I. CALL TO ORDER
Mr. Farmer called the meeting to order at 3:33 p.m.

II. APPROVAL OF MINUTES – JUNE 19, 2008
Mr. Cameron moved that the June 19, 2008 minutes be approved as presented. Mr. Fronke seconded the motion. The motion passed.
III. **FACILITIES BUILDING OVERVIEW**

Mr. Riffle introduced the architects from Hill Partnership Architects (HPI). He noted that HPI is in charge of planning the new Facilities/Warehouse/Purchasing Building. A brief presentation by HPI was provided to the CTC that outlined the new Facilities/Warehouse/Purchasing Building. After the presentation a brief question and answer period ensued; and with no objections to the building Mr. Riffle reported that the architects will begin working on the detailed plans.

IV. **TASK FORCE RECOMMENDATIONS**

Mr. Farmer introduced Dr. Jim Albanese, Interim Vice President of Business Services. He announced that after today’s meeting, Dr. Albanese will be chairing the CTC meetings.

Dr. Mayfield began her discussion by explaining that the purpose of the task force (work group) was to create a survey to poll the entire campus community for their input on the re-design of the campus master plan. With this information from the campus community, the CTC would then create a recommendation to present to the Board of Trustees at an October, 2008 meeting. She defined the campus community as classified, confidential, full and part-time faculty, student leadership (student leadership names to be provided by Jason Macias), managers, vice presidents and the acting president.

Dr. Mayfield explained the importance of the timeline and highlighted the following dates:

- **September 2, 2008** Web site and survey available to campus community.
- **September 11, 2008** Campus forums (11:00 a.m. and 5:30 p.m.) If staff cannot attend the forums, the web site could be a viable alternative.
- **September 18, 2008** Survey is due.
- **September 25, 2008** Comments from the survey would be available to review at the scheduled CTC meeting.

As Dr. Mayfield reviewed the master plans, committee members provided the following feedback:

- Grey out all the areas that are not changing and highlight only the changes.
- Have the current Board-approved 2007 master plan as reference only; the campus community cannot vote on this master plan as an option because it has already been changed by the Board.
- There was concern brought forward that Plan 1 (“E”) and Plan 2 (“D”) do not show that the Business Division is moving from its current location in Plan 1 to the Classroom/Lab/Office Building #2 (CLO #2). Additionally, voters need to understand that the Business Division has unanimously rejected Plan 1.
• The occupants for CLO #1 and CLO #2 will be listed.

• A statement will be added that what staff are voting on with the two proposed master plans (Plan 1 and Plan 2) are a general location for proposed functions, not the shape or color of the building, or the landscaping.

• Inform staff which buildings are “locked” into place and cannot be moved.

Dr. Aborn made a motion that the working group work be a liaison with Deborah Shepley. Dr. Robbins-Smith seconded. The motion passed with one (1) abstention.

**Survey Tool:**
Ms. Krichmar explained to the committee that “Survey Monkey” is the survey tool that will be used to poll the campus community on their preference for either Plan 1 or Plan 2. This survey will be distributed via e-mail to all staff (classified, confidential, full and part-time faculty, student leadership, managers, vice presidents and the acting president.)

Committee discussion was held regarding the survey. The following are the suggestions/recommendations:

• In the e-mail sent to staff, re-iterate that the survey is confidential.

• On Question #1 – remove the current facilities master plan as an option for a vote.

A committee discussion ensued with whether to keep Question #2 and Question #3 in the survey. Some staff expressed their opinion regarding the parking areas on campus, in particular the strawberry field and soccer field. It was noted that there are concerns regarding parking areas on campus and this will be looked into further.

Mr. Farmer reminded the committee that the CTC is a recommending body and what we are seeking from the campus community are opinions that we would use to make recommendations to the Board of Trustees.

In closing the discussion, the following votes were taken.

Mr. Farmer asked if Question #3 should remain on the survey. After the vote was taken, Question #3 will remain on the survey.

**Vote:**
Yes: 11
No: 9
Abstentions: 2
Mr. Farmer asked if Question #2 should remain on the survey. After the vote was taken, Question #2 will remain on the survey.

**Vote:**
Yes: 14  
No: 8  
Abstentions: 0

Mr. Fronke moved that the CTC keep the master plans as Plan 1 and Plan 2 with no CTC recommended plan. Lynn Laughon seconded. The motion did not pass.

**Vote:**
Yes: 10  
No: 12  
Abstention: 0

Dr. Mayfield moved that the CTC recommend Plan 1 (Plan E) as the CTC recommended plan. Tracy Ukita seconded. The motion was approved. The following is a recap of the discussion:

- It was suggested that the strawberry fields be “shaded.”
- Mr. Fronke stated that he wants everyone to understand that Plan 1 (Plan E) makes the Business Division homeless. There is no plan for where the Business Division would go. There is an eventual plan for the Business Division to move to CLO #2, but this building has not yet been funded, and could be many years away. The Business Division could lose faculty because the only logical swing space would be the Physical Science building. Mr. Farmer replied that no program on this campus that is generating FTES would be homeless. Both Administration and the Business Division would be dealing with the same issues. The original plan was to remodel the Physical Sciences building so that it is hospitable for all the needs that it has to serve as swing space. He acknowledged that a study of the cost to remodel the Physical Sciences building has not been completed.
- Inset on Plan 1 will be removed.

**Vote:**
Yes: 16  
No: 6

Dr. Mayfield noted that the vote would be reflected on the document.

Mr. Farmer thanked the work group for all their hard work over the summer and for presenting the information to the CTC.
V. **NEXT MEETING: SEPTEMBER 4, 2008 AT 3:30 PM**
The next meeting is scheduled for September 4, 2008 at 3:30 p.m.

VI. **ITEMS FROM THE FLOOR**
Mr. Ernest suggested the following future agenda items:
- Shade structures
- Swing Space/cost estimate on swing space if Plan 1 is adopted
- Art and Sculpture
- Parking
- Landscape Architecture sub-committee
- Right Sizing – numbers of depts./divisions on campus

VII. **ADJOURNMENT**
The meeting was adjourned at 5:35 p.m.