

Facilities Committee Meeting
Thursday, October 29, 2009
3:00 p.m.
Room #115 in EGF & Room #545 in TRF

Committee Member Introduction - PRESENT: Tom Clemens, Clinton Castle, Bob Gooden, Cindy Cedergren, Stacey Hron, Shannon Boen, Becky Lindseth, Norma Konschak, Daniel Okstad, Terry Wiseth, Robbi Brateng, Mary Fontes, Steve Crittenden, Cory Feller

Committee Purpose – To provide recommendations for the continuous improvement of: college-wide facility planning, facility usage, buildings and grounds, repair and betterment projects, infrastructure investments, office furniture recycling/replacement plans, and utility efficiency.

This is connected to the work plan and will be e-mailed out to committee members along with the meeting minutes.

Committee Work Plan – This is due December 31st and is directly related to the committee purpose. We need to come up with our major activities. This will get forwarded to committee members. We need to collect ideas before the next meeting and will be one of the agenda items. The work plan and purpose will be attached to the minutes that will be sent to the committee members.

Facilities contributor to the Strategic Plan Element = 3E Stakeholder Satisfaction.

The Continuous Improvement committee is the lead committee in “Enhancing Stakeholder Satisfaction” and they are looking at providing a survey tool to assess student retention and employee satisfaction.

Want to have suggestions for the work plan action items at the next meeting. How could facilities affect retention...relationship building amongst students and faculty? Are there areas where we need to jazz it up a little?

Summer and Fall Updates

EGF:

- EGF just finished the bonding project and will be meeting next Tuesday to do a final inspection of all the punch list items, so everything is supposed to be completed by Tuesday.
- Will be sending an e-mail to all the employees asking them to let us know if they noticed if anything was missed in the new construction/remodel project.
- Road finished to parking lot on the east side of the campus and has really helped out with the parking situations.

TRF:

- TRF has an HVAC project just completed and the final punch list will be on November 30th. Looking forward to see how that project will improve our facilities this year...will make a huge difference for us.

- A couple of projects that were supported by stimulus funding – most of the MEC center materials are ordered and on campus. This project will also save us some costs as far as utilities go with pay-back in about a year's time.
- Lighting project completed this summer – upgrading lighting to more efficient lighting – received a 60% rebate on this project.
- College wide- occupancy room sensors will be completed by next year at this time. This is also supported by stimulus funds and our own staff will do the installation.
- Mothballing of the Swenson house in process – last event will be held today. Still have to plow snow through driveway in the winter and do the daily building checks.

Parking on the TRF campus during athletic events at the MEC center was discussed. Discussion was held on the best location for student athletes to leave personal vehicles while traveling out of town with teams. It was determined that the lot near the tennis courts would be best (during the winter months) for snow removal purposes.

Future Construction Plans

EGF:

- There is a part of the bonding project that is not completed and that is the 1% for art. An artist has been hired and has picked out a design and is working with the EGF welding class to fabricate and install next May.
- Met with science lab faculty to look at trying to submit for bonding project in 2012 for new science labs in EGF. Met with architect to give them information on what they want in the science labs will come back to EGF with proposal and pre-design.
- Have design to remodel student services area, but we just don't know how we are going to fund that yet.

TRF :

- For 2010 they are on list for a couple of HEAPR projects – replace roof in center of campus, locker rooms, and the 300 wing.
- The electrical feeder installation to run east side of campus to west side which is about a \$120,000 project on the list.
- TRF is on the list, along with several other campuses for some smaller projects in the works – this will be communicated collegewide...approximately a \$700,000 project.

Future Agenda Items

Submit ideas a week before the meeting to Diane Rapacz. This will help establish the agenda which will be sent out to the committee members prior to the meeting.

Meeting Schedule

Last Thursday of each month @ 3:00 p.m. - if schedule is changed or altered a notice will be sent. Next meeting: November 19th and December 17th through the holidays. Diane Rapacz will send out the meeting schedule via GroupWise.

Other

EGF campus needs larger tables in the commons area, but we do not know yet if there will be enough money left over to purchase them. Will take 6-8 weeks to order – could possibly have them here by spring semester.

Campus signage:

- Do we want student life posters everywhere or in one central location?
- Do we need posters if things are on monitors?
- Posters/signs need to have month, date, year posted so we know when they can be removed.
- Is the “College” going to take a stance on this or is it just going to be just by campus? Need a process in place of who to give the information to post on the monitors.
- **We need a college wide concept and a campus based designation.**
- Maybe we need monitors with a single point of entry to schedule and then go through the approval process.
- Do we need to involve marketing in campus signage?
- EGF has a good plan in place for campus signage, but nothing has been reduced to writing, according to Mary Fontes. Need a group to put this together: Bob Gooden, Mary Fontes, Clinton Castle, Steve Crittenden, Cindy Cedergren, and Terry Wiseth.
- Bob and Clinton need to provide a list to ITS where monitors are located. Cost for additional monitors are \$1,200 each – the monitors are commercial grade, do not have a burn-in, and can be programmed to power off and on when needed. EGF already has three 42” monitors. One on each campus will be a mobile monitor. Stacey will bring to the Technology Committee.

Recorder: Diane Rapacz