

Minutes of an Executive Committee Conference Call  
of the Ferris State University Board of Trustees  
Held on Monday, April 4, 2005

1. Call to Order and Roll Call

An Executive Committee Conference Call of the Ferris State University Board of Trustees was held on Monday, April 4, 2005 in the Timme Center for Student Services, room 301C on the FSU campus, Big Rapids, Michigan. Chair Gregory L. Patera called the meeting to order via teleconference at 2:00 p.m. In addition to Chair Patera, the following Trustees were present via teleconference: Trustees Olga G. Dazzo, R. Thomas Cook, and Arthur L. Tebo. Others present via teleconference included President David L. Eisler and Recording Secretary to the Board Karen K. Paine; and in person, Vice President Richard P. Duffett, Director of Budgetary Planning and Analysis Sally A. DePew, Director of Dining Services Lori K. Helmer, and Rankin Center Dining Operations Manager Bryan R. Marquardt.

2. Hearing of the Public

No one responded to Chair Patera's invitation to address the Committee.

3a. Instructional Resource Center (IRC) Renovation Project

President Eisler provided additional information regarding this item. It was then moved by Trustee Cook, supported by Trustee Dazzo, and unanimously carried that the Executive Committee grant interim approval of the following Resolution:

*"WHEREAS, Senate Bill 235 of the Michigan Senate Fiscal Agency authorized the renovation and re-purpose of the Instructional Resource Center (IRC) building to enhance the academic programs for the College of Business; and,*

*WHEREAS, the Board of Trustees approved the IRC building renovation as part of its capital outlay request and as part of the Master Campus Plan; and,*

*WHEREAS, Board of Trustees approval to move forward with this project is required pursuant to Board-approved Purchasing policy, Section 4-205, Matters Reserved to the Board, as it relates to capital construction services and professional services contracts.*

*NOW THEREFORE BE IT RESOLVED that the Vice President for Administration and Finance or his designee, is hereby authorized to proceed with the retention of the necessary construction, professional, and other services, including the negotiation of and entering into contracts for the design, construction, installation and renovation of the facility, upon legal review as required, and in accordance with Board policy, at a total project cost not to exceed \$7,500,000.*

*BE IT FURTHER RESOLVED that funding for this project will be provided from the State of Michigan as a Capital Outlay Project (\$5.625 million), from University bond refinancing and other bond activities as necessary (\$1.875 million)."*

3b. Summer Off-Campus Tuition

President Eisler provided additional information regarding this item. In response to an inquiry, President Eisler reported that this action does not apply to the tuition restraint language, as it affects less than 50% of the student body.

It was then moved by Trustee Cook, supported by Trustee Dazzo, and unanimously carried that the Executive Committee of the Board of Trustees grant interim approval of the following Resolution:

*"WHEREAS, off campus students currently pay a \$21 per credit tuition assessment (general fee); and,*

*WHEREAS, many employers who provide tuition reimbursement or assistance to the students do not cover such separate fees; and,*

*WHEREAS, the Administration wishes to make off-campus rates more attractive for students by rolling this off-campus general fee into tuition, allowing for more of the cost of their instruction to be paid for by employers; and,*

*WHEREAS, Board approval of this item is required pursuant to Board-approved Tuition and Fees policy, Section 4-501, Role of the Board in Establishing Tuition, Fees and Other Charges.*

*NOW THEREFORE BE IT RESOLVED that the Board of Trustees hereby approves the University's recommendation to roll the per-credit off-campus tuition assessment (general fee) into tuition effective summer semester 2005."*

3c. Quiznos® Sub Franchise Agreement

Vice President Duffett provided an overview of this item. Discussion included projected revenue stream, product purchasing requirements and contract terms.

It was then moved by Trustee Cook, supported by Trustee Dazzo, and unanimously carried that the Executive Committee of the Board of Trustees grant interim approval of the following Resolution:

*"WHEREAS, the Administration, in its quest to maintain and improve University dining customer satisfaction, has investigated nationally branded food concepts that offer sandwich shops that will fit well within our facilities, campus master planning, and customer expectations; and,*

*WHEREAS, the Dining Services management team has evaluated potential franchise options, and based on the results of that evaluation, the Vice President of Administration and Finance is recommending to the Board that the University acquire a Quiznos®Sub franchise for the Pug Café now located in Rankin Center; and,*

*WHEREAS, in order to establish this franchise location, it is necessary to execute a franchise license agreement with The Quizno's Master LLC, providing for payment by the University of a one-time franchise fee of \$12,500, 7% royalty fees and a 1% corporate marketing fee (based upon retail sales of salad and sandwiches), and for the University to expend up to \$80,000 for equipment and renovations at the franchise location; and,*

*WHEREAS, this project will be funded from the Dining Services operating budget and Maintenance Reserve funds.*

*NOW THEREFORE BE IT RESOLVED, that the Vice President for Administration and Finance is hereby authorized to execute, upon legal review, a franchise license agreement with The Quizno's Master LLC on the terms described above, for an initial term of five years, with option to renew.*

*BE IT FURTHER RESOLVED, that the Vice President for Administration and Finance is hereby authorized to proceed with the retention of necessary construction, professional, and other services, including the negotiation of and entering into contracts for the design and renovation of the Quiznos®Sub location in the Pug Café of Rankin Center and purchase and installation of necessary equipment at that location, upon legal review in accordance with Board policy, at a total renovation and equipment cost not to exceed \$80,000.*

*BE IT FURTHER RESOLVED that funding for this project will be provided from sources within Dining Services and Maintenance Reserve funds."*

4. Hearing of the Public

President Eisler provided a brief update to the Committee on campus activities. No one else responded to Chair Patera's second invitation to address the Committee.

5. Adjournment

At 2:16 p.m., it was moved by Trustee Cook and supported by Trustee Tebo that the Committee adjourn.

Approved by



Gregory L. Patera, O.D.  
Chair

Submitted by

Karen K. Paine  
Recording Secretary