

# **AGENDA**

***Education Building Meeting  
December 16, 2005  
10:15 – 11:15 a.m.  
Warriner 312 Conference Room***

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## **Education Building Project Committee:**

*Ray Christie (chair), Karen Adams, Dianne Mark, Steve Lawrence,  
Phil Lundquist, Linda Slater, Project Manager, Tom Trionfi,  
and Sheri Wolford*

- 1. Communication: Develop and Disseminate Schedule**
- 2. A&E Selection Process**
  - Update
  - Kick-Off Date
    - Dates
    - Participants
  - Visioning Process
    - Dates
    - Participants
- 3. Potential Relocation**
  - Interim Plan, Need for Open Process
  - Moving Cost Estimates
  - Required Remodeling – Cost Estimates
  - Changes in Operating Budget
- 4. Other**

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

**1. Communication: Develop and Disseminate Schedule**

- ◆ Karen Adams has been identified as the public relations contact for the College of Education and Human Services and Linda Slater will be the contact for the administration.
- ◆ Schedules will be posted on both the PEP and Academic Administration websites
- ◆ The committee will be proactive in its approach to communication and as such, will meet with CM Life once per semester.

**2. A&E Selection Process**

- ◆ DSA has been selected as the A&E firm for the project. Slater will create and send letters to unsuccessful bidders during the first week of January 2006.
- ◆ The Education Building Project Kick-Off meeting with DSA will take place on Thursday, January 12, 2006, from 1:00 – 4:00 p.m. in CEF 120. DSA will bring proposed schedule and agenda to this meeting.

**3. Potential Relocation**

- ◆ Tom Trionfi and Mike Viers will be instrumental in helping to obtain moving cost estimates.
- ◆ The committee will follow the advice of the A&E firm as it pertains to potential relocation.