The Board of Governors for Truman State University met on Saturday, February 2, 2008, on the University campus in Kirksville, Missouri. The meeting was held in the Activities Room of the Student Union, and the open session of the meeting was called to order shortly after 10:00 a.m. by the Chair of the Board of Governors, Mark S. Wasinger.

A quorum was present with six voting members in attendance: Cheryl J. Cozette, Wilma Maddox, Randa Rawlins, Kenneth L. Read, John W. Siscel, III and Mark S. Wasinger. Mr. Wasinger noted that Matthew W. Potter was absent from the meeting due to another commitment. The absence of Mr. Potter was recorded as excused.

Also participating in the meeting were all three of the non-voting members: Emily S. Kiddoo, the student representative, and John Hilton, an out-of-state member, were in attendance. Peter T. Ewell, the other out-of-state member, participated by conference call, connecting to the meeting at approximately 10:10 a.m.

On December 20, 2007, Governor Matt Blunt appointed John Hilton to replace Matthew C. Barnes on the Truman State University Board of Governors for a term ending January 1, 2013. The appointment by the Governor was effective immediately since the Senate was not in session. The appointment of Mr. Hilton will need to receive the advice and consent of the Senate within thirty days after the Senate has convened in regular session.

Call to Order
Mr. Wasinger opened the meeting by extending a welcome to all in attendance.

Welcome of New Board Member
Mr. Wasinger welcomed John Hilton as a new member of the Board of Governors.

Recognition of Past Board Chair
Mr. Wasinger extended the Board’s appreciation to Ms. Rawlins and presented her with a gold gavel in honor of her exemplary service as Chair of the Board of Governors during the 2007 calendar year.

Dr. Ewell connected to the meeting by conference call at approximately 10:10 a.m.

Resolution of Appreciation – Matthew C. Barnes
Ms. Rawlins moved the adoption of the following resolution:

WHEREAS, the Honorable Matthew C. Barnes served as a member of the Board of Governors of Truman State University from May 2001 to December 2007; and

WHEREAS, Governor Barnes played a critical role in decision making and displayed a genuine commitment to the University’s quest for excellence and to its focus on student learning throughout his tenure on the Board; and

WHEREAS, Governor Barnes’s sincere devotion and dedication to Truman, along with his consistent and genuine concern and interest in the well-being of its students, his love of people, and his charismatic personality and dazzling smile, endeared him to all who had the opportunity to work with him; and

WHEREAS, during his time as a student, Governor Barnes served as an exemplary model of a successful student and responsible citizen; and
WHEREAS, the high esteem in which his fellow students held him is demonstrated by his being elected Homecoming King and President of the Student Senate; and

WHEREAS, as an alumnus of Truman State University, Governor Barnes continues to serve as an outstanding representative of his alma mater, enriching the lives of those around him and providing a model of service to others by giving back to his University;

NOW, THEREFORE, BE IT RESOLVED that the Board of Governors of Truman State University hereby expresses its genuine gratitude to the Honorable Matthew C. Barnes for his distinguished and commendable service as a member of the Board; and

BE IT FURTHER RESOLVED that a copy of this resolution be presented to Governor Barnes as a tangible expression of deep appreciation and felicitation.

The motion was seconded by Ms. Maddox and carried by a unanimous vote of 6 to 0. Mr. Wasinger then declared the motion to be duly adopted.

Minutes for the Open Session of Meeting on December 1, 2007
Ms. Rawlins moved the adoption of the following resolution:

BE IT RESOLVED that the minutes for the open session of the meeting on December 1, 2007, be approved.

The motion was seconded by Mr. Read and carried by a unanimous vote of 6 to 0. Mr. Wasinger then declared the motion to be duly adopted.

President’s Report
The President of the University, Barbara Dixon, provided a report on several items of current interest. She began her remarks by introducing Dr. Troy Paino, noting Dr. Paino will be joining the Truman State University community as Provost and Vice President for Academic Affairs effective July 1, 2008. President Dixon reported that the Commission on Undergraduate Curriculum, a commission created by the Undergraduate Council to examine the undergraduate curriculum during the FY 2007-2008 years, had submitted its Phase 1 report to the campus and received a favorable vote by the faculty to move forward with more curriculum discussion. President Dixon then provided a follow-up report in regard to the findings of the Price and Positioning Study by the Art & Science Group LLC. President Dixon reported that the Art & Science Group presented their findings to the faculty and staff in two presentations on January 29, noting that the sessions were well attended with very good discussion. President Dixon then provided a summary of the first step and short-term initiatives already underway in regard to the report and reviewed a number of mid-term and long-term initiatives.

Mr. Wasinger noted that the Board had received a letter from a student expressing concern with safety in the residence halls in light of the recent incident at Dobson Hall. President Dixon provided a summary of steps being taken in regard to the security issue and noted that the safety of students is a top priority for the University. Mr. Wasinger then asked Ms. Kiddoo to relay to the student that the concerns as set forth in the letter are being addressed.

