

Facilities Committee Meeting

Tuesday, February 8, 2011

At 3:00 p.m. in Room #301 in EGF & Room #545 in TRF

Present: Clinton Castle, Tom Clemens, Bryan Berger, Eric Holum, Terry Wiseth, Cory Feller, Robbi Brateng, Bob Gooden, Ellen Brehmer, Steve Crittenden, Tim Bergerson, Becky Lindseth, Nic Thompson, Trevor Ronholm-Student

Absent: Susan Snedker, Stacey Hron, Michelle Bakken, Cindy Cedergren, Mary Fontes, Norma Konschak

Door Locks

Bob reported that the EGF campus is moving toward electronic door locks which cost approximately \$700 - \$800 per door. This move is for safety, security, and ADA compliance. About 60% – 70% of the doors have been converted to electronic locks, including all of the classrooms and most of the lab areas. Bob also reported that the exterior doors (main entrances) are on a hardwire system that lock down from a central location.

Clinton reported that the TRF campus has requested \$20,000 each year for door locks. They have installed 35 door locks and 15 have been received and are ready for installation. There is now a total of 50 locks that are in place. The areas of focus were ITS, art room, concessions, and the weight room. If additional funds are received this fiscal year, additional locks will be installed for perimeter locks and outside accesses.

Facilities will be sending out an e-mail to the campus community with photos and text to explain how the electronic locks function.

Energy Management: PBEEEP (Public Buildings Enhanced Energy Efficiency Program)

PBEEEP addresses energy efficiency in public buildings across Minnesota through a targeted recommissioning and retrofit focus. Energy affecting and energy consuming equipment, systems, and operations practices are evaluated to identify energy conservation opportunities that result in cost savings for the project site. MnSCU secured a consulting firm to conduct an energy efficiency audit on the EGF & TRF campuses in January. Their task was to find additional ways to save energy. At this time we are waiting for those results. The findings will be shared at the next Facilities Committee meeting. This item will be placed on the agenda for the next meeting.

Facility Access: Sidewalks & Parking Lots

These projects are funded by the access fees paid by students and employees.

Updates for EGF:

- The sidewalks on College Drive are in need of repair. The currently walkway will be torn out and an 8' sidewalk will be installed.
- Normal patching or maintenance of parking lots will occur.
- Reorientation of the north parking lot was discussed as a possibility dependent upon remaining funds. Requesting revenue bonds for this was mentioned due to the fact that there are funds that come in to NCTC from students and employees who pay parking fees.
- A suggestion was made to look at improving the handicap signage and to add ten more handicap parking slots.

Updates for TRF:

- Parking lot repairs (near the tennis court) on west side of the campus is planned.
- Annual maintenance on sidewalk repair is planned.
- Repair to the airport lots will occur. It was noted that there is a need for additional parking spots at the airport site.

Space Utilization - Handout

The Office of the Chancellor has established a formula to examine space utilization: 32 hours a week = 100% room utilization. The OOC looks at the amount of time the room is used; quantity of hours, and number of occupants. The college wide room usage for NCTC is 63%. This low percentage puts NCTC at a disadvantage for capitol bonding requests. The challenge as an institution is to increase our space utilization:

- Identify spaces that can be mothballed – spaces not used are taken off the books so they are not utilized in the calculation.
- Reconfigure the following rooms on the EGF Campus: #129, #316, #340.
- Discussion was held regarding the stress that scheduling the majority of classes between 10:00 am – 2:00 pm places on the facility and staff. Expanding the day to room schedules of 8:00 am to 5:00 pm would show a better overall room usage. In addition, an expanded day would ease the parking situations, long lines in student services, restrooms, ITS, and bookstore.
- The OOC has emphasized the desire to design rooms/spaces for multipurpose use.
- Mothball the following rooms on the TRF Campus: #215, #701, Cosmetology area, and a room on the west side of the campus.

Other:

Overnight Parking: There was discussion related to overnight parking area on the TRF campus. Clinton, Steve and Terry will meet and discuss this issue further.

Recycling: Discussion was held regarding the college recycling efforts. It was noted that Inver Hills Community College doesn't have garbage cans but rather only recycling bins. It was suggested that recycling efforts be enhanced by purchasing additional recycling bins on the EGF campus. Student Senate will explore purchasing recycling bins at a cost of \$1,000 for a group of four canisters. This item will be placed on the next Student Senate board agenda. It was determined that the TRF campus has a sufficient number of recycling bins at this time.

EGF City Bus: Discussion was held regarding the current arrangement regarding the EGF City Bus. The following is a summary of the information discussed and shared with the City of EGF:

- The EGF City Bus is not allowed to pick up riders in a parking lot.
- City Bus is mandated by the state to pick-up riders on a city street.
- Proposal by Student Senate was to move the pick-up spot to the main entrance or the west entrance of NCTC.
- City Bus proposes that the stand needs to be relocated to the front of the Heritage Church.
- The Student Senate adopted a resolution that the Heritage Church pick-up spot is not acceptable.
- City Bus is looking at conducting a complete route analysis to determine the best way to shift/increase their route.

Agenda items tabled until the March 22nd 3:00 p.m. meeting and will be included on the next agenda:

1. HEAPR
2. FRRM
3. Facility R & R Projects
 - a. EGF
 - b. TRF
4. Capital Projects
 - a. 2008 – EGF
 - b. 2010 – TRF
 - c. 2012 – EGF Initiative
 - d. USED Grant
 - e. 2014
5. Foot Wash Stations

Recorded By: Diane Rapacz