

ADMINISTRATIVE CABINET
Student Center Conference Room – 8:30 AM
August 11, 2008
Meeting Minutes

Present: Charles Casey, Peter Phaiah, Andrew Svec, Thomas Baldwin, Tricia Sanders
Absent: Les Johnson

Minutes from the August 4th meeting were reviewed. It was moved to accept the minutes with the correction of a few minor errors.

Tim Norton joined the meeting to discuss CMMS, a Call Center, and the proposed water heating system.

Tim reported on the results of Phase I of the FM study and McKinstry's proposal to add a water heating system. The benefit of a new system, per the proposal, would be approx. 2,800 man hours available for re-allocation around campus to implement a preventative maintenance program. It was proposed to add a hot water heater in the boiler plant (\$49,313) a mixing valve in Lysaker Gymnasium (\$4,777) and a booster heater in Sahlstrom for the dish machine (\$21,500).

There were concerns about the additional cost of natural gas as compared to coal, etc. Is this the most price efficient?

Chuck asked for additional time to review and to receive feedback from the FM staff and the Twin Cities.

Tim is moving forward with Phase III of the study, working with Ottertail Power Company on a detailed study of each building on campus.

CMMS – Computerize Maintenance Management System (compass) currently used in the Twin Cities and Duluth.

Three Options:

1. UMTC host the system for us with a cost of \$4,000/month for UMC.
2. Continue with our current format, no TC support until spring
3. Go on-live, spring, with everyone else.

Question – does our contribution to the cost pool cover this service, as there has been some resistance from UMTC bringing us on the program.

Call Center – we must be live with CMMS to implement.

Motion to proceed with Lysaker gym mixing valve – motion seconded and passed.
Tim will request HEAPR funding.

Recycling – Peter. UMC will be changing from their current three bin system to a two bin system. Coke has offered free bins; we'll only use those at our outdoor events, tailgating, etc. Education will be the key to a successful recycling program.

Motion to proceed with program, seconded and passed.

Coke's Pibb Initiative – We'll receive \$4,270 in unrestricted funding from Coke as part of the program. They prefer that we use it for Pibb but we have discretion.

Housing – Peter. Nine students have accepted and confirmed our offer to move into the downtown apartments. We currently have 13 on the waiting list and we received four additional apps today, pending approval. We are also estimating 20 International students who will need housing.

Issues: Transportation. Tri-Valley is offering their services. Motion to proceed with Tri-Valley contract, seconded and passed.

With concerns: late night pick ups put students off campus early – no involvement in campus activities.

Motion amended to include beginning to research the possibility of having a 15 passenger van available for their use, seconded and passed.

Sodexo – Peter. They'll be open and ready to go this week, 8/15 TC code approval.

\$5,000 to Chuck to use for meals at his discretion with the start date of September 1st. He'll use towards the opening luncheon and designate to other activities throughout the year.

Post Office – motion to approve transfer to Student Affairs – Peter Phaiiah from the Business Office, seconded and passed.

Organization Chart – review and submit any additional changes to Barbara.

Review of Opening Week schedule.

Retreat – out of time....we will assign things and formalize.

Respectfully submitted, Tricia Sanders