

EGF Facilities Committee

April 30, 2008

11:00 – 12:00, Room 106, TRF 542

Present: Bob Gooden, Clinton Castle, Anne Temte, Tom Clemens, Sue Dalager, Mitch Ostrom, Mike Normandin, Mary Fontes, Beth McMahon and Jesse Adkins. Minutes recorded by Sue Dalager.

Absent: Kate Schmalenberg, Julie Fenning, Stacey Hron and Loren Abel.

1. **Dining Services** – Bob shared that there were two proposals submitted for the food services RFP. Review teams were created at each campus to review the proposals. Interviews are scheduled for May 7, 2008. The food service contract will be for 3 years with the option to renew for an additional 2 years.
2. **Bonding** – Bids open today at 2:00 pm for the Chiller and Generator installation and at 3:00 for the main bonding project. The goal is to have contractors starting June 1.
3. **Revitalization Projects** – 226 office area. Bob shared that the Office Taskforce met this week and are getting proposals for different office furniture layouts. Maintenance has started tearing out the old MLT lab. While demolishing the 222 lab they ran into some asbestos that will need to be removed. Bob is currently getting bids for the removal of the asbestos. Bob has a bid for \$40,000 for the construction work. The project is scheduled to be completed by August.
4. **Pictures** – Remember to take pictures over the summer of different ideas for our buildings. Sue showed some pictures after the meeting from Bemidji Technical College. When your cameras are full just drop them off either with Clinton or Bob.
5. **Message Board** - Julie Fenning has been working on getting the equipment and the power point ready for project updates. Bob showed what Julie had created so far in power point. It was suggested on the maps to add “you are here” location and take off “Complaints” on the slide with suggestions. Add Bob’s e-mail address and phone to the suggestion slide or a slide after so they can have a contact person.

Discussion on where to put the message board, It was decided the Commons is a good location and then after Phase 1 relocate it to Karen’s new remodeled entrance.

6. **Trees** – Bob will work with Julie to put together a task force to find a spot for memorial trees.
7. **Technology Utilization Survey** – Bob handed out and went over the survey requests, not too many requests some are already in the process of being done.

The FY08 Facilities committee meetings are done for this year. The FY09 committee will begin meeting in September. Watch for Cindy’s e-mail if you want to be on the committee next year!