

ADMINISTRATIVE CABINET
Minnesota Conference Room – 8:30 AM
August 18, 2008
Meeting Minutes

Present: Charles Casey, Peter Phaiah, Andrew Svec, Tom Baldwin, Les Johnson and special guest Tim Norton

Absent: Tricia Sanders

- I. Tim Norton updated the group on the Centennial RFP. Six firms had submitted proposals in response to the RFP. The committee met to review the proposals to narrow them to the top three for the next round. The committee was permitted to allocate 85 of the total 100 points to assign to each group. The scores were sent to Gary Summerville and Chip Foster on the TC campus so they could assign the remaining 15 points. The top three groups were Weis Builders, Comstock Constructions and Community Construction. There will be approximately one hour interviews with each of the three finalist on Thursday, August 21st. Gary Summerville and Chip Foster will come to Crookston to be part of the final selection. A report naming the finalist will be developed for the Board of Regents' Sept. 11th/12th meeting.

UMC must select an Owner's Rep. to help oversee the project. In the initial \$10.6 million project estimate, approximately \$300,000 was estimated for this service. Tim told the group there were two current bids for this service. A group called Suite V from the Twin Cities gave us a quote of \$201,000. Sebesta Blomberg, a national group with an office in Fargo gave us a quote of \$130,000. Tim said he would see if there were any other local options.

From the initial low bids of the three firms and the potential money saved on the Owner's Rep fees the estimated cost could be lower than the initial \$10.6 mill. This could allow us to be more green, build and/or complete the coffee shop or reduce the overall cost of the project. Chuck asked Tricia to put together some figures to see what the impact of a lower cost would have on the pay-off. We believe the initial assumption was based on a 95% occupancy rate in the residence halls, but Tricia will confirm.

- II. Tim presented the group with a proposal to further modify the Kaiser Building. This was a good time to do this while they already had the area opened up and extra boiler staff are available. The proposal called for the demolition and moving a wall to construction more offices. The estimated cost will be approximately \$10,000. Tim said he had the funds in his budget. Les made a motion to approve the proposal. Tom seconded the motion. The motion passed. There was a brief discussion of future development of a conference area and desk space for TC code folks.
- III. Andrew informed the group the U of M was going to a new system-wide look on their websites. Andrew handed out a sheet that showed the new style which included flash animation. Andrew talked about some of the changes and additions that would be needed. He will keep the group updated.

- IV. Chuck shared some updated registration numbers with the group. There are currently 1138 students registered for the fall semester. There are approximately 120 less non-degree students.
- V. Tom recommended the formation of a Town/Gown Committee that would strengthen the ties between the University and the City of Crookston. The committee could develop more ways to welcome new UMC folks to the community. This could tie into a goal of the Executive Retreat.
- VI. Chuck told the group we needed to follow-up on some of the measures and metrics of the Executive Retreat. We should discuss this at the Executive Committee meeting this week.
- VII. There being no further business before the Cabinet, the meeting adjourned.
- VIII. There is no Cabinet meeting next Monday, August 25th and the following Monday is Labor Day. Chuck said he would try to set-up a meeting sometime mid-week next week.

Respectfully submitted,

Peter Phaiah