

TRUMAN STATE UNIVERSITY
Kirksville 63501

OFFICIAL MINUTES
OF THE
BOARD OF GOVERNORS

Page 1

OPEN SESSION
OF MEETING ON
OCTOBER 13, 2017

The Board of Governors for Truman State University met on Friday, October 13, 2017, on the University campus in Kirksville, Missouri. The meeting was held in the Conference Room of the Student Union Building. The open session of the meeting was called to order shortly after 1:00 p.m. by the Chair of the Board of Governors, Mike LaBeth.

Participating in the meeting were six of the seven voting members: Sarah Burkemper, Cheryl J. Cozette, Laura A. Crandall, Jennifer Kopp Dameron, Mike LaBeth, and Susan Plassmeyer. Jim O'Donnell was unable to participate due to a previous commitment. His absence was recorded as excused.

Also participating in the meeting were two of the three non-voting members: David Lee Bonner, one of two out-of-state members, and Carter Brooks Templeton, student representative. Michael A. Zito, the other out-of-state member, was unable to participate due to a previous commitment. His absence was recorded as excused.

Call to Order and Chair Report

Mike LaBeth, Chair of the Board, called the meeting to order and welcomed all in attendance.

Minutes for Open Session of Meeting on August 5, 2017

Jennifer Kopp Dameron moved the adoption of the following resolution:

BE IT RESOLVED that the minutes for the open session of the meeting on August 5, 2017, be approved.

The motion was seconded by Sarah Burkemper and carried by a unanimous vote of 6 to 0. Mike LaBeth declared the motion to be duly adopted.

Audit Report

Representatives of RubinBrown LLP accounting firm reviewed a draft of the annual audit of the University.

President's Report

Dr. Susan L. Thomas, University President, provided a report on several items of current interest. She highlighted several celebration events to honor the University's sesquicentennial year, including the University's Back to School Bash Sesquicentennial Kickoff and the Community Thank You Celebration hosted with A. T. Still University (celebrating 125 years) and the City of Kirksville (celebrating 175 years). She announced that Daymond John, a Shark on ABC's *Shark Tank*, will visit Truman in April as a part of the Holman Family Distinguished Speaker Series. President Thomas also noted several events that took place recently on campus including a visit from James Bullard, President and CEO of the Federal Reserve Bank of St. Louis, a town hall meeting hosted by United States Senator Claire McCaskill, and a public hearing held by the 21st Century Missouri Transportation System Task Force. Dr. Thomas ended her report by providing a budget and legislative update.

Advancement/Foundation Board Report

Charles Hunsaker and Denise Smith, Interim Co-Directors of University Advancement, and Dr. Sharron Quisenberry, Chair of the Pursue the Future Campaign, provided an update on Advancement/Foundation Board activities and the Pursue the Future Campaign.

Annual Enrollment Management Report

Regina Morin, Vice President for Enrollment Management, provided the annual enrollment management report.

Finance and Auditing Committee Report

Sarah Burkemper, Chair of the Finance and Auditing Committee, provided a report on the committee meeting held on October 9.

Financial Report

Sarah Burkemper provided a review as of August 31, 2017, of education and general revenues and expenditures and auxiliary systems revenues and expenditures and a review as of August 31, 2017, of the Truman State University Foundation revenues and expenditures.

Academic and Student Affairs Committee Report

Jennifer Kopp Dameron, Chair of the Academic and Student Affairs Committee, provided a report on the committee meeting held on October 10.

Budget and Capital Projects Committee Report

Susan Plassmeyer, Chair of the Budget and Capital Projects Committee, provided a report on the committee meeting held on October 9.

Construction Projects Report

Susan Plassmeyer provided an update on construction projects approved by the Board at previous meetings.

Contracts for Construction Projects and Equipment Purchases Report

Susan Plassmeyer noted that one construction project totaling \$25,000 to \$100,000 had been approved since the last meeting of the Board.

<u>Project Name</u>	<u>Cost</u>
Baseball Field Warning Track Improvements Project	\$58,619

Architectural/Engineering Services – Pickler Memorial Library Sprinkler/Alarm System Replacement Project

Susan Plassmeyer moved the adoption of the following resolution:

BE IT RESOLVED that the proposal from PGAV to provide architectural/engineering services for the Pickler Memorial Library Sprinkler/Alarm System Replacement Project, 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 for this meeting.

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Page 3

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The motion was seconded by Sarah Burkemper and carried by a unanimous vote of 6 to 0. Mike LaBeth declared the motion to be duly adopted, and the Secretary designated a copy of the document as Exhibit A.