Student Affairs Report
The Dean of Student Affairs, Lou Ann Gilchrist, and Director of the University Career Center, Lesa Ketterlinus, provided a report on the University Career Center.
Advancement Report
The Vice President for University Advancement, Mark Gambaiana, provided an update on advancement activities. Mr. Gambaiana then introduced Jim Cherrington, a 1985 graduate of the University and President of the Truman Alumni Association Board of Directors, from Columbia.

Foundation Board Appointments
Mr. Wasinger announced the annual Board appointments to the Truman State University Foundation Board of Directors. Mr. Wasinger appointed himself (current Board Chair), Ms. Rawlins (former Board Chair), and Dr. Cozette (current Vice Chair) to serve one-year terms.

Financial Report
The Controller, Judy Mullins, reviewed financial reports of the University, which included a review as of December 31, 2007 of education and general revenues and expenditures and auxiliary system revenues and expenditures. Ms. Mullins also provided a review as of December 31, 2007 of the Truman State University Foundation revenues and expenditures.

TV Studio Project
Ms. Rawlins moved the adoption of the following resolution:

BE IT RESOLVED that the description and budgeted amount for the following TV Studio Project be approved:

<table>
<thead>
<tr>
<th></th>
<th>Project Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>TV Studio and Media Center Consultant</td>
<td>$35,000</td>
</tr>
<tr>
<td>TV Studio Relocation and Equipment</td>
<td>$479,500</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED that the President of the University, or her designee, be authorized to proceed with accepting the best proposal received for the project consultant; and

BE IT FURTHER RESOLVED that the President of the University, or her designee, be authorized to proceed with bidding the relocation and equipment project and accepting the lowest and best bid for the project; and

BE IT FURTHER RESOLVED that a description of the project, as reviewed at the meeting, be attached to the minutes as an exhibit.

The motion was seconded by Ms. Maddox and carried by a unanimous vote of 6 to 0. Mr. Wasinger then declared the motion to be duly adopted, and the Secretary designated a copy of the document as Exhibit A.

Construction Project Report
The Board reviewed a status report on construction projects previously approved by the Board.

Auxiliary Facilities Update
President Dixon provided an update on the Auxiliary Facilities Initiative.

Resolution Authorizing the Offering for Sale of and Receipt of Bids for an Issue of Housing System Revenue Bonds of Truman State University
Phil Richter, a representative of UMB Bank, n.a., addressed the members of the Board. Following discussion, Dr. Sisel moved the adoption of the following resolution:

WHEREAS, Truman State University (the "University") wishes to proceed with the construction of improvements to the University's previously established housing system (which includes the student union) (the "System"), including acquiring, constructing, reconstructing, improving, furnishing and equipping residence halls and related facilities, all on the University's campus (the "Project") and all to become part of the System; and

WHEREAS, the University hereby finds and determines that, in order to provide funds for the purpose of (i) paying the costs of the Project, (ii) funding any required reserves and (iii) paying certain costs of issuance, it is necessary and advisable and in the best interests of the University and its students to issue revenue bonds in the approximate principal amount of $23,500,000, the bonds to be designated "Housing System Revenue Bonds, Series 2008" (the "Bonds"); and

WHEREAS, the University has selected UMB Bank, n.a., Kansas City, Missouri, as financial adviser to the University for the Bonds (the "Financial Advisor") and Gilmore & Bell, P.C., Kansas City Missouri, as bond counsel for the Bonds (the "Bond Counsel"); and

WHEREAS, the University desires to authorize the Controller and Treasurer of the University (the "Controller"), Financial Adviser and Bond Counsel to proceed with the offering for sale of the Bonds at competitive public sale; and

WHEREAS, the University must prepare and distribute a Notice of Bond Sale, Preliminary Official Statement and a final Official Statement relating to the Bonds.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF GOVERNORS OF TRUMAN STATE UNIVERSITY, AS FOLLOWS:

Section 1. The approximately $23,500,000 principal amount of Bonds of the University, to be described in the Notice of Bond Sale and Preliminary Official Statement, shall be offered at competitive public sale with bids on such date and at such time selected by the Controller, based on the recommendation of the Financial Advisor and Bond Counsel.

Section 2. The Controller is authorized to receive and publicly read bids for the purchase of the Bonds on the sale date. If necessary, the acceptance of the best bid for the Bonds shall be made by the Chair of the Board of Governors following the sale, based on the advice of the University President, the Controller and the Financial Advisor, provided that (a) the true interest cost for the Bonds shall not exceed 5.00% per annum, (b) the aggregate principal amount of the Bonds shall not exceed $25,000,000, (c) the weighted average maturity shall not exceed 20.00 years, (d) the final maturity shall be in or before the year 2037, (e) Bonds maturing June 1, 2019, and thereafter will be callable prior to maturity not later than June 1, 2018, and (f) the purchase price for the Bonds shall not be less than 99.50% of the principal amount thereof. The final terms of the bonds will be set forth in a resolution to be adopted by the Board of Governors at a regular meeting of the
Board of Governors or at a special meeting (which may be conducted by telephone) of the Board of Governors to be hereafter called.

