

Facilities Committee Meeting Minutes  
Tuesday, December 13, 2011  
12 noon

**TRF Campus Attendees:** Cinton Castle, Cindy Cedergren, Steve Crittenden, Stacey Hron, Norma Konschak, Becky Lindseth, Brian Larson, Tim Bergerson, Cory Feller, Terry Wiseth, Mark A. Johnson

**Absent:** Michelle Bakken (on leave)

**Guests:** Lisa Gunderson (Temporary HR Assistant)

Topic	Item Submitted by:	Discussion/Outcome
Additions to Agenda		Items added at the meeting: 1) Update on Facilities Projects/Work orders; 2) Status of Student Artwork/Mural
TRF College Vehicle Parking Update	Clinton Castle	<p>Clinton reviewed the work done to date on the new college fleet check-out and parking process. Outlets will be installed next summer for plugging in head bolt heaters, which will be controlled by temp –to kick-on at approx. -10°. There will be card key access to the building where car keys and pouches will be stored. It was suggested that an emergency contact name &amp; # be posted inside the building. He expects the new process to be in place sometime during spring semester. He asked that Facilities Committee members provide positive and negative feedback on the process once it's implemented, in case improvements are needed.</p> <p><b>Action:</b> Facilities Dept. will continue to move forward on this project and will communicate the new process when it is ready for implementation.</p>
Lowell Swenson Display	Cindy Cedergren	<p>Cindy relayed a message from Dan Klug, asking for the go-ahead from the Facilities Committee, to explore the idea of creating a display of Lowell Swenson memorabilia at the airport campus. Some members expressed concern that more public traffic throughout the entire year occurs at the main campus, allowing the display to be more widely seen than at the airport campus. One member suggested that if it were constructed at the airport campus, it should be incorporated into the future building project currently in the pre-design stage. It was recommended that a task group be formed to discuss this project with Dan Klug to determine the best site and space needed for this display. Clinton Castle volunteered to work with Dan on this.</p>

		Action: Clinton will contact Dan Klug and also seek additional task group members to work on this project. Clinton will report progress at the Jan. 10 <sup>th</sup> meeting.
Athletic Display Cases	Clinton Castle	<p>The athletics department has requested additional cases for displaying trophies. Discussion was held on whether the existing display cases are being utilized on a continuous basis. If they are not fully utilized or needed, some members stated it would be difficult to recommend purchasing additional cases. One area proposed for additional cases is the hallway west of the gym - a high traffic area in terms of athletic events. A member suggested that some display cases could possibly be scheduled on a monthly (or some set timeframe) rotation, if there is a shortage of them. It was noted that athletics may need to rotate the trophies, since it may not be feasible to keep all of them on display.</p> <p><b>Action:</b> A task group, consisting of Becky, Steve, Paul Peterson, and Stacey, was formed to do the following: 1) Identify &amp; inventory the display cases currently on the main campus and how/if they are used and updated periodically; 2) Seek input from employees who are (or have historically been) using the existing cases to determine whether the need still exists; 3) Determine how much space is needed for athletics' needs. They will report their findings at the January 10th meeting.</p>
Exhibition Gallery	Cindy Cedergren	<p>Cindy inquired as to whether or not the exhibition gallery across from the library could be utilized or repurposed, since it is under-utilized and is unattractive in a high traffic hallway. The windows have been covered with brown paper since spring semester. There is currently no employee assigned to arrange for or maintain exhibits. Ideas suggested: display student artwork (some pieces are typically purchased by the college, while others may just be displayed for a period of time without purchasing); allow other faculty/staff to suggest ideas for repurposing the space, whether it's for exhibits or other uses.</p> <p><b>Action:</b> It was suggested that the task group assigned to display cases also investigate the use of this gallery, since it could be another potential space for additional display cases. Steve Crittenden will contact John Leopold to discuss the future use of this space, since it has typically been used by the art dept., on an as-needed basis. The task group will report their findings at the Jan. 10<sup>th</sup> meeting.</p>
Used Book Racks on Campus	Cindy Cedergren	Cindy made a recommendation to remove the existing portable books racks around campus that were intended for a book exchange program. Two of the three racks

		<p>have no books on them, and haven't been utilized for their purpose for many months.</p> <p><b>Action:</b> Steve Crittenden will visit with John Leopold about this topic, since the program was initiated by him several years ago. He will report back at the Jan. 10<sup>th</sup> meeting.</p>
State of the theater	Terry Wiseh	<p>Terry shared a list of facility requests compiled by Linda Samuelson regarding the theater. The list contained small and large repairs needed. The lack of funding has prevented the higher-cost repairs to be made. Discussion was held on some of the items considered to be small repairs or improvements. A member suggested that perhaps during the strategic development planning process implemented this spring that external funding sources could be explored to renovate the theater.</p> <p><b>Action:</b> A task group of Terry, Norma, Clinton, and Linda Samuelson will meet to hone in on items that could be planned and included in the annual facilities budget requests, and discuss the utilization of the theater for future academic purposes.</p>
Project Updates/Work Orders	Mark A. Johnson	<p>Mark had to leave the meeting before this topic was discussed, so the committee wasn't aware if there were specific projects he wanted to address. Clinton shared a verbal partial list of projects that are planned for completion over the semester break.</p> <p><u>Main Campus:</u></p> <ol style="list-style-type: none"> <li>1) Demo old door and install new door in Automotive</li> <li>2) Carpeting in Auto Body I</li> <li>3) Install shelving in cold storage building for Automotive</li> <li>4) Battery back-up for servers in IT</li> <li>5) Relocate record retention storage to Room 215; convert former space to IT storage</li> <li>6) Fleet parking project</li> <li>7) Refinish floor in Gunderson Commons</li> <li>8) Security- door locks, cameras installed</li> <li>9) Install mural</li> </ol> <p><u>Airport Campus:</u></p> <ol style="list-style-type: none"> <li>1) Remodel conference room</li> </ol>
Student Artwork/Mural	Cindy Cedergren	<p>Clinton reported that a large mural made by an art student will be installed over semester break on the wall next to the library. It is intended to be displayed during</p>

		spring semester only.
Meeting Adjourned at 1:15 p.m.		
Next Meeting Date		Tuesday, January 10, 2012; 12 noon

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