

MEETING REPORT #1

Location: Colorado College, Facilities Services
 Author: Dennis Rubba
 Date: October 3, 2003
 ISD Prjt.: C.C. Long Range Development Plan
 ISD #03-126 CCLRDP

Present:

Carol Neel / CC Design Review Board	cneel@coloradocollege.edu
Tom Nycum/ CC Administration	tnycum@coloradocollege.edu
Gary Reynolds/ CC Facilities	greynolds@coloradocollege.edu
Dennis Rubba/ InsiteDesign	drubba@insitedgn.com

Copies To:

None

Purpose of Meeting:

To discuss the Long Range Development Plan (LRDP) process

Old Business:

None

New Business:

Action By:

I.1 Long Range Development Plan

No Action

Discussion centered on the objective that the LRDP must look both outward and inward in order to define a set of planning questions for the future physical development of the College

Overall, the LRDP should define separate Campus Precincts. Each Precinct should accommodate focused planning and development studies and serve as the framework for the LRDP document

In addition, the LRDP should formally address those items not included or being followed in the 1995 Thompson and Rose Plan

I.2 LRDP Oversight Committees/ Constituency Involvement

ISD initial draft

Discussed the potential structure and role of two (2) LRDP project oversight committees. One committee would be "Steering" and the other "Advisory." Committee responsibilities and membership rosters to be developed by CC with ISD assistance

It was agreed that a “bottom-up” process that engaged the “Campus Community” (College, City and Neighborhood stakeholders) in the planning effort was important in order to build project awareness, input, etc.

CC requested that a draft of the LRDP committee rosters be prepared for review and comment. Final personnel selection pending College input and President and Trustee approvals

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| I.3 | <u>LRDP / Facility Programming Consultant</u> | No Action |
| | CC has retained Jonathan Bergman as facility programming consultant to the College. ISD will work closely with Jonathan to incorporate programmatic needs in with the LRDP | |
| I.4 | <u>LRDP / Consultants</u> | No Action |
| | CC expressed interest in retaining Carl Walker Parking Consultants and Leigh Whitehead Associates as parking and civil engineering consultants to the LRDP team. Actual scopes of work, fees, and additional project subconsultants will be determined later during the preparation of the LRDP proposal | |
| I.5 | <u>LRDP Schedule</u> | ISD initial draft |
| | CC requested a general project schedule be developed indicating key decision points. It was discussed that a full LRDP process could take 2-years to complete. However, ISD believes that a focused effort over the next six to eight months would yield both the “Big Picture/ Vision” for the LRDP as well as identification of general sites for potential new campus buildings or additions | |
| I.6 | <u>Capital Renewal/ Deferred Maintenance</u> | No Action |
| | Discussed the potential importance of developing a Capital Renewal/ Deferred Maintenance Program as part of the LRDP | |
| I.7 | <u>Building & Grounds Committee Meeting</u> | All to Attend |
| | On October 30, 2003, Tom, Gary, Carol and Dennis will attend a 4:00 meeting with the Chair of the Building & Grounds Committee; location is Tom Nycum’s office. The intent is to brief the Trustee on the developing LDRP process. | |

The above represents our understanding of subjects discussed, decisions reached, and action to be taken. If any items are not your understanding, please advise InsiteDesign LLC immediately.