

TRUMAN STATE UNIVERSITY
Kirksville 63501

OFFICIAL MINUTES
OF THE
BOARD OF GOVERNORS

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OPEN SESSION
OF MEETING ON
OCTOBER 12, 2018

The Board of Governors for Truman State University met on Friday, October 12, 2018, 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, Cheryl J. Cozette.

Participating in the meeting were five of the seven voting members: Sarah Burkemper, Cheryl J. Cozette, Laura A. Crandall, Mike LaBeth and K. Brooks Miller. Jennifer Kopp Dameron and Jim O'Donnell were unable to participate and their absences were recorded as excused.

Also participating in the meeting were the three non-voting members: David Lee Bonner and Mike McClaskey, the two out-of-state members, and Tiffany Middlemas, student representative.

Call to Order and Chair Report

Cheryl J. Cozette, Chair of the Board, called the meeting to order and welcomed everyone in attendance.

Comments Report

The President of the University, Susan L. Thomas, received a request from David E. Schutter, Head Wrestling Coach and Instructor in Exercise Science, to allow brief comments at the meeting in regard to the Wrestling Program. Comments were provided by Justin Naumovitz, a 1995 Bachelor of Arts Political Science graduate and a former wrestler.

Minutes for Open Session of Meeting on August 4, 2018

Sarah Burkemper moved the adoption of the following resolution:

BE IT RESOLVED that the minutes for the open session of the meeting on August 4, 2018, be approved.

The motion was seconded by Laura A. Crandall and carried by a unanimous vote of 5 to 0. Cheryl J. Cozette then declared the motion to be duly adopted.

Resolution of Appreciation – Carter Brooks Templeton

Sarah Burkemper moved the adoption of the following resolution:

WHEREAS, the Honorable Carter Brooks Templeton served as Student Representative to the Board of Governors of Truman State University from April 2016 to July 2018, displaying an effective and persuasive voice for the student perspective and providing sound and intelligent advice to the members of the Board and the administration; and

WHEREAS, during his tenure on the Board, Governor Templeton earned the respect and admiration of the Board, administration, faculty, staff and student body for his leadership, dedication, maturity, character, service to others, and engaging personality; and

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WHEREAS, Governor Templeton, in participating in Truman's Missouri Government Internship Program, further demonstrated his abilities and perpetuated the expertise exhibited by Truman students to members of the legislature; and

WHEREAS, Governor Templeton, a Kirksville native and a graduate of Kirksville High School, served as an exemplary representative of Kirksville, demonstrating his passion and dedication to the local community by giving a voice to his fellow community members and ensuring that their interests were considered; and

WHEREAS, the members of the Board have genuinely enjoyed working with such a talented and ambitious member of the student body;

NOW, THEREFORE, BE IT RESOLVED that the Board of Governors of Truman State University hereby expresses its sincere gratitude to the Honorable Carter Brooks Templeton for his distinguished service as Student Representative to the Board of Governors and offers its best wishes to Governor Templeton in all his future endeavors; and

BE IT FURTHER RESOLVED that a copy of this resolution be presented to Governor Templeton as a tangible expression of the Board's appreciation and felicitation.

The motion was seconded by Laura A. Crandall and carried by a unanimous vote of 5 to 0. Cheryl J. Cozette then declared the motion to be duly adopted and a framed copy of the resolution was presented to Governor Templeton.

President's Report

Dr. Susan L. Thomas, University President, provided a report on several items of current interest and shared a selected engagements report detailing her activities since her last report. In regard to enrollment and marketing, President Thomas noted that SEM Works, the selected enrollment management consulting firm, will visit campus on October 15-17 to conduct an on-site audit, and that the Request for Proposals (RFP) for the Brand and Identify Development with Comprehensive Message Program will close on October 16. Dr. Thomas reported on the work of the Missouri Coordinating Board of Higher Education in regard to mission review and noted the University's intent to submit proposals to the Missouri Department of Higher Education as per their request for proposals for workforce development. President Thomas ended her remarks by highlighting the Local Leaders Roundtable hosted by Missouri Governor Mike Parson on the Truman campus and noted the recent visits to campus by both Republican and Democratic Senate and House candidates.

Advancement/Foundation Board Report

Dr. Ernie Hughes, Vice President for University Advancement, provided an update on Advancement/Foundation Board activities.

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Finance and Auditing Committee Report

Sarah Burkemper, Chair of the Finance and Auditing Committee, provided a report on the committee meeting held on October 8.

Audit Report

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

Enrollment Management Update

Regina Morin, Vice President for Enrollment Management, provided an Enrollment Management update as previously shared with the Finance and Auditing Committee

Financial Report

Sarah Burkemper highlighted the Financial Report which included a review as of August 31, 2018, of education and general revenues and expenditures and auxiliary systems revenues and expenditures and a review as of August 31, 2018, of the Truman State University Foundation revenues and expenditures.

