Pegi opened the meeting at 3:05 pm.

The minutes of July 7, 2005 were approved unanimously (Kilmer/Deaver).

Doug distributed the draft Request for Proposals (RFP). Discussion focused on balancing program needs, adjacencies, and secondary effects. It was suggested that the college seek out a facilitator who is not a design architect but more than an office furniture/space designer.

After a lengthy discussion, the committee agreed on the following steps:

1. FPAC outlines the space reallocation process (done);
2. FPAC recommends bringing in a consultant to facilitate the process;
3. FPAC recommends setting up a special committee for space evaluation and allocation;
4. CPC approves consultant requirements;
5. A consultant is solicited;
6. Consultant meets with component heads for direction; interviews faculty and staff;
7. Input is solicited from classified staff and faculty;
8. Faculty and staff input is presented to divisions for prioritization;
9. Division makes recommendations to component head;
10. Component head prioritizes within component;
11. Component heads and president and prioritize on college wide basis;
12. College-wide recommendations go to space evaluation and allocation committee for review;
13. Feedback to component heads for review and modification—consultant to facilitate;
14. Recommendations to CPC;
15. Recommendations to Brian;
16. Recommendations to Board.

It was suggested that:

1. College-wide priorities be drafted with a rationale.
2. A Student Activities Center move-in timetable be developed.
3. Each classroom will be painted, with upgrades to lighting and floor coverings.
4. It is made clear that no major renovations will be done until the major construction projects are completed; external structure modifications will be minimized because that requires the Department of State Architect (DSA) approval.
5. Entrepreneurial use of space be explored, such as teaching English for a specific group.
6. The space planner get involved with program chair level to better understand day-to-day space usage. Space planner also needs to have excellent interpersonal and collaborative skills.
7. Marketing publish a newsletter for more communication about facilities.
8. More communication is needed between faculty and administration with more opportunity for faculty input.

The next meeting will be held on Thursday, July 27, 2006 at 3:00 pm in room 804A. Tatiana will follow up with committee members to ensure better attendance.

The meeting was adjourned at 4:50 pm.