ATTENDING:
Robert Beam, Diane Anderson, Alex Enyedi, Evie Asken, Patrick Gorenchan, John Goes, Bassam Harik, Pete Strazdas, Conn Macomber, Margaret Merrion, Susan Kamman, Leonard Ginsberg, David Dakin

COLLEGE OF BUSINESS SPACE REQUEST:
Presenting: Dean David Shields and associates Doralee DeRyke and David Burnie; Jim McIntyre and Kate Barnes from the Development Office; Lynn Kelly-Albertson and Linda Ickes from Career and Student Employment Services

Proposal: (complete proposal attached at the end of this document)
To re-assign under-used rooms on the third floor of Schneider Hall as Career Services Center for College of Business.

The request is for space only. Funding is being sought for minor remodeling, furnishing and yearly operations of the Career Services Center.

The Committee approves the request, effective immediately.

ELLSWORTH HALL:
All department and office moves currently in planning for Ellsworth Hall have been put on hold. The intent is to still capture the Haworth furniture donation for the Division of Multicultural Affairs offices.

VISUAL RESOURCES LIBRARY:
The project to move the VRL into Kohrman when the renovation is complete was approved at the last meeting. An estimate for the move and minor remodeling is still needed.

WEST HALL:
Rooms in the Ernest Wilbur Building have been designated for the offices that are to be moved out of West Hall. Logistical Services will perform the move. Phone and technology costs are still to be estimated.

CEAS:
The locations of the vending machines in the College of Engineering building are still being questioned. The Committee has approved the continued use of the vending machine rooms as designed, with the return to these locations of all machines that have been moved elsewhere. Mr. Beam will enforce this decision.

RICHMOND CENTER FOR VISUAL ARTS:
The first and second floors are scheduled to be completed on January 17. Furniture installation will follow the completion of the punch list. The move of exhibitions areas and School of Art administrative offices will follow furniture installation.
Events that need to be accommodated are the emeriti tour in February and the Open House and the Student Art Show in March.

**BROWN HALL:**
Work in ongoing with construction of the addition starting this month. Completion of construction is scheduled for October, with classes scheduled in the building January 2008.

**KOHRMAN HALL:**
The Kohrman renovation is on schedule, but there are budget issues that need to be resolved which may affect the planned Fall Semester 2007 opening.

**CHEMISTRY BUILDING:**
The chemistry labs and classrooms move was successfully completed over the semester break. Classes began as scheduled on January 8. A/V training is underway.

**OTHER:**
The Michigan Historical Center, the entity that owns and is responsible for the water tower and gatehouse cottage at the Kalamazoo Regional Psychiatric Hospital, which have been listed with the National Register of Historic Places, is evaluating whether they should continue to own and maintain the two sites. A public forum has been scheduled for January 30.

**NEXT MEETING:**
February 14, 2007, 8:30a.m. in the President’s Conference Room
Western Michigan University
Campus Planning & Architecture Department

Policy: All requests for new space or a change in how space is allocated between colleges or other major administrative units must be forwarded to the Space Utilization Manager for the analysis and approval process. You may fill out the form and email it to fmnis@wmich.edu or fax at 387-3539.

<table>
<thead>
<tr>
<th>CONTACT INFORMATION</th>
<th>Date: 11/09/2006</th>
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</thead>
<tbody>
<tr>
<td>Requesting Department: Haworth College of Business Dean's Office</td>
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</tr>
<tr>
<td>Name: David Shields</td>
<td></td>
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<tr>
<td>Phone: 75050</td>
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<tr>
<td>Email: <a href="mailto:david.shields@wmich.edu">david.shields@wmich.edu</a></td>
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**Funding**

The proposal to develop the Career Service Center in HCoB anticipates no WMU funding. Rather, the plan is to obtain a number of outside gifts. The naming gift, tentatively priced at $7.5 million, would provide immediate funds for renovation of the selected area, and would also provide the bulk of endowment earnings for the anticipated staff. Several non-endowment gifts and smaller naming opportunities complete the prospective funding.
### Business Career Center Staff

**Director**
- Supervise staff and center operations, services, and programming including employer relations, budget, sponsorships, assessment, reporting, and job development. Advise MBA candidates, coordinate and teach pre-business Career Exploration & Development course.

**BBA Career Advisor**
- Design and deliver customized career resources for advising, presentations and programming for *Management and Marketing*; teach PBA Career Exploration & Development class, partner with employers and student organizations to deliver career programs.
## Business Career Center Staff

<table>
<thead>
<tr>
<th>Title</th>
<th>WMU Level</th>
<th>Midrange Salary**</th>
<th>Benefits</th>
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<tbody>
<tr>
<td>Director</td>
<td>18</td>
<td>$54,870 - 60,000</td>
<td>47%</td>
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<tr>
<td>Career Advisor</td>
<td>15</td>
<td>$36,814 - 40,000</td>
<td>47%</td>
</tr>
<tr>
<td>Career Advisor</td>
<td>15</td>
<td>$36,814 - 40,000</td>
<td>47%</td>
</tr>
<tr>
<td>Employer Services Coordinator</td>
<td>14</td>
<td>$32,500 - 36,000</td>
<td>47%</td>
</tr>
<tr>
<td>Year</td>
<td>0</td>
<td>1</td>
<td>2</td>
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</table>

**Investment Opportunities**  
(in $ thousands)

**Naming Gift (4.5% return)**  
- $7,500 ($250 for startup; balance for endowment)
  - $250
  - 326
  - 326
  - 326
  - 326
  - 326

**Non-Endowment Gifts**  
- 4 x $50 x 5 years
  - 200
  - 200
  - 200
  - 200
  - 200
  - 200
- 2 computers and webcams for critiquing interview skills installed in 2 interview rooms
- 1 shared Laser printer, 4 desk top color printers, fax/copy machine, 7 phones
- Furniture for recruiting suite, offices and lobby/reception area, classroom display racks, bulletin board, easels, cabinets, etc.
- Experience.com (eRecruiting software license)
- MBTI/Strong career assessment instruments (CPP, Inc. license)
- Perfect Interview LLC software license
- Vault.com on-line career library license
November 13, 2006

References:

Elizabeth Rockwell Career Center. Bauer College of Business. University of Houston
http://www.bauer.uh.edu/Career/index.asp

Student Career Services. Ross School of Business. University of Michigan
http://www.bus.umich.edu/StudentCareerServices/