Section 3. The Controller, in conjunction with the Financial Advisor and Bond Counsel, are authorized to arrange for the preparation of a Notice of Bond Sale and Preliminary Official Statement. For the purpose of enabling the successful bidder of the Bonds to comply with the requirements of Rule 15c2-12(b)(1) of the Securities and Exchange Commission, the University hereby authorizes the University President and the Controller, upon completion of the Preliminary Official Statement to their satisfaction, to provide the successful bidder with a letter or certification to the effect that the University deems the information contained in the Preliminary Official Statement to be “final” as of its date, except for the omission of such information as is permitted by Rule 15c2-12(b)(1), and to take such other actions or execute such other documents as such officers in their reasonable judgment deem necessary to enable the successful bidder to comply with the requirements of such Rule. The Board of Governors hereby consents to the use and public distribution of the Notice of Bond Sale, Preliminary Official Statement and the final Official Statement in connection with the sale of the Bonds.

Section 4. The Bonds will be revenue obligations payable from the University's Housing System Revenue Fund, and the moneys to be deposited into the Housing System Revenue Fund will include revenue received by the University from rentals, charges, fees, income and revenues derived and collected by the University from the operation and ownership of the System, including, but not limited to, student fees collected by the University and designated by the University for purposes of the System.

Section 5. The University agrees to provide to the successful bidder within seven business days of the date of the purchase contract for the Bonds or within sufficient time to accompany any confirmation that requests payment from any customer of the successful bidder, whichever is earlier, sufficient copies of the final Official Statement to enable the successful bidder to comply with the requirements of Rule 15c2-12(b)(4) of the Securities and Exchange Commission and with the requirements of Rule G-32 of the Municipal Securities Rulemaking Board.

Section 6. The Controller and the other officers and representatives of the University, the Financial Advisor and Bond Counsel are hereby authorized and directed to take such other action as may be necessary to carry out the offering for sale of the Bonds.

Section 7. This Resolution shall be in full force and effect from and after its passage by the Board of Governors.

ADOPTED by the Board of Governors on February 2, 2008.

The motion was seconded by Ms. Rawlins and carried by a unanimous vote of 6 to 0. Mr. Wasinger then declared the motion to be duly adopted.

Construction Project
Ms. Rawlins moved the adoption of the following resolution:
BE IT RESOLVED that the description and budgeted amount for the following construction project be approved:

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Project Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Towne Museum and Visitors Center</td>
<td>$2,325,000</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED that the President of the University, or her designee, be authorized to accept the lowest and best bid for the project; and

BE IT FURTHER RESOLVED that a description of the project, as reviewed at the meeting, be attached to the minutes as an exhibit.

The motion was seconded by Ms. Maddox and carried by a unanimous vote of 6 to 0. Mr. Wasinger then declared the motion to be duly adopted, and the Secretary designated a copy of the document as Exhibit B.

Ratify Project Expenditures

Ms. Rawlin moved the adoption of the following resolution:

WHEREAS, the Renovations to the Missouri Hall Project and the Baldwin Auditorium Seating and Flooring Renovation Project are both now completed and all payments are finalized on both projects; and

WHEREAS, the budgeted amount for the Renovations to Missouri Hall Project was previously approved by the Board in the amount of $14,877,000 but expenditures for the Renovations to Missouri Hall Project exceeded the Board approved budgeted amount by the sum of $122,000 for a total expenditure of $14,999,000; and

WHEREAS, the budgeted amount for the Baldwin Auditorium Seating and Flooring Renovation Project was previously approved by the Board in the amount of $170,000 but expenditures for the Baldwin Auditorium Seating and Flooring Renovation Project exceeded the Board approved budgeted amount by the sum of $17,897.49 for a total expenditure of $187,897.49; and

WHEREAS, the President now seeks Board ratification of these actions;

NOW, THEREFORE, BE IT RESOLVED that the expenditures in excess of the Board approved budgeted amounts for these two projects are hereby ratified and approved in retrospect; and

BE IT FURTHER RESOLVED that a copy of the rationale document for ratifying the expenditure of funds in these two matters (entitled "Background Information and Revised Procedures") be attached to the minutes of the Board as an exhibit.

The motion was seconded by Mr. Read and carried by a vote of 5 to 1 with Ms. Cozette, Ms. Maddox, Ms. Rawlin, Mr. Read and Mr. Wasinger voting aye and with Dr. Siscel voting nay. Mr. Wasinger then declared the motion to be duly adopted, and the Secretary designated a copy of the document as Exhibit C.
Design Services
Dr. Siscel moved the adoption of the following resolution:

BE IT RESOLVED that the proposal from Trabue, Hansen & Hinshaw, Inc. to provide professional services for Franklin Street parking expansion and Barnett Hall parking expansion and repairs, with the fees and work for such services to be within the guidelines of the proposal, be approved; and

BE IT FURTHER RESOLVED that the President of the University, or her designee, be authorized to execute a contract with the firm for the project; and

BE IT FURTHER RESOLVED that a copy of the proposal be attached to and made a part of the minutes of this meeting.

The motion was seconded by Ms. Rawlins and carried by a unanimous vote of 6 to 0. Mr. Wasinger then declared the motion to be duly adopted, and the Secretary designated a copy of the document as Exhibit D.

