

May 28-29, 2008

**ITEM: 139-1501-R0508 Authorization for One-Stop Shop Remodel; Montana Tech of The University of Montana**

**THAT:** Consistent with the provisions of MCA 18-2-102 and 20-25-302(6)(b), the Board of Regents of the Montana University System authorizes Montana Tech of The University of Montana to remodel and renovate its current Admissions and Registrar's offices to accommodate the transition to an Office of Enrollment Management. A One-Stop Shop will be created to service students. The total cost of the renovation will be less \$150,000.

**EXPLANATION:** The One-Stop Shop, which will serve all north and south campus students, will be located in the Mining and Geology Building. The area currently housing the Admissions Office and the Registrar's Office will be remodeled and converted into an open-area office where the new Office of Enrollment Management will be housed.

The physical Offices of Admissions and Registrar are currently side by side and a design has been developed to demolish the walls, enhance the lighting, and replace the carpet. This area will serve as the single point of contact for students with questions regarding admissions, registration, and financial aid.

The project will be completed in one phase and the total project budget is estimated at less than \$150,000. Funds for this will come from state dollars previously held in the enrollment reserve.

**COST ESTIMATE:** Architect's estimate of project costs are as follows:

**Construction Cost Estimate**

Building Cost 1630 sq.ft.	\$125,000.00
Demo/Asbestos Ceiling Tiles	\$ 8,500.00
Fees – Professional & Administrative	<u>\$ 16,000.00</u>
Total Estimated Budget	\$149,500.00