

**U OF M, CROOKSTON ADMINISTRATIVE CABINET**  
**Meeting Minutes – June 8, 2009**  
**Minnesota Room, Sargeant Student Center, 8:30 a.m.**

Present: Chuck Casey, Peter Phaiah, Tricia Sanders, Andrew Svec

Absent: Tom Baldwin, Les Johnson

Guest: Tim Norton

- I. Minutes from the June 1 meeting were reviewed and approved
- II. Tim Norton, director of facilities and operations, had been asked to bring forward a list of project priorities for Facilities and Operations for the summer. Many projects had been proposed or requested by various departments and offices across campus and the cabinet wanted to discuss and ask about prioritization of these projects. Among them:

Discussion of room 208 in Dowell Hall (formerly leased as a training room by the state) and its possible conversion into a classroom and/or GIS laboratory. Tom Baldwin will work with the department heads to discuss these possibilities.

Discussion of room 215A in Dowell Hall (formerly a computer/network control room for the equipment in 208 Dowell) and its possible conversion into a faculty office. Tim will speak with Jeff Sperling to discuss the feasibility of using this as an office.

Discussion of room 112 in Dowell Hall (currently used an ESL classroom) and its possible conversion into an office suite with 2 offices. A control cabinet for the new sprinkler system will be located in this area as well.

Recarpeting of Owen 170 (Admissions/Financial Aid Office) where water damage and foot traffic have caused a separation of the carpet from the backing, resulting in warping and waving of the carpet. The issue is that it can cause tripping and is a safety issue. It is estimated the cost of replacement and disassembly/reassembly of the work stations to allow removal of old and installation of new carpet would come to about \$10,000. Pete moved to approve; Andrew seconded. Discussion: Tricia suggested approving this and waiting on the other projects until we know more about where the final budget will be balanced. Peter mentioned there will be timing issues for this as Admission/Fin. Aid are open all summer to work with new and prospective students. Motion carried.

- III. Tim Reported that Jerome Malmquist of UMTC and his staff provided a report of suggestions to improve building energy efficiencies on the UMC campus. The report stated the campus does not have adequate controls for maximizing heating and cooling efficiently and provided recommendations. It was not recommended to move to low pressure steam heat at this time.

A proposal by G&R Controls includes installing meters on three buildings – Dowell, Sahlstrom, Lysaker Gym – to determine a baseline for metering electricity and steam usage. Range \$85,000 to \$124,000. A proposal by UHL includes installing updated building HVAC controls for those three buildings at approximately \$150,000.

Tim is meeting on the TC campus this week to determine if some funding for this could be secured. He will devise a plan with consultation and provide a cost estimate.

- IV. Peter is waiting for Sodexo to provide a report on how much money they will provide toward some dining service projects.
- V. Tim and Peter gave an update on the progress of the new residence hall apartment complex. A group will meet on June 2 to discuss the parking lots and sidewalks. Estimates came in higher than expected and there is a question regarding how much was budgeted in the project and how much will be provided by the campus parking budget. The meeting tomorrow will likely result in a final recommendation.

Peter reported that the gathering space/food area of the new hall will likely not be completed when the students move into the hall. The contractors will work to complete that area by October (tentative).

- VI. Terry Cook and Robin Thompson of UMTC Emergency Management have met with Tom Feiro and recommend that a additional members be added to the Emergency Management Coordinating Committee for the UMC campus. Robin will serve as a member and liaison with the UMTC. She will visit UMC and attend these meetings for the campus. Reps should be added for NWROC, Extension, and AURI. Additional recommendations include working more closely with local emergency departments.

There is a major concern with a potential resurgence of the H1N1 flu this fall and UMC needs to develop and plan for how the campus would deal with that. Peter will take leadership of this effort.

Emergency sirens will be installed in the parking lot by the Sports Center, and some power and communications upgrades will need to be done for the emergency command post, likely in the leadership room of the Sargeant Student Center. D.E.M. will take care of this. The sirens will cover the entire campus.

- VII. SIFE, advised by Eric Burgess, is working with the Red Lake Indian Reservation on recycling and wind energy program discussions. The recently held a meeting with representative from Red Lake on campus and held a conference call to Lowell Rasmussen of the Morris campus to learn more about that campus and its wind energy projects. Also in attendance was Art Nash of the regional Extension Office located on the UMC campus.

- VIII. Tricia presented a report on the FY2010 budget and it is balanced.

The meeting adjourned at 10:35 a.m.

--Respectfully submitted by Andrew Svec