Design Services
Dr. Siscel moved the adoption of the following resolution:

BE IT RESOLVED that the proposal from Benton & Associates to provide professional services for utility and site mapping, with the fees and work for such services to be within the guidelines of the proposal, be approved; and

BE IT FURTHER RESOLVED that the President of the University, or her designee, be authorized to execute a contract with the firm for the project; and

BE IT FURTHER RESOLVED that a copy of the proposal be attached to and made a part of the minutes of this meeting.

The motion was seconded by Dr. Cozette and carried by a unanimous vote of 6 to 0. Mr. Wasinger then declared the motion to be duly adopted, and the Secretary designated a copy of the document as Exhibit E.

Increase Project Budget
Ms. Maddox moved the adoption of the following resolution:

BE IT RESOLVED that the budgeted amount for the Student Union Building – Renovation and Addition project be increased from $9,154,000 to $9,190,000; and

BE IT FURTHER RESOLVED that a copy of the rationale document for increasing the budgeted amount for the project be attached to the minutes as an exhibit.

The motion was seconded by Dr. Siscel and carried by a unanimous vote of 6 to 0. Mr. Wasinger then declared the motion to be duly adopted, and the Secretary designated a copy of the document as Exhibit F.

Agenda Items for Future Meetings
President Dixon reviewed the agenda items currently scheduled for the next regular meeting of the Board of Governors.
TRUMAN STATE UNIVERSITY
Kirkville 63501

OFFICIAL MINUTES
OF THE
BOARD OF GOVERNORS

Dates for Future Meetings
Dr. Siscal moved the adoption of the following resolution:

BE IT RESOLVED that the next regular meeting of the Board of Governors be
scheduled for Saturday, April 5, 2008, on the University campus in Kirkville beginning at
1:00 p.m., with the understanding that the Chair may alter the starting time and/or place
for the meeting by giving due notice of such change; and

BE IT FURTHER RESOLVED that other regular meetings of the Board during
the next year be tentatively scheduled for the following dates:

Friday and Saturday, June 13-14, 2008;
August/September 2008 (to be determined);
Friday, October 3, 2008; and
Saturday, December 6, 2008; and
Saturday, February 7, 2009.

The motion was seconded by Ms. Rawlins and carried by a unanimous vote of 6 to 0. Mr. Wasinger then declared the
motion to be duly adopted.

Agenda Items for Closed Session
Mr. Read moved the adoption of the following resolution:

BE IT RESOLVED that this meeting be continued in closed session, with closed
records and closed votes as permitted by law, for consideration of the following items as
authorized by Section 610.021, Revised Statutes of Missouri:

1) Approval of minutes for the closed session of the last meeting under
Subsection 14 of the statute for “Records which are protected from
disclosure by law”;

2) Individual personnel actions under Subsection 3 of the statute for “Hiring,
firing, disciplining or promoting of particular employees by a public
governmental body when personal information about the employee is
discussed or recorded”; and

3) Confidential communications with the General Counsel.

BE IT FURTHER RESOLVED that if any business not covered by the stated
reasons for the closed session is raised during the closed session, then this meeting shall be
reopened to the public and an announcement about a resumption of the open session shall
be made in the hallway outside of the meeting room.

The motion was seconded by Dr. Siscal and carried by a unanimous vote of 6 to 0. Mr. Wasinger then declared the motion
to be duly adopted.

The closed session of the meeting began shortly after 11:45 a.m.
I hereby certify that the foregoing minutes were approved by the Board of Governors on the 5th day of April 2008.

Mark S. Wasinger
Chair of the Board of Governors
Project Name

TV Studio and Media Center Consultant

TV Studio Relocation and Equipment

Project Budget

$35,000

$479,500

Description

The renovation of the Student Union Building involved the relocation of all student media which were vacated in Summer 2007 to their new spaces in the newly designed and renovated Barnett Hall. This involved the newspaper, magazine, and radio station. At the same time, the Communication faculty moved to Barnett Hall as well. This included all Communication faculty offices and classrooms in addition to Forensics (Debate) which was added under the recent academic reorganization.

The final phase in the consolidation of all Communication areas in Barnett Hall was the relocation of the TV studio and production facilities in Kirk Building. Some of the equipment located in the old TV studio will be moved and used in the new TV studio and media center facility. However, most of the old TV studio equipment is seriously outdated – some equipment is 30 years old and completely inadequate for the new facility. In addition, all of the equipment in the old TV studio is analog, not digital.

The FCC has mandated ALL television programming must be digital by February 2009. Even though Truman’s TV studio does not broadcast an over-the-air signal, the upgrade to digital equipment will allow the option to be there in the future. Therefore, Truman’s current analog equipment will need to be replaced. Digital equipment is easier to maintain, puts out a much higher-quality signal, and takes up less bandwidth. KTRM, the student radio station, just recently upgraded to digital through federal grant funds received through the Corporation for Public Broadcasting.

This project will benefit Truman students by providing access to a broadcasting lab with the latest in technology. The project will better serve current communication majors and assist in recruiting future students interested in careers in journalism.

