CPC NOTES  
April 19, 2006

PRESENT:  B. Ackland, C. Bleaux, B. Higgins, M. Caraballo, C. Moulton,  
          J. Homburger, C. Jackson, W. Duprey, S. Supinski, B. Grabczewski,  
          D. Wright

ABSENT:  M. Christiansen, B. Hartman

1. 9:00 AM meeting was called to order. Jackson made motion to approve minutes from  
    March 29 meeting. Duprey seconded. Motion carried.

2. Updates

a. Budget Update – Homburger reported that all representatives in the Senate and Assembly  
    are voting to override the veto. The DOB – Exec Branch is imposing a ceiling on how much  
    we can spend. There are two pieces - 85 Million is protected. At risk is the 25 mil for  
    Enrollment and Inventory and 31.7 mil mandatory. These were in the original budget request.

b. Space Form – Bleaux reported that the form has been distributed to the campus.

c. Campus Maps – Bleaux attended the Deans Council meeting to explain the maps and what  
    the purpose is. The deadline for returning them was extended til the end of the semester.  
    Bleaux will send a reminder email.

d. Smart Classroom Proposal (Hawkins 135, 202 and Redcay 135) – Executive Council  
    approved. Paperwork will be forwarded to Facilities.

e. College Center Office Space – this request has been withdrawn

f. AutoCad/Electronic Drawings Update – Supinski reported that he would be setting up a  
    meeting with Kevin Roberts, Bernie Grabczewski, Hap Wheeler, Jim Lucas and Mike Caraballo  
    to get this going. He feels these are the key players. They will look to see if AutoCAD and  
    GIS can be integrated. B. Higgins suggested Stan talk to Eileen Allen as she uses GIS.

g. Storage Needs – Facilities Office has heard back from three people. Arlene Sabo, Mike  
    Caraballo and Lynda Ames. The memo has been sent twice to the Deans and Extended Exec  
    Council members. Carol will draft a memo to send with the map updates to all concerned.  
    Discussion followed: do we need environmentally controlled space? Moulton wondered about  
    janitorial space to house mattresses, dressers, etc. Caraballo asked whether or not a tractor-  
    trailer was going to be able to access the building location and if there were going to be  
    electrical outlets in each stall. Ackland asked whether the site designated for new building  
    was written in stone. Homburger responded by saying that a site has been designated but not  
    finalized. Supinski has chosen the most practical and cost effective space.
3. Old Business
a. CPC Membership - tabled

4. New Business
a. Smart Classroom Space Request – (Yokum 201, 203, 207, 209)
Bleaux submitted the request to convert these rooms to smart classrooms. Mihalek made motion to accept the request and B. Higgins seconded. Motion carried.
Discussion: Bleaux has the money. Homburger asked her to have furniture estimates made ready. There may be year-end money to buy furniture. Facilities is taking care of the room upgrades while they Yokum renovations are being done this summer.

b. Space Request- Redcay
Susan Steele was asked to join the meeting and many questions were asked of her in reference to the request.
• Is this a true estimate cost?
• Was anyone consulted on the code for common space?
• Why not use faculty office for mentoring space?
• Is there an alternative to this plan?
• Who will have access to mentoring room?
• Is there a long-term plan in place?
• Networking cost
• Who will maintain this area
Susan was asked to bring these questions back to the Dean for answers to represent at a later date. Homburger said that he was worried that the Kiosks and Help desk area would give off the appearance of being proprietary. Susan said the intent is to make a more visible peer mentoring.
Discussion followed after Susan left. Homburger felt it was premature having her come to the meeting. Why did the request come to us, as clearly it was incomplete? Where is the money coming from for construction, computers and networking? How many Kiosks are needed in the building. There are two in the main lobby and 2 upstairs in the lobby.

c. Campus “Guests” – Space Form Needed?
Anything to do with space should have a space form completed. If space is being used for an office the mailroom needs to know, networking needs to know, Telecommunications needs to know, as well as the rest of the people on the space form.

D – G – Tabled until the next meeting.

Meeting adjourned at 10:30 am.

Respectfully submitted,

Diane Wright