

**ADMINISTRATIVE CABINET**  
**Minnesota Conference Room – 8:30 AM**  
**June 16, 2008**  
**Meeting Minutes**

Present: Charles Casey, Peter Phaiah, and Andrew Svec

Absent: Tom Baldwin, Eric Johnston-Ortiz & Les Johnson

I. Cabinet minutes from the last meeting were sent out by Les. Those minutes will be review at the June 23<sup>rd</sup> cabinet meeting.

II. Old Business

- Chuck welcomed Andrew Svec. He is replacing Krista Lemos as the Director of Communications and Cabinet member.
- Tim Norton was invited as a special guest to update the group on several old and new issues.
- Chuck informed the group we had the green light for the new residence hall. An official letter approval letter will be received around July 1<sup>st</sup>. Eric and Tim are to contact architect Micheal Burns to set up a meeting (pre-design meeting) and be ready to go. The 2-story, 128 bed build's configuration and amenities will need to be clarified. We need to settle on the concepts (green/LEED), fitness room, coffee shop, elevator, classroom/s, conference/meeting (expandable multipurpose area) room, office, etc.
- Peter presented the group with an update on food service preparations for this upcoming year. He report there was a meeting last Wednesday with Sodexo reps, U of M code folks, UMC facilities staff, Tim Norton, and Eric Johnston-Ortiz. Many details were discussed and action plans noted. One of the biggest priorities was a decision from us as to who should be the general contractor for the renovations to the Eagles Nest and Ma Brown Dining facilities. It will take us 2-3 weeks longer to go through the University processes if we do it. We would be cutting it very close to be ready in time for the code inspectors to do their inspections after the early August completion date (Aug 1-7). Sodexo could serve as the GC since we already have a contract with them. It would save us several weeks, but they would not be able to purchase the needed equipment at the tax exempt status as we would if we purchased the equipment. The tax has been estimated to be between \$10,000-\$12,000. Chuck asked if it will be ready for football on Aug. 7<sup>th</sup> if we go with Sodexo as the GC. Peter told Chuck Sodexo said they would be willing to act as the GC and they will be ready. Chuck told Peter to inform Sodexo to add the GC function to the scope of their work.
- Peter also provided the group with a few preliminary scenarios and recommendations for the meal plans and pricing. He said he was still waiting for Sodexo to come back with a few better alternatives. Peter will finalize his proposal and present it at next Monday's meeting.
- Tim Norton reported Biology Lab is on schedule and on budget. There are weekly meetings with code folks every Wednesday. They review several ongoing projects. .

- Tim reported the Business Conference Room has an estimated cost of 252,664. It will take about 4 weeks for furniture to be delivered.
- Tim said the painting and carpeting at the Extension should be completed by now.
- Tim informed the group the safety inspector has closed access to the football stands to a retaining wall issue. Repairs are estimated to be approx. \$53,000. It is being proposed that UMC splits the cost with CHS. Tim has a call into Wayne Gilman the Crookston superintendent.
- Tim reported we needed to re-roof the annex because shingles have been slipping near the Early Child Development Center. Minor repairs have been done and the issue is being monitored. It is estimated to cost \$42,000. We are looking at HEAPR Funds to help cover this expense.
- Tim said we are also looking at HEAPR funds to help cover the estimated \$10,000 needed for the Dowell Annex sidewalk repairs.
- Tim also said the metal roof at UTOC is leaking. Due to the specialized roof there are only a few companies that can repair it. The estimated cost is \$20,000.
- Tim told the group the wall behind the gym is “ledging” (scaling/peeling off). It will take approx. \$25,000 to fix. They will have to dig a trench along the wall and re-enforce the wall.
- Chuck and Tim were estimating we should have access to about \$698,000 of HEAPR funds. There is our 05-06 balance, Mike ? will also give us \$291,000 from R&R plus our \$461,000 HEAPR budget.
- Tim said his staff can put up permanent walls to replace the temporary walls in the International Studies area in Hill Hall. This will accommodate Rae French and Kim Gillette’s move from the Student Center and address the sound issues in the area.
- Tim Indicated Dana Donituchi from the TC campus could help UMC and the other coordinate campuses get access to some Coke funds. These specific funds could be used to get recycling bin (in-kind).

### III. New Business

- Chuck announced that the UMC Student center will be named after former UMC Chancellor Don Sergeant. This will officially happen during Homecoming tis September.

IV. There being no further business before the Cabinet, the meeting adjourned.

V. The next meeting is scheduled is Monday, June 23, 2008.

Respectfully submitted,

Peter Phaiah