Two proposals were received from consultants to assist the University in the upgrade of the TV Studio and Media Center. The consultant will assist the University in seeking bids on upgrading any equipment necessary to achieve digital video output, as well as integrating all current equipment suitable to achieve a complete turnkey installation in the new Barnett facility. This includes re-installation of moved equipment, installation and integration of new equipment in identified facility areas and testing all installation to appropriate levels and calibration.

The budget for this work will come from local funds. It is anticipated the project will be complete and operational for Fall 2008 Semester.
Project Name
Towne Museum and Visitors Center

Project Budget
$2,325,000

Description
The Towne Museum and Visitors Center project includes a renovation of the existing former fire station on the corner of Franklin and Normal. Due to structural issues the former office and support space will be demolished and a one-story addition will be built to house Truman State University’s Admission Office. The museum will be located in the area formerly used as the truck bays.

Approximately 3,500 square feet will be devoted to the museum display area while about 3,000 square feet will be admission offices. Common spaces such as restrooms, mechanical spaces and circulation bring the total project to 8,520 gross square feet.

The resulting facility will be a cohesive brick building, with brick color to match other buildings on campus. Other features of the structure include:
- Large expanses of windows on the office addition;
- Windows in the large openings once used for overhead doors;
- Exterior plaza space, partially covered, for a gathering area prior to campus tours;
- Visitor parking lot;
- All new plumbing, mechanical and electrical; and
- Conference space available for use by Admissions as well as the museum.

This project has been designed by HKW Architects with exhibit designers Focus Communications developing the museum displays.

Bids were received on January 15th, 2008. Pending approval of the Board, the plan is to begin construction in February of 2008. Funds are provided by an estate gift of $488,000 and local capital funds included in the FY 2008 budget.
Background Information and Revised Procedures

This resolution is designed to correct a situation that developed due to misinterpretation of Board policies relative to construction projects and change orders to these projects. Action is needed to increase two budgets to cover actual expenditures and document that the Board was consulted regarding these errors.

As a result of the overages on these two projects, new procedures have been developed which are designed to prevent future occurrences. A project management process has been put in place which checks for compliance with Board policies relative to total project budgets as well as change orders to projects. We have also provided training for appropriate staff in Physical Plant, Campus Planning, Budget, and the Business Office regarding Board policies related to construction projects. Finally, we have trained users on the software module in our administrative system which allows staff to more closely monitor project budgets.

Renovations to Missouri Hall Project

On February 18, 2006, the Board of Governors approved a budget for the Renovations to Missouri Hall Project at $14,877,000. Funds from the Auxiliary Bond issue and prior year auxiliary surplus were used for this project.

During the final stages of this project several change orders were processed which resulted in the total cost exceeding the project budget by $122,000 or .08%. These change orders were needed to modify two first floor bathrooms for wheelchair access to the showers, install a booster pump to increase domestic water pressure, additional wireless network locations, and landscaping. Staff processed these change orders because they were within the 10% limit based on the construction contract, under the understanding that projects could go 10% over budget. The actual Board policy does not allow for the total project to exceed the Board-approved budget without seeking Board approval.

Board approval is requested for the $122,000 overage on this project.

Baldwin Auditorium Seating and Flooring Renovation Project

On April 14, 2007, the Board of Governors approved a budget for the Baldwin Auditorium Seating and Flooring Renovation Project not to exceed $170,000 total with $75,000 of the budget coming from the Truman State University Foundation (Parents Council funds) and the balance funded by the University.

Bids were solicited for seat restoration and replacement of the floor covering. When all expenditures were accounted for, a total of $187,897.49 was spent on the project as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seat restoration</td>
<td>$130,962.49</td>
</tr>
<tr>
<td>Floor covering</td>
<td>$56,935.00</td>
</tr>
<tr>
<td>Total</td>
<td>$187,897.49</td>
</tr>
</tbody>
</table>

The amount expended exceeded the Board of Governors approved budget by $17,897.49 or 10.53% because the costs of the floor covering were higher than projected in the amount submitted for Board of Governors approval. Carpeting for the balcony portion, totaling $7,800 was eliminated from the project for budgetary reasons.

Correspondence at the time of bid award indicates that the individuals involved had misapplied the current board policy. They thought expenses could go 10% over the board approved budget, which would allow the project to total $187,000. The actual board policy does not allow for the total project to exceed the Board approved budget without seeking Board approval.

Board approval is requested for the $17,897.49 overage on this project.
Project Name
Design Services
Franklin Street Parking Expansion
Barnett Hall Parking Expansion and Repairs

Design and construction of expanded parking areas along Franklin Street just west of Pershing will be a precursor to the Pershing Project. This initiative will provide replacement parking for the spaces that will be lost east of Pershing either to construction lay-down area or Pershing Building expansion. This parking area with pedestrian links to Barnett Hall as well as a pedestrian bridge across Bear Creek leading to Pershing will also serve as event parking for Pershing Arena.

The existing Barnett parking lots will be resurfaced and re-striped. Additional parking will be constructed east of the existing parking lot in front of the building with a pedestrian connection up the slope. The relocated Pershing parking, combined with the parking expansion and improvements to the Barnett lot, will address faculty and student needs at this newly remodeled facility. Please see the attached site plan.

