge base for all facilities on the campus.

The Architectural Design Standards represent the preferred construction products, materials, details and systems to assist in the development of programs, plans, specifications and construction documents for construction projects. Component

selection is accomplished through pre-qualification guidelines including, but not limited to, performance characteristics, code / regulatory compliance, maintenance control and inventory standardization. The intent of these standards is to not limit creative solutions.

Our established Interior Design Standards provide University wide guidelines for furnishings and interior finishes. The Interior Designer is responsible for designing a variety of spaces ranging from offices, classrooms, conference rooms and lounges to task-specific workspaces. Our designers, Courtney Dickinson and Deb Crawford, specialize in furniture selection, ergonomic solutions, specifications, and the coordination of technology with furnishings.

Projects Types

Local projects designed by our in-house personnel are bid through our Purchasing Department for implementation. A blanket order / direct order contract has also been established with a general contractor to provide services based on an established database of prices plus fees. Design assistance can be acquired through an established West Tennessee Regional Consultant (set up through TBR) for specialized projects. Blanket orders for signage, blinds and carpet have also been established locally for on-call services.

Projects exceeding \$100,000 must be submitted in our annual Capital Budget Request to TBR. Projects funded locally are submitted as special projects that are exposed to the legislature annually. Once exposure occurs, the State Building Commission (SBC) assigns a designer and TBR prepares a design contract. The design then progresses through schematic, design development, contracts documents, and bidding under the TBR contract. A construction contract is then prepared between TBR and the contractor. All payments to the designer and contractor are managed by TBR representatives.

Campus Master Plan Status

The Campus Planning + Design Department maintains a Master Plan for the Main and Park Avenue campuses and outlying facilities at Chucalissa and Meeman Farms. The latest major update has just finished in 2006 through the efforts of a professional consultant working with University task forces coordinated by Campus Planning + Design. The content of these plans is the vital connection among multitudes of planned projects. The annual Capital Budget Request for the University is the primary implementation tool for the Master Plan projects. The current plans for both the Main and Park Avenue campuses are presented on the next two pages.

Operating Philosophy

- **Leadership**

Creating and maintaining a shared vision and a sense of purpose in an environment that offers support, recognition, and trust is crucial to the accomplishment of the Department and University goals.

- **Empowerment**

Creating and nurturing a culture where people have the knowledge, skills, authority, and drive to make decisions, act on those decisions, and take responsibility for their actions is our goal. This allows our staff the ability to make successful contributions to the overall success of the University.

- **Communications and Interaction**

Encouraging and promoting open communications that leads to outstanding results and departmental success. Interacting with other departments, especially Physical Plant, is crucial to optimum operations. A Joint Work Unit Council meets regularly to discuss processes and communications between the departments. In addition to webpage re-design and updates, there are plans to develop a departmental promotional brochure to help inform the University community how our department can assist them with design needs. Two CP + D employees are members of the Communications Sub-Council and are committed to improving communications within the Department and division-wide.

- **Employee Development and Training**

Encouraging, promoting, and supporting employee access to personal growth and training opportunities remains high on the list of objectives for the Department.

- **Continuous Improvement**

Devotion to improving current levels of performance through the utilization of Work Unit Councils, Focus Groups, staff meetings, and employee development and training empowers staff and is a major goal of the Department. A major goal of this effort is to document / flowchart / and examine our processes for improvement.

- **Governmental / TBR Interaction**

Taking an active role in developing and maintaining close working relationships on local and state levels is a critical factor in the development and realization of our projects. The Assistant Vice President and project team leaders regularly meet with TBR facilities staff representatives to pursue our goals.

- **Visions and Images**

Development of concepts with corresponding images is crucial to the understanding of potential projects. One of our main training goals is for each designer on staff to be able to utilize Photoshop and AutoCAD 3D Max to generate these images. In this respect “a picture is worth a thousand words.”

Current Staff

The following provides a brief overview of our current staff and their responsibilities, functions, qualifications, and talents.

