

# Facilities Committee Meeting Minutes, January 2012

## EGF - Facilities Committee Meeting Minutes

Tuesday, January 10, 2012

**Present:** Bob Gooden, Bryan Berger, Brian Huschle, Ellen Brehmer, Wesley Stainbrook, Nic Thompson, Mary Fontes, Mark Decker, and minutes recorded by Julie Fenning.

**Absent:** Susan Snedker and Erin Almlie

- 1) Student Life Wall – The idea to use the monitors for this purpose was recommended by the Facilities Committee. Bob and Mary had brought this item to the President’s Cabinet and it was approved. The request was that the picture slides be combined so there are not too many slides to detract from other informational slides. Slide 1) President and VP Slide 2) Deans 3) Student Senate officers, etc.
  - a. ACTION ITEM: Wes and Nic will work with Karen to create the slides.
- 2) Hand Dryers – Bob shared there have been several problems with plugged toilets by paper towels. Recently, an outside vendor had to be hired to snake the main drain. Discussion was held regarding removing the cotton towel drying stations as well as the paper towel dispensers and install only the high-powered air hand dryers. This would save the facilities department in staff time and supplies expense. This was the final recommendation from the committee.
  - a. ACTION ITEM: Bob will take this recommendation through the proper channels and report back at the next meeting.
- 3) Wellness Center – Nic shared that currently student senate funds (\$36,000) are being spent to contract with UND for students to use their wellness center. Students are also charged a \$14/month fee. Wes and Nic stated that these funds should be spent on the NCTC campus to help fund a center here. Bob shared the normal building project process, but also shared the option of using a revenue bond to fund the project separate from a capital building project. Bob also shared that this will be a part of the upcoming master facility planning scheduled to begin July 1<sup>st</sup>. Nic invited members of the committee to participate on a task group to create a “wish list” for a new wellness center. Task group will be Nic, Wesley, Bob, Mary, and Brian. The rough timeline for this list is July 1<sup>st</sup>.
  - a. ACTION ITEM: Bob and Mary will add to the agenda for a Campus Management Team meeting, and Nic and Wesley will attend to explain the project request.
- 4) Academic Programs – Ideas for the Future – Mark Decker brought forward an idea from faculty members regarding the rearranging of various programs on campus. Bob shared that these

ideas will be included in the upcoming master facility planning. The architects will meet with students and employees to discuss ideas for future planning.

- 5) Tables in Restrooms – Mark Decker brought forward a request from faculty member to put tables in the restrooms to allow for students to set large bags, laptops, beverages, while using the restroom and washing hands. This will create a more hygienic atmosphere for students and employees with extra items.
  - a. ACTION ITEM: Bob will work with the faculty member to get more direction and will report back at the next meeting.
- 6) Employee Lounge – Employees have requested that the employee lounge be locked. Bob has added access to this door to all employees. An additional microwave was requested as well as relocating the current microwave to the fridge area. Bob shared that these items are located in these spaces due to the lack of adequate circuits for these types of appliances. Once a funding source has been determined, more circuits will be added. Bob will provide an update when completed.
- 7) New water fountain feature – Comments were made regarding the new water fountain feature and how much everyone was enjoying it.

## TRF - Facilities Committee Meeting Minutes

Tuesday, January 10, 2012

12:00 – 12:45 p.m.

Present: Tim Bergerson, Cory Feller, Clinton Castle, Cindy Cedergren, Steve Crittenden, Norma Konschak, Brian Larson, Terry Wiseth, Lisa Gunderson, Mark A. Johnson, Michelle Bakken.

Absent: Becky Lindseth, Stacey Hron

### Thief River Falls Campus:

#### Lowell Swenson Display Update – Clinton Castle

- Clinton said he is working with Dan Klug on this. They are waiting for more information before they can move forward. They are working to inventory display items.

ACTION: Will need to revisit at next month's meeting.

#### Athletic Display Cases Update – Task Group

- Task group reported that the display cases on campus were inventoried and groups that presently or have historically used the cases were contacted. Communication has been initiated with those groups on how to best make use of those spaces. The athletic department would like to keep all items in their display together. The task group is trying to locate resources to purchase new cases to add to the existing cases near the west entrance of the cafeteria. Will revisit at next meeting with more information for committee.

