



Memorandum

TO: RCTC Master Plan Project File

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

DATE: June 9, 2004

SUBJECT: Organizational Meeting
Meeting Date: June 9, 2004
Commission Number: 2023-003-00

PRESENT: Judy Bird, Director of RCTC Foundation
Marilyn Hansmann, Director of Finance and Facilities
Jay Lee, Interim Vice President of Academics, RCTC
Bonnie Mercer, Interim Vice President of RCTC
Don Supalla, President
Janet Wessing, Student Ambassador
Gail Sauter, University of Minnesota – Rochester, Director of Budget & Operations
Christine Clements, Winona State University, Assoc. Vice President WSU, Rochester Campus
Ross Lohmann, Winona State University, Director, WSU and Rochester
Alison Good, GRAUC Director
Hal Henderson, HGA
Krisan Osterby-Benson, HGA

Item	Action By
1. Don Supalla provided an introduction and history of the UCR (University Campus Rochester) Master Plan process and the 1998 Master Plan.	Info
2. An introduction of the process was detailed.	Info
3. Krisan Osterby-Benson explained the MnSCU Master Plan update process. The MnSCU outline was discussed and emphasized the importance of prioritizing and integration.	Info
4. Facilities Master Plan documents should keep in mind needs for short-term, mid-term, and long-term ideas, needs, and vision.	Info
5. Christine Clements indicated that an update of the Strategic Plan would be important. Don Supalla indicated that a Strategic Plan will be developed; however the timing will not allow for this to be completed prior to the Master Plan update process.	Info
6. Detail of the MnSCU update was outlined.	Info
7. Krisan Osterby-Benson asked what is a reasonable timeframe for completing the questionnaire. It is due late afternoon June 14, 2004, or the morning of June 15, 2004.	Info
8. Hal Henderson suggested that we add an Alumni representative to the Advisory Group. Don Supalla thought the Alumni would be represented well through the committee and advisory groups.	Info
9. Hal Henderson suggested that we include an executive summary of the current Master Plan with the questionnaire to help people understand our starting point.	Info
10. Judy Kingsbury will be the point person for organizing.	Info

Item	Action By
11. Hal Henderson suggested that we add a timeframe for the questionnaire thought process to be sure people are thinking in terms of 5, 10, and 15 years and not 25 or more years out.	Info
12. The dynamics of the Advisory Groups was discussed. Krisan Osterby-Benson emphasized the importance of keeping the groups small and flexible. "Small groups say more, larger groups say less".	Info
13. Don Supalla added some clarification of the Advisory Group organization: <ul style="list-style-type: none"> • Faculty – Three organizations with one lead or spokesperson. • UCR Advisory Council – One spokesperson. • Park & Recreation and Athletics – Possibly one liaison. • Facilities – One RCTC person only. • Support staff – One representative from each organization. • External organization – University of Minnesota extension important. • I. T. Directors – One representative from each institution. Basically a technical managers group. • One Student Center representative. 	Info
14. Krisan Osterby-Benson explained in detail the work of the Advisory Group and the Steering Committee.	Info
15. Meeting Dates – Wednesdays should work. Formal Titles of Groups: <ul style="list-style-type: none"> • Master Plan Advisory Taskforce: 10:00 a.m. to 12:00 p.m. meetings starting Wednesday, June 16, 2004 • Master Plan Steering Taskforce: 1:00 p.m. to 2:30 p.m. (approx.) starting Wednesday, June 16, 2004. 	Info
16. Don Supalla indicated that Judy Kingsbury will be the clearinghouse for coordination and communication.	Info
17. The Advisory Taskforce and Steering Taskforce will meet next Wednesday, June 16, 2004.	Info
18. Judy Bird indicated that Bill Thornton will probably be the foundation representative.	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

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