

EGF Facility Committee Meeting Minutes

September 26, 2007

11:00 – 12:00, EGF Room 306B

Present: Bob Gooden, Clinton Castle, Tom Clemens, Shari Olson, Jesse Adkins, Beth McMahon, Loren Abel, Mike Normandin, Ellen Brehmer, Mary Fontes, and minutes recorded by Julie Fenning.

Absent: Stacey Hron

1. College-Wide Signage

- a. Bob Gooden shared samples of the signage that was chosen by the President's Cabinet that will be used college-wide.
- b. The whole college will be renumbered in the capital bonding project. Ramona from Damiani Designs has created a draft map with the new numbering layout.
 - i. **ACTION ITEM:** Bob will send this out to everyone for review and input.

2. Update on HEAPR Projects Capital Projects

- a. Bob presented handouts regarding Northland's current building project requests. Currently Northland's HEAPR request is #1 for MnSCU, with the EGF Nursing Project #7, and the Swenson Entrepreneurial Center grouped with #14.
- b. Shari Olson shared that the college has a long HEAPR list and that it will be shared with the Facilities Committees at the next meeting to assist in the prioritization of projects. The HEAPR list changes as emergency repairs are needed.
 - i. **ACTION ITEM:** Bob will bring complete HEAPR list to next meeting.

3. Revitalization Projects

- a. Bob shared the areas on the EGF campus that will not be affected by the capital bonding project, and are in need of revitalization. This includes painting, floor coverings, furniture, etc.
 - i. **ACTION ITEM:** Bob will add the list of ideas that was created and bring to the next meeting.

4. Furniture Recycling

- a. Similar to the interior finish revitalization plan, Bob shared the areas on the EGF campus that have not been affected by recent remodeling projects and will not be affected by the capital bonding project, and have old furniture.
- b. Each campus was approved for \$20,000 for the Furniture Budget to begin making these updates.
- c. A team will be formed to make recommendations for gathering spaces and furniture updating. Ideas included rooms 226 & 411, Autoshop, Fire tech, paramedic chairs/tables.
 - i. **ACTION ITEM:** Clinton shared that TRF had extra chairs and would send them to EGF

5. Facilities Communication Tool – Monitors

- a. Administrative Services is creating a communication tool to keep students and employees current on the status of projects and other facility related updates. Monitors will be installed at each campus and all updates and project details will be posted. These monitors will be updated daily or weekly as needed.

6. Taskforces

- a. Bob asked that taskforces be formed to work through projects and report recommendations back to the committee.
 - i. Dining Services
 - 1. Contract with Taher Inc. ends June 30, 2008
 - 2. Bob, Clinton and Dennis Paesler will be attending a MnSCU-hosted two-day workshop (Oct. 17th & 18th) designed to assist colleges in choosing the dining services program that best fits each campus. Information learned will be shared with this taskforce.
 - 3. Suggested Members: Students, 2 Faculty per campus, members from each union, invite Vanessa Martell and Paul Conlon – Student Senate advisors. Bob will go through the process to request faculty and union volunteers.

7. Other Items

- a. Freedom to Breathe
 - i. Mary Fontes shared that there was confusion regarding the new law regarding smoking. There is no change in current practice. This law includes indoor restrictions and does not include college grounds.
 - 1. **ACTION ITEM:** Facilities will send a notice to all employees with this information.
- b. Next Meeting: October 31st, 11:00 – 12:00 pm