#### Exhibition Gallery Update – Task Group

- It was reported that the gallery is being used for academic purposes. Drawing and Photography classes use the gallery. Blinds are currently being priced for the windows. Update will be given at next month's meeting.

#### Metal Book Racks Update – Steve Crittenden

- Steve reported that a book drive was held and more than 100 books were donated to fill the book racks again. It was mentioned that the reason they were previously empty was because the books were being taken and read which was the purpose of the racks. It was also mentioned that if other, more attractive shelving becomes available then the shelves should be replaced but the "take a book, leave a book" program should be maintained. Steve said that Signage should be updated and made more attractive.

#### State of the Theatre Update – Clinton Castle and Terry Wiseth

- Clinton and Terry reported they were not able to meet over the last month due to the Holiday break. They plan to meet within the next two weeks to discuss and will get back to the committee next month.

#### Project Updates/Work Orders Revisited – Mark A. Johnson

- Suggested that faculty/staff get more involved with construction work that is being done in their areas. It was suggested that there should be more/better communication with parties involved in projects, designs and/or modifications, and the timelines of the projects.
- Mark thought that the status reports of work requests should be made available. Clinton made the point that some projects may need additional resources and time but thought communication could be made regarding the status.
- Mark commented that over the Holiday break, some of the outside contractors did not clean up after themselves in construction/remodel areas. It was discussed that contractors will leave things out if they will be returning the next day, but they should not be leaving things out if it is interfering with instruction/classes. Clinton said part of his process is to make sure the contractors complete the job before they get paid and clean-up is always discussed with contractors at the end of projects.

- Terry Wiseth suggested that a status report be sent before committee meetings with outstanding tickets and progress reports. That way, Terry said it wouldn't necessarily need to be discussed at every meeting. The status report would only serve to communicate the larger projects and their status, but not all Grouplink tickets in progress.

ACTION: Clinton will work with Norma to communicate issues and projects to all concerned parties. Clinton and Norma will decide who will do the communicating. Clinton said if projects will affect instruction time then updates will need to be communicated.

#### MAPE Representation on TRF Campus – Clinton Castle

- Clinton was made aware that there currently is not MAPE representation on the Facilities Committee. Holly Deschene is interested in serving and will be added to the membership roster.

#### Project Updates – Clinton Castle

- Clinton reported on all current projects on campus:
- Display of student art in 300 wing will be completed this week.
- Classroom 325 received new paint and carpet over holiday break.
- Records retention is moving to Room 215 and security door locks will be installed soon. IT storage is in the process of moving into the former record retention area and will be complete at the end of January.
- AutoBody/Mech area is work in progress with only a few things left to finish by the electrician and plumbers.
- Vehicle checkout process is moving forward. Key box has been installed. College vehicles have been moved from the MEC lot to the designated area in the north parking lot. An employee-wide e-mail has not been sent out explaining the checkout process so there has been some confusion. Clinton assured committee that emergency contact info will be posted.
- Airport Campus is also seeing progress on improvements. Airport conference room should be completed by the end of next week. Phase 1 of the security door locks will be completed by Jan. 11<sup>th</sup>. Other issues at Airport: Two heat pumps were replaced, and compressor will be looked at soon.
- Key access throughout buildings is a work in progress with more to do in the next year with exterior doors, and classroom access. Clinton does have a process in place for who will have approved access to particular areas.
- Clinton reported that all old wall clocks have been, or will be soon, replaced with new ones, however they are waiting for an order for 4 new ones.
- Norma had suggestions for improvements in Room 115 and suggested that Kristel Kizer be consulted on any other needs, since she is a primary user. There is a Grouplink ticket issued for an additional whiteboard for the room.

ACTION: Terry Wiseth will consult with Kristel Kizer on any other classroom modifications needed.

- Norma mentioned the lobby area in the Nursing Office needs some repairs.
- Cindy mentioned she has a "Ghost" in her area of the building. The interior automatic door was opening and closing on its own with no one around. Cory said he was aware of the issue and thought something looked loose or bent and would be taking another look at the door.

Next Facilities meeting: February 14<sup>th</sup>, 2012.