Three firms submitted Statements of Qualifications as well as fee proposals for consideration on this project. Based on a review of their qualifications, the staff recommendation is that Trabue, Hansen & Hinshaw Inc. of Columbia, Missouri be selected to provide these design services. This firm has provided design and engineering services on several similar civil projects and will be working concurrently on the Stadium Field Turf Project as well as the Pershing Building project.

Plans and estimates will be developed which will allow the parking expansion to be competed in two phases if funds are not available for the entire project. Funding for this project is from the FY 2008 Local Capital Budget.
PROPOSED FRANKLIN STREET PARKING LOT

Proposed New

Resurface Existing
September 26, 2007

Mr. Mark Schultz, AIA
Campus Planning Office
MC 201
Truman State University
100 East Normal
Kirksville, MO 63501

Re: Franklin Street Parking Lot

Dear Mark,

Trabue, Hansen, and Hinshaw, Inc. is pleased to provide Truman State University with our proposal for design of parking improvements on the west side of Franklin Street and at Barnett Hall. We appreciate this opportunity to serve you.

PROJECT DESCRIPTION: The project has three parts.

The first section is the expansion of the existing concrete parking lot on the western side of the drainageway, lying south of Patterson Street. This lot will generally extend southerly with the drainageway and add a connection to Franklin Street. This lot will be lighted, include a lighted pedestrian connection (sidewalk) to the Barnett Hall site, and include emergency call boxes.

The second section includes adding a double loaded tier of parking on the east side on Barnett Hall between the two drives connecting to Franklin Street.

The third section of the project includes a pedestrian bridge across the drainageway to connect either the existing lot to another existing lot or the lot expansion to Franklin Street.

The undersigned Client and Trabue, Hansen, and Hinshaw, Inc. (THHInc) agree as follows:

SCOPE OF SERVICES: THHInc will provide the Client the following professional services to assist Truman State University with this development:

A. Field Surveys: We will prepare a topographic survey of the area along the west side of Franklin Street. The survey will use the eastern side of the drainageway / Franklin Street as the eastern boundary. The northern
boundary will be the southern edge of Patterson Street to cover the existing lot. The western edge will be the western side of the existing lot / a strip 250-feet west of the creek / road. The southern limits will be 25-feet south of the southern edge of the southern drive into Barnett Hall. Survey will be on State Plane datum.

B. **Schematic Design Phase:** Services under this phase include preparation of two to three alternate layouts for the parking lot expansion and a review meeting.

C. **Design Development Phase:** Services under this phase will develop the design concept to approximately 70% complete drawings. The drawings will include layout, preliminary grading and stormwater management, lighting, pedestrian bridge, opinion of probable construction cost, and a review meeting.

   1. The electrical design assumes there is an adequate power source at either Barnett Hall or abutting the site.

D. **Construction Document Phase:** Services under this phase will finalize the construction drawings, prepare the project manual, prepare an opinion of probable construction cost, a review meeting, and preparation of the SWPPP for the site.

E. **Final Documents:** Finalize the Bid Package based upon client comments.

F. **Pedestrian Bridge:** To better serve the Client, two possible different scenarios are provided. Services associated with a pre-engineered structure or a conventionally designed bridge is as follows. *THHinc* will provide the Client the following structural engineering services in accordance with this proposal:

   1. **Pre-Engineered Bridge**
      
      a. *THHinc* will prepare plans and specifications for the construction of the new cast-in-place concrete abutments that will support either side of the proposed bridge.

      b. *THHinc* will prepare bid documents including all required performance specifications for the proposed pre-engineered bridge structure. Additionally, *THHinc* will assist the Client during the bid selection process and will review submitted shop drawings from the bridge supplier.

   2. **Conventionally Designed Bridge**
      
      a. *THHinc* will prepare plans and specifications for the construction of the new cast-in-place concrete abutments that will support either side of the proposed bridge.
b. *THH Inc* will prepare plans and specifications for the construction of
the new bridge structure in accordance with the performance
specifications indicated by the Client.

3. Either bridge type includes one pre-design meeting with the client and
two field / construction observation visits.

F. **Bid Phase:** Services under this phase include attendance at a pre-bid
meeting, if desired, answering contractor questions, issuing addenda if
required to clarify the documents, attendance at the bid opening, and
providing a recommendation of award.

G. **Construction Phase:** Services under this phase include attendance at the
pre-construction meeting, review of shop drawings, issuing ESIs, four field
reviews of the contractor’s progress for civil, one field reviews of the
contractor’s progress for electrical / lighting and two visits for the bridge, a
pre-final inspection, final inspection, and preparation of record drawings.

**SCHEDULE:** We will begin our services upon receipt of an executed
agreement, which will serve as our notice to proceed. We propose the
following general schedule for this project.

