

EGF Facilities Committee Meeting
October 31, 2007
11:00 – 12:00 pm, EGF Room 106

Meeting Minutes

Present: Bob Gooden, Clinton Castle, Beth McMahon, Shari Olson, Stacey Hron, Sue Dalager, and Mitch Ostrom. Minutes recorded by Julie Fenning.

1. **Signage** – Bob shared the draft numbering layout provided by Ramona from Daimani Designs. Concern was expressed on the confusion of this numbering system.
 - a. **ACTION ITEM:** Bob will seek input from employees and from the Architecture program on the TRF campus for suggestions on the numbering plan.
2. **Capital Bonding Project** – Bob has created a team to work with the architect designers (FOSS) on choosing the colors and design elements.
 - a. Design Team:
 - i. Bob Gooden
 - ii. Jo Schill
 - iii. Renee Kringlen
 - iv. Mary Fontes
 - v. Diane Rapacz
 - b. FOSS is putting together paint board and the color chart will be released soon.
3. **HEAPR Projects** – Bob shared the complete HEAPR list that was submitted February 2007. The top three priorities are scheduled to be funded in 2008. The HEAPR list is submitted every two years.
 - a. **ACTION ITEM:** Prioritization – add as an agenda item for September 2008.
4. **Revitalization Projects** – Bob shared a powerpoint (located on facilities/improvements website) with ideas from the 2006 Maricopa benchmarking trip, other MnSCU institutions, and ideas from each campus. Facilities have been approved for R&R monies for revitalization of areas that are older and will not be affected by the capital bonding project.
 - a. **ACTION ITEM:** Beth McMahon will work with Division Chairs to make recommendation for office suite and classroom for revitalization. The cyber area in front of Room 315 will be the gathering area project.
 - b. **ACTION ITEM:** Bob will create a team to help design these areas. Involvement will be with faculty/staff in these areas and members from Administrative Services with training in Workplace Organization.
5. **Dining Services Taskforce**
 - a. Taskforce will be formed to research and make recommendations for the food service contract expiring June 30, 2008.
 - i. **ACTION ITEM:** Bob and Clinton will have membership established and the first meeting set by November 3rd.
6. **NEXT MEETING. – December 4, 2007, 11:00 – 12:00pm.**