Equipment Purchase – 35 Passenger Mini Bus

Susan Plassmeyer moved the adoption of the following resolution:

BE IT RESOLVED that the purchase of the following item of equipment be approved:

<u>Item</u>	<u>Estimated Amount</u>
35-Passenger Mini Bus	\$137,000

The motion was seconded by Sarah Burkemper and carried by a unanimous vote of 6 to 0. Mike LaBeth declared the motion to be duly adopted.

Agenda Items for Future Meetings

The Board reviewed a list of proposed agenda items for the regular meetings during the next year.

Dates for Future Meetings

Sarah Burkemper moved the adoption of the following resolution:

BE IT RESOLVED that the next regular meeting of the Board of Governors be scheduled for Saturday, December 2, 2017, on the University campus in Kirksville, Missouri, 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:

Saturday, February 3, 2018;
Saturday, April 14, 2018;
Saturday, June 16, 2018;
Saturday, August 4, 2018; and
Friday, October 12, 2018.

The motion was seconded by Cheryl J. Cozette and carried by a unanimous vote of 6 to 0. Mike LaBeth declared the motion to be duly adopted.

Agenda Items for Closed Session

Cheryl J. Cozette moved the adoption of the following resolution:

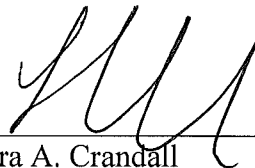
BE IT RESOLVED that this meeting be continued in closed session, with closed records and closed votes as permitted by law, for consideration of the following items as authorized by Section 610.021, Revised Statutes of Missouri:

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";
3. Confidential communications with the General Counsel; and
4. Purchase of real estate under Subsection 2 of the statute for "Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore; and

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 Jennifer Kopp Dameron and carried by a unanimous vote of 6 to 0. Mike LaBeth declared the motion to be duly adopted.

The closed session of the meeting began shortly after 3:00 p.m.



Laura A. Crandall
Secretary of the Board of Governors

I hereby certify that the foregoing minutes were approved by the Board of Governors on the 2nd day of December, 2017.



Mike LaBeth
Chair of the Board of Governors



September 29, 2017

Mark Schultz
University Architect
Truman State University
100 East Normal Street
Kirksville, MO 63501

RE: Pickler Memorial Library Renovations

Mark,

PGAV Architects is pleased to provide this proposal for architectural and engineering design services. Following is our initial understanding of the work, a preliminary schedule, and proposed fees. We are recommending a two phase approach: Phase I would include development of schematic design to define the renovation scope and construction costs. Phase II would include the completion of design services, including construction documentation and construction administration.

1. PROJECT TEAM

The project team includes:

- A. Truman State University – Owner
- B. PGAV Architects – Architect
- C. McClure Engineers – Mechanical/Electrical Engineer

2. PROJECT UNDERSTANDING

Pickler Memorial Library requires modernization of the building's existing fire protection systems, including fire suppression, fire alarm, and security system interface. These systems are intricately woven into the building's architectural features, such as ceiling plenums and wall cavities. To execute the work, the team will need to consider strategies for carefully removing drywall and acoustical ceilings, drywall partitions, and interior finishes as required to demolish existing systems and install new. Once new systems are in place, ceilings and walls will need to be restored to their original condition.

The fire suppression system will be documented in McClure's documents with specific sprinkler head and device locations and pipe routing to coordinate with the selective architectural demolition. The installing fire suppression contractor is to provide signed and sealed shop drawings with hydraulic calculations. The fire alarm system will be fully engineered in McClure's documents illustrating device locations, conduit routing and necessary fire alarm interlocks to HVAC equipment (air handling units, smoke dampers and fire pump). McClure will provide signed and sealed drawings for the project, with the campus fire alarm vendor (Simplex) providing battery and voltage drop calculations within their submittal package to the electrical contractor. Specifications for both systems will be included to define additional performance criteria and project specific details.

We understand that a preliminary construction budget of approximately \$1,500,000 has been established for the project, which will need to include demolition, new construction, temporary protection, move management, and phasing. The project will be delivered utilizing traditional design-bid-build delivery.

