

Student Support Services Building Committee

Regular Meeting – Via Zoom

February 26, 2021

Minutes

Meeting began at 10:00 am

Attendees: Craig Esposito, Tim Hagen, Robert Mitchell, Rita Volkmann, Kate Ericson, Bridgette Gordon Hickey, Jack Cross, Michael Belden

Guests: Yvonne Tobey,

1.0 Approval of Minutes

- 1.1 January 22, 2021 Meeting Minutes
- 1.2 February 11, 2021 Meeting Minutes

**Motion to approve minutes for both January 22nd and February 11th by R. Volkmann, second by B Gordon-Hickey.
Passed unanimously**

2.0 Reports

No reports

3.0 Old Business

No old business

4.0 New Business

- 4.1 J. Cross provided an update on the RFP submissions and shared the interview schedule for March 3rd and March 4th. All submissions are due by 1:00 pm on Monday, March 1st. The proposals will be opened publically at Hatchetts Hill, witnessed and recorded. Packets will be delivered to Committee members in advance of the interviews.
- 4.2 Cross also shared potential questions for the interview process. Given the compacted interview process, it was suggested that critical questions should be shared with the firms in advance of the interview. The focus of these critical questions were to insure that the firms all addressed critical issues, phasing logistics and relationship with the construction/design team and building committee. Based on the input, Cross will update and finalize the interview recording template and questions. A question about preparation for solar was added to the set of questions for consideration.
- 4.3 There was also a discussion about the logistics for the interviews, given that some members of the committee would be participating in person, and others would be participating remotely. Cross indicated that he would follow-up with Lance to make sure all systems would function.

5.0 Financial Update

M. Belden provided an update on finalizing the final payments from the state and his preliminary conversations with M&T Bank (previously Peoples Bank) and will have more information at future meetings. Belden was confident that between current loan and payments for the state, we

will have sufficient capital on hand to initiate the second project prior to the state's official approval and release of funds.

6.0 Upcoming Building Meetings

6.1 Next Meeting: Special Meeting March 11, 2021 @ 10:00 am

7.0 Adjournment

Motion to adjourn @ 10:47 am by K. Ericson, second by C. Esposito

Passed unanimously