



Memorandum

TO: RCTC Master Plan Project File

FROM: Hal Henderson WRITER'S DIRECT DIAL (507) 281-8601

DATE: June 21, 2004

SUBJECT: Organizational Meeting
Meeting Date: June 16, 2004
Commission Number: 2023-003-00

PRESENT: Erv Berg, Physical Plant Director
Marilyn Hansmann, Finance and Facilities
Dale Pedersen, Library/Media Coordinator
Jan Stephenson, Associate Director
Janet Wessing, Student Senate/Ambassador
Hal Henderson, HGA
Krisan Osterby-Benson, HGA

Item	Action	By
1. Marilyn Hansmann provided introductory comments about the process.	Info	
2. Krisan Osterby-Benson discussed the purpose of the Advisory Task Force.	Info	
3. Krisan went over the Master Plan Update Guidelines provided by MnSCU.	Info	
4. Marilyn explained the short, mid, and long-term vision for the update process. She expressed the need for urgent desires to be identified early. The detailed purpose of the MnSCU plan was discussed. HGA will develop a current integrated drawing of the existing conditions. The final deliverable will be a working document in a 3-ring binder for ongoing use and updating.	Info	
5. The Advisory Task Force will be involved in weekly meetings to provide input.	Info	
6. The schedule was discussed. The goal is for a draft option to be completed on August 20, 2004.	Info	
7. Capital Plan for funding will be discussed and options developed.	Info	
8. Krisan indicated how important the site opportunities are to the Master Plan product.	Info	
9. Hal Henderson asked about the representative of the Athletic Department. Ron Bastian may be the person representing site needs for the Athletic Department.	Info	
10. Dale Pedersen asked about the Strategic Academic Plan. Krisan explained that the process will start, however, it will not parallel our Facilities Master Plan update process.	Info	
11. Jan Stephenson asked if everyone should have a copy of the existing Strategic Academic Plan. Krisan indicated that she feels it is important and will ask for a plan to be distributed.	Info	
12. Dale asked for the projected enrollment data as well.	Info	
13. There was discussion about the questionnaire responses that have been received. The Advisory Task Force questionnaire is due on June 28, 2004. The response can be by a group or constituency.	Info	

Item	Action By
14. Krisan indicated that Judy Kingsbury provided the key pages of the 1998 Master Plan. Krisan discussed the three components for the 1998 Master Plan and the highlights of the plan.	Info
15. We will kick off our next meeting with discussion about the 1998 Master Plan and determine how to provide HGA with comments on the old Master Plan.	Info
16. There were questions and discussion about the Public Safety Training Center. Future discussion may be appropriate regarding the potential for this facility.	Info
17. Krisan discussed the various Master Plans that have been developed.	Info

The foregoing represents HGA's understanding of the discussions and decisions made during this meeting. If anyone has any changes or comments, please notify the author within seven days of the date of this document.

cc: Those Present
Judy Kingsbury, RCTC
Don Supalla, RCTC

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