- **Assistant Vice President for Campus Planning + Design**

Incumbent: **Tony Poteet**
Start Date: 1984
Education: Cleveland State Community College: Associate of Applied Science, 1980
The University of Memphis: B.S. Engineering Tech 1983
The University of Memphis: M.C.R.P. 1995
Qualifications: American Institute of Certified Planners, 1997. Adjunct professor in City Planning; memberships in American Planning Association; Society of College and University Planners; Association of Physical Plant Administrators

- **Architectural Designer / CAD Manager**

Incumbent: **David Jamison**
Start Date: April 1984
Education: Memphis State University: B.S. Civil Engineering 1984
Qualifications: Tennessee Engineer-in-Training Certificate No. 8510

- **Interior Designer**

Incumbent: **Courtney Dickinson**
Start Date: July 1986
Education: University of Kentucky: B.S. Interior Design 1983
Qualifications: Registered Interior Designer in Tennessee since 1994. Member of IFMA (International Facilities Managers Association) and AUID (Association for University Interior Designers)

Incumbent: **Deb Crawford**
Start Date: 2002
Education: University of Memphis, BFA Interior Design 1995
Qualifications: Currently seeking licensure.

- **Landscape Architect**

Incumbent: **Kenneth Mulvany**
Start Date: 2002
Education: Illinois, B.S. 1974; Louisiana State University, M.S. 1980
Qualifications: Registered Landscape Architect, Member: American Society of Landscape Architects and American Planning Association.

- **Staff Architect**

Incumbent: **Joseph Barnett**
Start Date: 1997
Education: Clemson University, B.S. Architecture 1951
Qualifications: Joe has been a Registered Architect since 1959.

- **Administrative Secretary**

Incumbent: **Alenda Faye Wilson**
Start Date: Sept 2001 (at the University since 1978)
Education: Southwest Tennessee Community College
Qualifications: C.P.S. – Certified Professional Secretary

- **Design Drafting Technicians I**

Incumbent: **Nishith Trivedi**
Start Date: October 1999
Education: The University of Memphis: BPS, Architecture and Philosophy; currently pursuing a Masters in City & Regional Planning. Expected date of graduation is Dec 2006.

Qualifications:

Incumbent: **Olga Satilo**
Start Date: Sept 2005
Education: The Polytechnic University; Riga, Latvia 1984. A.I.A. Continuing Education Certificate in “SketchUp Master, Intermediate Level”
Qualifications: Olga has over 10 years in a structural engineering environment.

- **Design Drafting Technicians II**

Incumbent: **Raymond Camplin**
Start Date: February 1992
Education: William R. Moore School of Technology
Qualifications: Previously Raymond worked with Holiday Inn for 29 years as a Food Services Design Engineer

Incumbent: **William R. Harbin, Jr.**
Start Date: November 1994
Education: State Technical Institute: A.A. Architectural Engineering 1974
The University of Memphis: BPS, Photography/Computer Graphics 1999
Qualifications: A draftsman with EOCR, Inc. for twelve years; civil / traffic design with Harland Bartholomew; and with Collorado Associates, City Planning for five years.

Major Departmental Initiative

Geographic Information System:

Campus planning, maintenance, and operations can be made more efficient by developing of a computerized, integrated Geographic Information System to provide faster, more accurate, access to managers and technicians to building and site information. Activities from space planning to replacement of major equipment parts will benefit from stored images and plans of the program. Individual users will be able to customize applicable data they need to track any component with a geographical location. Phase 1 of the system has already begun with the implementation of the Space Planning Module and the Campus Site Module. The next phase will begin the critical conversion of the vast University repository of as-built building plans, maintenance and operation manuals, shop drawings, submittals and building technical information to digital format. Limited funds are available in Physical Plant for a Base Building Mechanical Module.

Conclusion

The physical form and visual appeal of The University of Memphis campus reflects the institutions' character and is a critical enrollment factor. The built environment is a long-term investment constructed and changed with considerable resource expenditures. The success of a functional physical environment that supports and enhances the academic programs and goals requires a stable, but flexible, comprehensive plan.

Fulfilling the needs for constant facility and campus environment improvements is the task set for the Campus Planning + Design Department. A talented staff, strong organization, and a clear vision for the future are the necessary tools in place that provide the University students, faculty, and staff the facility planning support they both need and deserve.