Academic and Student Affairs Committee Report

Laura A. Crandall, Chair of the Academic and Student Affairs Committee, provided a report on the committee meeting held on October 8.

Budget and Capital Projects Committee Report

Mike LaBeth, Chair of the Budget and Capital Projects Committee, provided a report on the committee meeting held on October 10.

Construction Projects Report

Mike LaBeth shared an update on construction projects which have been approved by the Board at previous meetings.

Contracts for Construction Projects and Equipment Purchases Report

Mike LaBeth noted that two construction projects totaling \$25,000 to \$100,000 had been approved since the last meeting of the Board.

<u>Project Name</u>	<u>Cost</u>
Miscellaneous Painting Project	\$80,465
Magruder Flooring Project	\$59,991

Architectural Services: Greenwood Center Windows/Recreation Center Improvements Project

Sarah Burkemper moved the adoption of the following resolution:

BE IT RESOLVED that the proposal from Wm. B. Ittner, Inc. to provide architectural services for the Greenwood Center Windows/Recreation Center Improvements Project, with the fees and work for such services to be within the guidelines of the proposal, be approved; and

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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.

The motion was seconded by Laura A. Crandall and carried by a unanimous vote of 5 to 0. Cheryl J. Cozette then declared the motion to be duly adopted and the Secretary designated a copy of the document as Exhibit A.

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

Laura A. Crandall 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 1, 2018, 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 9, 2019;
Saturday, April 13, 2019;
Saturday, June 15, 2019;
Saturday, August 3, 2019; and
Friday, October 18, 2019.

The motion was seconded by Mike LaBeth and carried by a unanimous vote of 5 to 0. Cheryl J. Cozette then declared the motion to be duly adopted.

Agenda Items for Closed Session

Laura A. Crandall 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";

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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 or sale 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 Sarah Burkemper and carried by a unanimous vote of 5 to 0. Cheryl J. Cozette then declared the motion to be duly adopted.

The closed session of the meeting began shortly after 2:50 p.m.



Jennifer Kopp Dameron
Secretary of the Board of Governors

I hereby certify that the foregoing minutes were approved by the Board of Governors on the 1st day of December, 2018.



Cheryl J. Cozette
Chair of the Board of Governors

JKB

ITTNER

September 27, 2018

Mr. Mark Schultz, AIA, CSI
Campus Planning Office, McClain Hall
Truman State University
100 East Normal
Kirksville, Missouri 63501

RE: Reference Contract: Limited Roof Replacements at Violette Hall and
Miscellaneous Exterior Repairs at the Student Recreation Center
Project for:
*Proposed Additional Services for the Greenwood School Windows
and the Student Recreation Center Fire Alarm and HVAC Controls*

Dear Mark,

Ittner is pleased to have another opportunity to provide professional design services to Truman State University. We are submitting this proposal letter to confirm our mutual understanding of the scope of additional services requested and to serve as our authorization to proceed.

I. General Contract Terms:

The terms of our Prime Agreement, AIA Document B101-2017, dated August 6, 2018, shall apply unless otherwise noted in this agreement.

II. Project Description:

The proposed additional services are as follows:

1. Design a windows replacement package on the most prominently visible, street-facing, four of the six facades of the Greenwood School.
2. Design a complete fire alarm system replacement at the Student Recreation Center (see Attachment B).
3. Assess and report on the HVAC controls system performance at the Student Recreation Center (see Attachment B).
4. Administer the additional work during the bidding and negotiation, and construction phases.

III. Scope of Services:

Ittner will provide the project management and architectural design services. McClure Engineering (St. Louis) will provide the fire protection, plumbing, mechanical, and electrical engineering consulting services. No other engineering services are anticipated.

IV. Schedule:

Additional services will be performed concurrent with the Basic Services schedule in the Prime Agreement.

Optimizing human performance
and experience through
informed design.

Wm. B. Ittner, Inc.
811 N. Tenth Street, Suite 200
St. Louis, Missouri 63101
314.421.3542

333 Salem Place, Suite 110
Fairview Heights, Illinois 62203
618.824.2680

www.ittnerarchitects.com

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V. Cost of the Work:

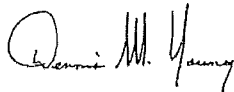
The estimated cost of the work for windows replacement at the Greenwood School and MEP work at the Student Recreation Center has not been defined at this time.

VI. Compensation:

Compensation for additional services shall be in accordance with Attachment A – Additional Services Compensation Analysis, plus reimbursable expenses.

After you have had an opportunity to review this additional services proposal, please acknowledge your approval to proceed by signing and returning one copy of this agreement for our file.

Sincerely,
Wm. B. Ittner, Inc.



