EGF Facilities Committee
March 26, 2008
11:00 – 12:00, Room 106

Present: Bob Gooden, Clinton Castle, Anne Temte, Stacey Hron, Mitch Ostrom, Tom Clemens, Kate Schmalenberg, Beth McMahon, Mike Normandin, Mary Fontes, and Sue Dalager. Minutes recorded by Julie Fenning.
Absent: Jesse Adkins, Ellen Brehmer, and Loren Abel.

1. **Master Facility Plan/Right Sizing -** Bob reported Northland's Master Facility Plan is 95% complete with the deadline being March 31st into MnSCU. The project generated from the Right-Sizing Initiative will be a $2 million project. This will be submitted as a bonding project in 2010. The project was divided into three phases with phase one beginning May 2008. Phase two and three will be a part of the bonding project.
2. **Reports from Taskforces**
    a. Dining Services – The RFP's have been posted to the public. The Mandatory Proposer's Conferences are April 14th (EGF) and April 15 (TRF). Proposals will be accepted up to April 28th, final vendor choice by May 5th, and start date July 1st.
    b. Childcare Services – Clinton shared that research from the taskforce showed that student usage is low, and the college was subsidizing these services in utilities, maintenance, and supplies. President Temte and the manager of Discovery Place met to discuss renegotiations and came to the mutual agreement to end child care services at Northland by May 31, 2008. The space will be redeveloped for the Criminal Justice program within the right-sizing initiative. Resolved.
3. **EGF Bonding Project Update -** The project has been sent out for bid, along with bids for the chiller/generator equipment and installation. Scheduled for opening late April. All bids will be held for 90 days in hopes of the bonding bill passing.
4. **Revitalization Project s/Taskforce Membership –** Bob requested additional members to participate on the two design taskforces for the offices and classrooms.
    a. Office Taskforce – Bob Gooden, Beth McMahon, Kate Schmalenberg, Cassie Hilts, and Al Gunderson
    b. Classroom Taskforce – Bob Gooden, Ellen Brehmer, Sue Dalager, Tom Clemens, Beth McMahon, and Kate Schmalenberg.
    c. New Ideas/Cameras - Bob handed out disposable cameras for committee members to take pictures of new ideas or areas on our campus that need improvements/ideas. Absent members may request a camera from Bob.
5. **Message Board Items –** Bob asked for ideas and topics that display on the Facilities TV monitor/message board. The goal is to increase communications to students and employees regarding the upcoming building project. Please forward any ideas to either Bob or Julie.
6. **Planting of Trees in Memory –** The idea was presented to start a program that plants a tree for employees who have passed away. Several ideas and questions arose. More information will be gathered and item will be put on next month's agenda.
7. **Facilities/Technology Survey** – The Facilities and Technology Committees requested to create one survey for facilities and technology requests instead of two separate surveys. This survey was emailed to all employees March 17th with the deadline to complete March 31st. Facilities and Technology will review requests and share with committee in April.

8. **Next Meeting April 30th, 11:00 – 12:00.**