



**M e m o r a n d u m**

TO: RCTC/MNSCU Master Plan Project File

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

DATE: August 9, 2004

SUBJECT: Steering Task Force Meeting  
Meeting Date: August 6, 2004  
Commission Number: 2023-003-00

PRESENT: Mike Bequette, RCTC/UCR  
Stan Cram, RCTC/UCR  
Marilyn Hansmann, RCTC  
Claudia Knowlton-Chike, GRAUC  
Russ Lohmann, Winona State  
Gail Sauter, University of Minnesota – Rochester, Director of Budget & Operations  
Don Supalla, President  
Hal Henderson, HGA  
Jill Jones, HGA  
Krisan Osterby-Benson, HGA

<b>Item</b>	<b>Action By</b>
1. Krisan Osterby-Benson reported about the preliminary review meeting with Sally Graus and Don Flack at MNSCU. See Advisory Committee Meeting notes for comments.	Info
2. The individual building uses, space utilization, and floor plans were reviewed.	Info
3. The existing conditions site plan was reviewed. The details of each plan was reviewed to get all the existing features documented.	Info
4. Krisan reviewed and presented the current status of the new Master Plan features.	Info
5. Roll out plans in September.	
6. The next meeting will take place August 11 <sup>th</sup> . Judy will finalize time and location.	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.

Enclosure

cc: Those Present  
Judy Kingsbury, RCTC  
Don Sudor, GRAUC

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