

EGF Facilities Committee Meeting

March 26, 2009

11:00 AM – 12:00 PM, Room 106/662

Present: Bob Gooden, Clinton Castle, Mary Fontes, Hank Roehrich, Kate Schmalenberg, Sue Dalager, Tom Clemens, and minutes recorded by Julie Fenning.

Absent: Becky Lindseth, Ellen Brehmer, Jesse Adkins, Julie Grabanski, Loren Abel, Margarita Bracamonte, Rick Compeau, Stacey Hron, and Trevor Ronholm.

1. College-Wide Items

- a. **Beverage Contract Update** – Julie provided an update on the request for proposals for the college-wide exclusive beverage pouring rights contract. It was determined that the EGF campus will not enter into an exclusive pouring rights contract. Clinton and Dennis Paesler are looking into creating a new RFP for the TRF campus only. An update will be provided at the April meeting.
- b. **Facilities Committee Shared Folder** – Julie announced that a folder called “Facility Committee” has been created on the N drive for members of both the EGF and TRF Facilities Committees. Minutes, agendas, meeting handouts, etc., will all be saved in this folder. The recycling audit prepared by MN WasteWise will be saved here for review. **ACTION ITEM:** Members are to bring ideas to the April Facilities Committee meetings.
- c. **Parking Lot Repairs** – Bob and Clinton shared that there is 5-year plan created by INSPEC to assist Northland in maintaining parking lots. In addition to these basic parking lot repairs, there are other repairs that need to be addressed. **ACTION ITEM:** Facilities will create a list of parking related items and bring to the April meeting for prioritization.
- d. **Facility Access Policy** – **ACTION ITEM:** Julie will email the draft to the EGF committees for review and comments. The draft policy will go to the Shared Governance meeting on April 9th.

2. East Grand Forks Items:

- a. **College LED sign update** – Bob researched the cost of a larger LED sign with color: \$40,000. The trade-in value on the current sign is \$10,000. Bob will look into possibly funding this sign with the project funds. Otherwise this request could be requested through the regular budget request process for 2011. An update will be provided at the April meeting.
- a. **Storm Water Meeting** – Bob announced that the annual meeting on storm water improvements has been scheduled for Wednesday, April 22nd, 12:00-12:30 pm Room 401 on the EGF campus. This is a brief public meeting providing information on Northland Community & Technical College’s storm water improvements and what is going on across the nation. This meeting is for employees and students.
- b. **Class Schedules** – Bob requested input regarding the class schedules posted on the doors of classrooms. This information is now available on-line on the new room scheduler system. Recommendation from the committee is to bring this idea forward to the Division Chairs, the Student Senate advisor, and the Campus Leadership Team to look at possibly discontinuing this process. An update will be provided at the April meeting. Bob will also work with Julie to create name signs to insert into the new signs that have been installed.

- c. **Vehicle Replacement Request** – Bob shared that Jesse recommended that the 2001 Ford Taurus with over 135,000 miles needs to be replaced. This vehicle is used by the safety officers and as a backup for the college fleet. Committee agreed that this item will be requested during the 2011 budget request planning process.
- d. **Visitor Parking at Front Entrance** – Bob shared that the new front parking lot will provide 120 parking spaces, and requested input from the committee regarding designated parking options. Recommendation was to create a specific number of visitor permit-required parking spaces and open the rest to student and employee parking. Bob will work with Clinton and the appropriate supervisors to create a process. An update will be provided at the April meeting.
- e. **2010 Bonding Update** – Bob shared that the flooding has caused some delays in the project. The new expected move-in date for the Nursing Addition is mid April. Construction for Phase III of the project will begin in May.

3. Next Meeting: April 30, 2009.