Capital Planning Committee Minutes (CPC)
Meeting Notes, April 7, 2004  8:00am – 9:30am
Kehoe 6th Floor Conference Room

Members in attendance: Bob Ackland, Carol Bleaux, Mark Christiansen, Wayne Duprey, Bernie Grabczewski, Bryan Hartman, Bryan Higgins, John Homburger, Al Mihalek, Cathy Moulton, Stan Supinski

Guest- Mitch Fields

- Stan introduced Mitch Fields to the group. Mitch is the Capital Plan Manager with the Construction Fund.

- John Homburger explained the purpose of the group to Mr. Fields.

- Mr. Fields addressed the group and indicated he was pleased to see the formation of the committee. He then handed out an overview of the Capital Plan and explained the process, procedures and policies including funding, matching funds, etc.

- Suggested development of 1 year, 3 year and 5 year master plans with revisions made each year.

- Discussed current funding in relationship to the purpose of the committee. There is a need to plan how much construction the campus can handle.

- Discussion followed regarding the timing of the money arriving on-campus, how it will be used, what will be mandated, procedures for plan adaptation, etc.

- Clarification of “critical maintenance.”

- Discussed the need to merge this committee’s recommendations with administrative vision.

- Discussed the importance of the “Memorandum of Understanding” when planning for the campus.

- New building construction is not a realization during this five-year period with the exception of a storage facility and tearing down the old hospital.

- Talked about the need to expedite possible projects to get them “on-line” ASAP.

- Utilization of space is a key ingredient in campus planning.

- Program Studies are essential prerequisites to construction projects. These studies should be ordered for the Ward and Hudson projects.

- “Physical Space Inventory” document needs to be updated periodically to provide updated information to the fund. It is the standard by which campuses are judged for future construction.
• Meeting Adjourned at 9:30AM.