

# **AGENDA**

***Education Building Meeting  
November 4, 2005  
10:30 – 11:30 a.m.  
Warriner Hall 312 Conference Room***

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## **Education Building Project Committee:**

*Ray Christie (chair)  
Dianne Mark  
Phil Lundquist  
Linda Slater  
Tom Trionfi*

*Karen Adams  
Steve Lawrence  
Barbara Ringquist  
Project Manager  
Sheri Wolford*

1. Vendor Management (Trionfi)
2. Relocation Plans Brief Overview (Mark, Ringquist, Wolford, Christie)
3. Conceptual Feedback (Christie)
4. Other

**Education Building Project Meeting Notes**  
**November 4, 2005**

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Members Present: *Adams, Christie, Lawrence, Lundquist, Mark, Ringquist, Slater, Trionfi, & Wolford*

**1. Vendor Management**

- ◆ Committee members agreed that all inquiries regarding will be directed to Tom Trionfi (Purchasing Services).
- ◆ Committee members agreed that all A&E-related inquiries, as well as contractor and sub-contractor inquiries, will be directed to Linda Slater (PEP). Committee members agreed not to deal with these firms on their own.
- ◆ Vendors who have not conducted business with CMU in the past, should be directed to complete the “Vendor Profile Submission Form” through the “Partners” link on the CMU homepage: <http://www.cmich.edu/tab-partners.htm#vendor/>
- ◆ The committee agreed to review and adhere to the university’s Conflict of Interest policy. Particular attention should be paid as to the personal gift section. The policy can be found by clicking the “Conflict of Interest” link at the top of the webpage. [http://www.purch.cmich.edu/frametemp/purch\\_main.html](http://www.purch.cmich.edu/frametemp/purch_main.html)
- ◆ Trionfi noted that Steelcase is the university standard for office furniture. Classroom furniture, as well as furniture intended for purposes other than offices, may come from any vendor.

**2. Relocation Plans Brief Overview**

- ◆ Christie and Ringquist reported that preliminary ideas are still being formulated as to potential relocation space available to accommodate this project.
- ◆ Five committee members are working on finalizing the relocation plan in order to bring it to the committee for its blessing.

**3. Conceptual Feedback**

- ◆ Christie shared some conceptual design feedback that he gathered.

**4. Other**

- ◆ The next meeting of the Education Building Project Committee is scheduled for December 16, 2005 from 10:15 – 11:15 a.m. in the Warriner Hall 312 Conference Room.