A. Field Surveys 3-weeks
B. Schematic Design Phase 2-weeks
C. Design Development Phase 6-weeks
D. Construction Document Phase 4-weeks

**COMPENSATION:** We will provide the engineering services described in the
Scope for a Lump Sum Fee of $45,350.00 (with pre-engineered bridge) or
$53,350.00 (with cast in place bridge) unless you authorize additional services.
The fee is broken down as follows:

- Site Surveys $ 3,575.00
- Civil Design Phase $20,425.00
- Civil Bid and Construction Phase $ 6,800.00
- Electrical Design, Bid, and Constr. $ 7,150.00
- Pre-Engineered Pedestrian Bridge $ 7,400.00
- Pre-Engineered Pedestrian Bridge $15,400.00

The terms of this proposal are valid for 60 days from the date of this proposal.

**OWNER’S RESPONSIBILITIES:** It will be your responsibility to provide the
following:

A. Geotechnical Report for the Bridge Abutments
B. Access to the site and Owner’s records

C. Timely Review of Submittals

ADDITIONAL SERVICES: If requested by the Owner **THHinc** may provide the additional services on a time and expense or negotiated fee basis.

EXHIBITS:
A. Survey and Civil / Site Work Plan
B. Standard Terms and Conditions

AGREEMENT: This Proposal shall become the Agreement for Services when signed and dated by both parties. Please return a signed copy of this agreement to us as our authorization to proceed.

ACKNOWLEDGMENT OF OFFER AND ACCEPTANCE:

Proposal accepted and services are authorized to proceed.

__________________________  __________________________
BY: _________________________ TITLE: ________________________

DATE ACCEPTED: __________

Offer By: TRABUE, HANSEN, AND HINSHAW, INC.

__________________________, Civil Team Leader
John Huss, P.E., NSPE
Design Services
Digital Campus Utility/Site Mapping

This project involves development of electronic documentation for the entire campus utility network. The engineering firm will consolidate the information that is currently distributed across campus as a part of individual project files, frequently in various locations; on documents of past projects; and as oral information currently being lost as long-term Physical Plant staff retire. The electronic document will be updated as future projects occur.

This information tool will be the first step to determine how to proceed with long-needed improvements to the electrical system, steam distribution, chilled water distribution, domestic water and fire water systems, and gas distribution as well as voice data, fiber optic, and TV cabling systems. By understanding the existing infrastructure, Truman can plan to make the necessary improvements to meet the changing needs of our facilities and do it in a more energy efficient and cost effective manner. This utility and site mapping project is the first step toward that end. The electronic documents will also be available to assist in the design of future building projects and provide off-site documentation in case of an event which damages the utility infrastructure.

Three firms submitted Statements of Qualifications for consideration on this project. Based on a review of their qualifications, the staff recommendation is that Benton & Associates of Jacksonville, IL and Kirksville, MO be selected to provide these design services.

Funding for the project will be provided through the FY 2008 master planning budget, and the cost of the project should not exceed $85,000.
November 26, 2007

Mark Schultz - University Architect
Truman State University
McClain Hall 201
Kirkville, MO 63501

SUBJECT: Proposal for Engineering Services
          Utility Mapping

Dear Mr. Schultz:

Benton & Associates, Inc. is pleased to present for your consideration our qualifications to provide Truman State University with professional engineering services.

This letter and its attachments will serve as a supplement to the Qualifications Package for Miscellaneous Engineering Services which was submitted in August of 2007. Section 1 of our Qualifications Package outlined the background and history of our firm and our presence in the Kirkville area. Section 2 detailed our relevant project experience, and Section 3 presented the key staff that will assist during assignments for the University.

We have included with this letter an attachment which provides additional information regarding our mapping, planning, and GIS capabilities which specifically apply to the University’s Utility Mapping Project.

We have reviewed the scope of services that the University prepared for the request for proposals. This is an ambitious and forward thinking project that will have a lasting impact for the University. A full utility mapping effort of the campus will be an invaluable tool for developing a utility upgrade/maintenance plan as well as any future construction projects. This utility map should also be considered a “living document.” In the initial preparation of a utility map, GPS locations of existing structures and other visible features of existing utilities will be used wherever possible but it will also be necessary to rely heavily on existing records of the University and the City of Kirkville which can sometimes be less accurate than desired. Updating the map as existing utilities are located in the field either by accident or purposely as part of a construction project will greatly enhance the accuracy and usability of this document.

We feel that Benton & Associates, Inc. would be an ideal match for this project. Our surveying capabilities combined with our local presence will mesh nicely in the preparation of the University’s utility maps. We have strived to build a good working relationship with the City of Kirkville and we feel that this will be a benefit when researching the existing potable water and sanitary sewer system on campus. As the project progresses our local office and knowledgeable staff will be available to quickly
respond to the University’s request to map the location of utilities that have been uncovered and then update the map as necessary.

As a member of the Kirksville community, Benton & Associates appreciates the University’s efforts to continue to update and improve all University facilities. We look forward to assisting the University in meeting their goals to provide the best possible facilities for their students and staff.

We feel that Benton & Associates is particularly matched to provide engineering services for Truman State University. We feel that we will be a Convenient, Cost Effective, and Cooperative partner with the University for this important project. We look forward to providing these services and are prepared to begin immediately. Thank you for the opportunity to present our Qualifications and interest for this unique project.

Sincerely,

Benton & Associates, Inc.