Dennis M. Young
President & CEO

Accepted By:
Truman State University

Name

Title

Date

Additional Services Compensation Analysis

Attachment A

Student Recreation Center Fire Alarm & HVAC Controls and Greenwood School Ltd. Windows Replacement

Truman State University

ITTNER

Date: September 18, 2018

Task Description	Manhour Budget	Billing Rate (avg)	Detail Subtotal	Grand Totals
A. Ittner in-house services:			\$ 45,718	
B. McClure Engineering services (see Attachment B - McClure Proposal):			\$ 69,100	
Grand Total Lump Sum Fee, excluding reimbursable expenses:			\$	114,818

ATTACHMENT B

Revised September 27, 2018

Mr. Todd Powers
Ittner Architects
611 N. 10th Street
St. Louis, Missouri 63101

Re: Proposal for Engineering Services
for TSU Rec Center

Dear Todd:

We are pleased to present you with this proposal to provide professional engineering services for the project referenced above. Below is our understanding of the project along with our Scope of Work and Fee.

Description of Project

We understand that the project consists of replacement of the fire alarm system and an assessment of the performance of the temperature control system at the student recreation center. We will fully engineer the fire alarm system and provide bid documents illustrating device locations, and necessary fire alarm interlocks to HVAC equipment. We will observe and evaluate the temperature control system operation to complete an assessment and make recommendations for changes.

Scope of Work

We propose the following Scope of Work:

- a. Perform an initial on-site observation, followed by a series of remote observations to support the assessment of the temperature control system. The on-site efforts will be used to assess system functional status, general condition, and future reliability. The remote observations will entail collection of trend data and analysis of installed program logic.
- b. Consultation with key staff for operations input.
- c. Prepare a summary report with recommendations for the temperature control system, as well as an implementation proposal request for programming modifications

required to be issued to the control vendor. If hardware modifications are required, that will be addressed in a separate effort that will be identified in a future proposal.

- d. Participate in review meetings to review progress, discuss options, and clarify report findings.
- e. Commission software modifications to the temperature control system in the implementation effort.
- f. Perform field investigations as necessary to refine the scope of operations for the fire alarm system.
- g. Prepare a construction cost opinion for project appropriation.
- h. Prepare bid documents for the fire alarm system including schematics, floor plan drawings with device locations and specifications.

Fee for Basic Services

We propose to perform the above Scope of Work for a **Fixed Fee of \$69,100** including reimbursable expenses. A breakdown of this fee proposal between the fire alarm and temperature control areas of work is included below for your reference. Additional services will be billed based on the attached rate schedule.

Temperature Control System Assessment	\$36,000
<u>Fire Alarm System Replacement</u>	<u>\$33,100</u>
Proposal Total	\$69,100

We do not anticipate any travel or subconsultant expenses; however, we will request authorization in the event that these expenses arise and bill for these per the terms of this proposal or the contract.

Additional Services

Additional Services include all services that are not part of the Scope of Work as described above. This includes those services that arise as a result of unforeseen circumstances and will require an additional fee. Typical items included in Additional Services are as follows:

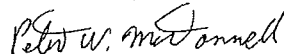
- a. Services resulting from changes in scope or magnitude of the project as described and agreed to under the Scope of Work.
- b. Services in connection with a public hearing, arbitration, or legal proceedings.

- c. Energy Modeling or Utility Program rebate documentation.
- d. Acoustical analysis.
- e. Arc flash study.

The above fee is valid for a period of 90 days from the date of this proposal, after which McClure Engineering reserves the right to retain or modify it to reflect changing economic conditions. Attached is a copy of our standard Terms and Conditions. We will invoice for our services on a monthly basis as the work progresses, and invoices are payable net 30 days.

Please sign below and return one copy of this letter proposal to acknowledge your understanding of our Scope of Work, Fee, and Terms and Conditions, and to authorize us to proceed. Please call me if you have any questions regarding this proposal.

Very Truly Yours,



Peter W. McDonnell

Accepted for Ittner Architects

By: _____

Title: _____

Date: _____

PWM:jac
Enclosure: Rate Schedule (dated January 1, 2018)

MCCLURE ENGINEERING

January 1, 2018

RATE SCHEDULE

<u>Category</u>	<u>Hourly Rate</u>
Principal	\$238
Project Manager	\$183
Senior Engineer	\$170
Engineer	\$148
Lighting Designer	\$148
Senior Technician	\$148
Technician	\$124
Designer	\$124
Project Administrator	\$90
Drafter	\$90
Clerical	\$78

Reimbursable expenses are in addition to hourly fees and include expenses incurred by McClure Engineering in the interest of the project. Unless otherwise defined by contract, reimbursable expenses shall be invoiced and include the following:

- Travel at cost.
- Automobile mileage at the published IRS Standard Mileage Rate.
- Reproductions of drawings, specifications, and other documents at cost.
- Courier and delivery charges at cost.
- Fees paid for securing permits and approvals.
- Sub-consultant expenses at cost plus 5%.