

NOTES OF THE MEETING  
SDSU ENROLLMENT SERVICES CENTER/  
MEDARY COMMONS RENOVATION  
June 3, 2013

The Building Committee for the SDSU Medary Commons Renovation met via telephone conference call on June 3, 2013 with the following members participating: Dr. Jack Warner, Executive Director; David Chicoine, SDSU President; Harvey Jewett, Regent; and Kristi Honeywell, State Engineer. Also participating were Kevin Espeland, OSE; Dean Kattelman, Marysz Rames, SDSU; and Molly Weisgram, BOR.

The purpose of the meeting was to discuss and approve the Facility Design Plan.

Dean Kattelman said this project will renovate an existing food service site and create an Enrollment Services Center that will integrate the Offices of Admissions, Financial Aid, Registration and Records, and Scholarships to support the University's Student Success efforts by providing a convenient and accessible location for student enrollment and retention. The schematic design services were completed by Koch Hazard Architects.

Mr. Kattelman gave further description of the renovation. He said they will gut the building entirely in the front and put a new fascia on the east side of the building. He said nearly everything will be brand new except the chiller unit. He explained that the current entry to the building is a split level. The renovation will eliminate the split level and rework it so that entry will be on the main level, which will house all the student services (including 16 admissions offices, 17 financial aid offices, registrar, scholarship, etc). The lower level will house conference rooms and ancillary development offices. This addition adds roughly 2,300 square feet.

Dr. Warner noted that this project has a \$3 million dollar budget. Mr. Kattelman confirmed and stated that the \$3 million includes a 5% contingency. He stated they will re-use modular furniture from the current admissions office in most of the open office areas.

Mr. Kattelman clarified that we will know more about actual numbers in September when they receive bids.

Marysz Rames said this is a one-stop shop for new and existing students. In addition, the building host a satellite cashiers office.

**IT WAS MOVED** by Regent Harvey Jewett, **SECONDED** by SDSU President David Chicoine to approve the facility design plan for the SDSU Enrollment Services Center/ Medary Commons Renovation project.

Chicoine – AYE  
Jewett – AYE  
Honeywell – AYE  
Warner – AYE

All voted aye. The **MOTION CARRIED UNANIMOUSLY.**

The meeting adjourned.