[Signature]

Adam Dorrell, PE
Branch Manager
November 29, 2007

Mr. Mark Schultz
University Architect
Truman State University
McLain Hall 201
Kirkville, MO 63501

SUBJECT: Project Experience/Budget Proposal
Utility Mapping of University Campus

Dear Mr. Schultz:

In response to your request for additional information regarding this subject, please accept the following project specific experience and our proposed project approach/scope to derive a budgetary estimate for the associated engineering services.

The list of projects/clients which Benton & Associates, Inc. has provided utility mapping, engineering and survey services is presented in Table I attached. Each of these project assignments is unique, yet similar to the proposed utility mapping project at Truman State University. Various utilities and buildings were located in the field with surveying equipment which allowed the preparation of informative and useful utility maps in comparison to existing utility records. Several project specific examples are also enclosed (in 11x17 format) to illustrate the mapping characteristics and product quality which resulted (see enclosed Campus Setting Maps from other previous projects). We trust that this information will demonstrate our experience and capacity to complete this mapping assignment for Truman State University.

With regards to the University Utility Mapping Project, we appreciate the Scope of Services outlined in the November 1, 2007, request for proposal and are prepared to fulfill its identified work efforts. As discussed with you last week, we think that there are some enhancements and/or clarifications which need to be specifically addressed prior to initiating the utility mapping efforts and formalizing the contractual approach/requirements. However, based on our experience for these types of projects, we concur with the University's approach to establish "sub-sections" (i.e. quadrants as shown in Exhibit "A") to facilitate a systematic approach and propose the following steps to perform this assignment.
STEP 1 – Coordination with University/Project Management
- Define expectations and set timelines
- Define layers and standards
- Create periodic reports and review submittals
- Review conflicts

STEP 2 – Research Files
- Kirksville utility records
- University utility records (as provided by the client)

Perform the following Steps 3 and 4 by quadrant (per map attached) to meet University needs (schedule, budget, interface with other capital projects, etc....).

STEP 3 – Field Locate the Following Visible Utilities
- Communications
- Electric
- Gas
- Sanitary Sewer
- Steam
- Storm Sewer
- Potable Water
- Chilled Water

STEP 4 – Compile & Format Data
- Process field data
- Add research data
- Generate structure data spreadsheet
- Generate maps for review
- Provide final data in ArcView

Budgetary cost estimates have been prepared based upon the proposed work scope, our understanding and experience, project specific assumptions and the flexibility to work with favorable weather conditions. Budgetary cost figures for each quadrant have been estimated and are presented next.
QUADRANT  |  BUDGETARY COST ESTIMATE
Northeast  |  $15,000 to $24,000
Southeast  |  $11,000 to $15,000
Northwest  |  $10,000 to $15,000
Southwest  |  $4,000 to $5,500
TOTAL:     |  $40,000 to $59,500

We trust that this information will supplement our November 26, 2007 submittal to Truman State University and highlights our qualifications, experience and interest in this campus-wide utility mapping assignment. If there are any questions or need for additional information, please do not hesitate to call.

Sincerely,

BENTON AND ASSOCIATES, INC.

S. John Caioce, PE  
Vice-President/Principal

Adam J. Dorrell, PE  
Branch Manager

SJC/tft

Encls.
<table>
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<tr>
<th>PROJECT TITLE/CLIENT</th>
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<tr>
<td>ADGPTV Water Coop</td>
<td>Water System Map</td>
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<td>Apple Creek Water Coop</td>
<td>Water System Mapping</td>
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<td>City of Auburn</td>
<td>Utility Mapping</td>
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<td>* City of Beardstown</td>
<td><strong>Water &amp; Sewer System Map</strong></td>
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<td>City of Greenfield</td>
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<td>City of Jacksonville</td>
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<td>City of Kirksville</td>
<td>Misc. Site TOPO/Utility Map</td>
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<td>City of Pittsfield</td>
<td>Sanitary Sewer Map</td>
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<td>Eldon Hazlet State Park</td>
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<td>* Illinois College</td>
<td><strong>Site TOPO &amp; Utility Map</strong></td>
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<td>* Illinois School for the Visually Impaired</td>
<td>Campus Map</td>
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<td>* Jacksonville Development Center</td>
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<td>MacMurray College</td>
<td>Site &amp; Utility Mapping for New Athletic Facilities</td>
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<td>Mechanicsburg-Buffalo Water Commission</td>
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<td>* Morgan County Housing Authority</td>
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<td>Village of Williamsville</td>
<td>Water System Map</td>
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* Project specific information is attached
Addition to Student Union Building – Renovation and Addition Project Budget

As the Student Union Building project nears completion, there are several smaller repairs/replacements that were not included in the original scope. These items could be completed in a follow-up project in a year or so, but it is more cost-effective to have the current contractor handle them at this time.

These changes include replacement of the cloth wall covering in the Conference Room with new vinyl. This room has new carpet, but the existing wall covering is damaged or stained in a few locations and cannot be painted. Other changes include several heating and fan controls, control valves, and attic fan controls in the building.

This request involves a $36,000 increase in the project budget, and funds are available from Auxiliary current funds.