

PROJECT UPDATE REPORT

Project Name: TAT Physical Infrastructure	Author/Date: David Rubin/ April 2, 2021
1. Project Update	
Reporting Period (From Date/To Date): February 19 – March 31, 2021	
Work Completed This Period: <ul style="list-style-type: none"> • Convened the TAT team per the Charter; made additions and subtractions as necessary. • Established weekly meeting schedule (Fridays at 2:00). • Created a document library on the Teams page. • Added relevant planning docs, links to research, and ideas/priorities from team members. • Reviewed the Charter; updated as necessary. • Engaged with SAS team conducting Master Planning; had several meetings. • Conducted stakeholder survey to gather baseline data for master planning. • Reviewed and analyzed survey data (ongoing); identified priorities; began exercise to rank priorities, which will then be shared with SAS and incorporated into initial Master Planning vision. • Hosted SAS site visit/campus tour in Williston on 3/25. • Hosted SAS site visit/campus tour in Randolph on 3/30. 	
Work to Be Completed in Next Period (April): <ul style="list-style-type: none"> • Continue meeting weekly. • Hone priorities for Master Planning. • Identify sub-committees to take deep-dives into high priority master planning concepts. • Continue exploring opportunities to sell/repurpose previously identified VSC assets (VTEC, Allen House, Red School House, Langevin). • Continue moving forward in the pending sale of assets previously approved for sale by the BOT. • Continue to assess office and meeting space needs of Admissions, Academic Dean's office, CEWD, IT, Bookstore, marketing – considering pending development of work-from-home policy. 	
What's Going Well: <ul style="list-style-type: none"> • On track to meet original timeline. • We are through the preliminary steps of master planning and are now getting to the salient points. • We have a motivated, collaborative team. • We are making good progress against our deliverables, as identified in the Charter. 	
What's Not Going Well: <ul style="list-style-type: none"> • The sheer number of physical infrastructure items to consider is overwhelming. • One of the changes we made to the Charter was removing the development of a work-from-home policy from the scope of work. This will now be addressed through Executive Committee in 	

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consultation with the OC. In the meantime, lack of clarity on this front has direct implications for master planning, as we try to anticipate office space needs and other space utilization considerations.

KPIs (key performance indicators):

We have identified “Problem Success Criteria” in our Charter that serve as our KPIs:

- Completion of a comprehensive Master Plan that is complete and supports an over-time and sustainable planning and budget/investment tool.
- Clearly defined, strategically integrated multi-year prioritization of all capital planning resources.
- Successfully divestment of properties that are no longer core to mission. Reprioritization of resources to new strategic priorities.
- Adoption of processes and polices that lead to flexible work locations (employee retention, enhancing employee applicant pool, positive environmental impact).
- Footprint consolidation and resources prioritization.

Resources Needed (data, funding, other):

- We will continue to seek feedback and input for Master Planning from various stakeholder groups.

Suggestions:

Project Changes:

- Removed development of work-from-home policy from Charter scope of work;
- Removed Kellie Campbell from Team (new role at the OC); and
- Added Hilary Linehan, Eric Wolinsky, Chris Reilly, Ken Bernard, and Steve Bohnyak to Team.

Other Information:

- Sale of property in Norwich pending.
- Sale of VTEC pending.
- Sale of Water St residence completed.

2. Project Schedule

Insert or attach a current Tracking Gantt – All Phase 1 and Phase 2 items in the Charter timeline are complete or in process.