EASTCLIFF TECHNICAL ADVISORY COMMITTEE BYLAWS

Mission

Eastcliff has a unique role among University of Minnesota buildings in that it serves both as a public facility for events and meetings and as the private residence of the University president and family. The Eastcliff Technical Advisory Committee (ETAC) is created by and accountable to the Board of Regents. Its mission is to bring subject matter expertise to the management of Eastcliff by making recommendations for the improvement, maintenance, operations, and use of the home to ensure that it projects an image worthy of the University’s rich history and tradition. In doing so, the committee must balance wise use of University and donor resources with the home’s designation on the National Register of Historic Places and appropriately separate, protect, and foster Eastcliff's unique public and private uses.

Membership

Chair:
• Selected by the Chair of the Board of Regents from the voting members of the committee

Voting Members:
• Faculty member designees from the following College of Design disciplines:
  o Architecture (1)
  o Landscape Architecture (1)
  o Interior Design (1)
• Vice President for University Services designees (2)
• Director/designee, Weisman Art Museum (1)
• Board of Regents Executive Director (1)

Non-Voting Members:
• Office of the President designee (1)
• University Associate (President’s Spouse) (1)
• Vice President for University Services designees:
  o Public Safety (1)
  o Capital Planning & Project Management (1)

Staff:
• Facilities Management designee
Responsibilities

1. Master Plans, Capital Improvements, and Significant Expenditures. Develop and recommend master plans, capital improvements, and/or significant expenditures that enhance the original integrity and design of Eastcliff and its grounds and promote it as an important institutional and residential University resource.

   Recommendations should be consistent with Eastcliff master plans and follow the University's established capital planning process. Capital improvements and significant expenditures should be maintained on and evaluated against a prioritized list of needs. As annual recommendations are developed and advanced, ETAC should provide estimated project budgets, suggested funding sources, and recommended project delivery methods and timing.

2. Approvals and Recommendations. Except for routine maintenance, repairs, and replacement, ETAC must approve all capital improvements, equipment, furniture, fixtures, decorations, and/or enhancements exceeding $5,000 but below $25,000 in cost, consistent with University policies and procurement practices. Expenditures below $5,000 that could be viewed as personally benefiting the president or family should also be approved in advance by ETAC. Capital improvements and/or significant expenditures exceeding $25,000 must receive approval of the Board of Regents, which will consider ETAC’s recommendations along with advice from the Eastcliff Advisory Board (EAB).

   Upon recommendation of the Vice President for University Services, the ETAC chair, in consultation with the chair of the EAB, may act on behalf of the committee when delaying approval poses a significant health, safety, or financial risk to the University. Any such emergency approvals will be brought to the next meeting of ETAC for information.


4. Quarterly Operating Reports. Review quarterly operating reports supplied by Facilities Management.

5. Operating Policies and Procedures. As requested, advise the Office of the President and Facilities Management on operating policies and procedures including staffing, general maintenance, purchasing, security, and the appropriate level of scheduling and use of Eastcliff.

6. Meeting Procedures. The chair of ETAC will call committee meetings, develop agendas for distribution to committee members in advance of each meeting, and ensure that minutes are kept to preserve a record of committee actions. A quorum consisting of at least four (4) voting members must participate in a vote for action to be taken. Votes may be cast in person or electronically, with a simple majority required for approval.

Approved by Board of Regents - February 14, 2014