Although we will work to avoid or minimize the extents, there will likely be circumstances where the existing building is impacted in other ways. For example, some of the existing book stacks have integral lighting which may need to be removed to accomplish the work, in which case new recessed ceiling lighting will need to be provided. Additionally, special and/or archival collections will need to be handled with care – either by protecting in-place, or carefully moving these collections outside the work area. These areas may also require a new specialty fire suppression system to protect the collections from potential water damage. These are just a few examples of conditions that may need to be addressed as part of the project. We will work to minimize the impact and manage budget allocations for ancillary work in order to preserve available funding for fire protection system upgrades.

It is not yet clear as to whether or not, or to what extent as-built drawings exist. We understand that new and/or updated CAD drawings will need to be developed, and on-site field verification and documentation of existing conditions is therefore included in our proposal. Existing systems and conditions concealed behind existing walls and ceilings will be documented based on available as-built documentation.

We also do not yet know to what extent hazardous materials such as asbestos or mold are present in the existing building. If present, abatement of these materials could add significant costs to the overall project, potentially impacting renovation extents, and/or construction means, methods or phasing. Although our professional liability insurance does not allow us to manage any work associated with the identification or abatement of hazardous materials, we can help the University establish requirements and procure this work under separate contract.

3. PROJECT SCHEDULE

Our team is ready to begin work immediately upon receipt of your notice to proceed. We anticipate approximately 2 months to complete the Phase I - Schematic Design effort. Once Phase I is complete and the construction scope and budget are confirmed, we would recommend the following durations to complete design, documentation, bidding, and construction:

Design Development	1.5 months
Construction Documents	2.5 months
Bidding/Negotiation	1 month
Construction	6 to 8 months

We will work with TSU to refine this schedule to meet the University's requirements. We understand that Schematic Design could begin in mid to late October.

4. COMPENSATION

PGAV will provide the services outlined above for a lump sum fee calculated as a percentage of estimated construction cost. We propose to use the University of Missouri System Architectural & Engineering Basic Services Fee Estimating Guidelines to establish an appropriate fee percentage for the project. Building fire protection, fire alarm, and security system projects are identified as Type VI, Engineering Projects, which would put the fee in the 9.4% to 9.8% range depending on the final construction budget.

We propose to break this fee into two phases. We will first work with the University to establish/confirm scope and budget by documenting existing conditions and developing schematic design documentation. Phase I will be completed for a lump sum fee of the initial \$1.5M budget, calculated as follows:

Phase I Fees – SD Phase ($\$1,500,000 \times 9.8\% = \$147,000 \times 20\%$) = **\$ 29,400**

The scope of work and cost estimate developed during the SD phase will serve as the basis for the Phase II fee. The table below represents the potential Phase II fee range, depending on construction budget. Note that Phase I (SD) fees would be credited against the Phase II fees in each case.

Phase II Fees – DD through CA	
$(\$1,500,000 \times 9.8\% = \$147,000 - \$29,400) =$	\$117,600
$(\$1,750,000 \times 9.7\% = \$169,750 - \$29,400) =$	\$140,350
$(\$2,000,000 \times 9.6\% = \$192,000 - \$29,400) =$	\$162,600
$(\$2,250,000 \times 9.5\% = \$213,750 - \$29,400) =$	\$184,350
$(\$2,500,000 \times 9.4\% = \$235,000 - \$29,400) =$	\$205,600

We will invoice monthly as a percentage of completion of the work.

5. REIMBURSABLE EXPENSES

Direct project expenses including printing, postage, delivery, mileage, and meals associated with meetings and site observations are in addition to the fixed fee and will be invoiced at cost.

6. ADDITIONAL SERVICES

Any additional architectural, engineering or specialty consultant services deemed necessary or requested by the University will be negotiated as lump sum adjustments to this agreement by written amendment.

With the removal of ceilings and the availability of utility rebates, a lighting design additional service may be considered. This additional service includes:

- Coordination with Architect's light fixture selections to specify appropriate lighting and light levels for the project.
- Provide final light fixture schedule.
- Specify lighting controls, including daylight harvesting control design.
- Provide emergency lighting design.
- Lighting control commissioning.

7. SUMMARY

Thank you for the opportunity to assist with this important assignment. If you have any questions regarding this proposal or need any additional information please let us know. If this proposal is acceptable please have the appropriate person sign in the signature block below and return a copy for our records. We look forward to working together!

Sincerely,

PGAV Architects



Steve Troester, AIA, LEED AP
Principal

Authorization:

Phase 1 - Schematic Design – Approved and authorized by Truman State University

Date

Phase 2 – Design Development through CA – Approved and authorized by Truman State University

Date

cc: file, Steve Cramer, Peter McDonnell