

Facilities Committee Meeting Minutes, February 2012

EGF - Facilities Committee Meeting Minutes

Tuesday, February 14, 2012

Present: Bob Gooden, Becky Lindseth, Bryan Berger, Brian Huschle, Ellen Brehmer, Wes Stainbrook, Mary Fontes, Mark Decker, and minutes recorded by Julie Fenning.

Absent: Susan Snedker, Erin Almlie, and Nic Thompson

- 1) Water Filling Station Request – Bob received a request to add a water filling station in the Fire Tech building. Student Senate has agreed to partially fund it and the plumbing program has agreed to do the installation.
- 2) Student Life Wall/Monitors – Wes is currently working on the slides.
 - a. ACTION ITEM: Wes will forward the slides to Bob and Mary for final review.
- 3) Activities Center – Wes shared that this idea is being considered by administration. Ideas are being discussed for a temporary location by fall 2012, as well as a long-term project.
 - a. ACTION ITEM: Wes will provide Bob with a list of equipment and size needs and Bob will look at possible locations on campus.
- 4) Lockers – Bob shared that facilities would like to change out the combination locks to personal padlocks. This will eliminate maintenance of the expensive combination locks and the management of combinations in the bookstore. Students will be able to find a locker and use their own padlocks. There will be no charge for using a locker with this new process. Wes supported this change.
 - a. ACTION ITEM: Bob will request padlocks be stocked in the bookstore.
- 5) Hand Dryers – Bob shared that it was approved that the cloth towels be removed. The paper towels will remain in the restrooms, but additional electric hand dryers will be added.
 - a. ACTION ITEM: Small trash receptacles will be placed in high use bathrooms as a pilot project to see if it will eliminate the flushing of paper towels down the toilets. Facilities will look at possible signage to post as well.
- 6) Tables in Restrooms - Bob and Bryan are currently getting prices on a small corner shelf that can be installed in each bathroom. This shelf would be big enough to hold a backpack or laptop.
- 7) Entrance Signage – Bob shared a request to add signage to each entrance regarding visitors. The wording was revised and the committee supported the signage. It will be beneficial from a customer service standpoint as well as from a safety standpoint.
 - a. ACTION ITEM: Bob will order signage. Door F signage will be replaced with the new signage. New language: “In order to better serve you, we ask all visitors to register with the receptionist.”

- 8) Student Services Renovation – Mary shared that the student services area will undergo a small renovation to make the department more student-friendly and to improve traffic flow and privacy. Student affairs will be meeting to brainstorm ideas on Feb. 21st.
- 9) Former Classroom 222 – Bob shared that this classroom is being used for facilities storage and is being shared with IT for the new server room. New equipment is being purchased to improve backing up capabilities. It was also noted to make sure this room has adequate ventilation for the servers, as cool temperatures are required.
- 10) Computer Lab (214) – Concerns were expressed regarding students not being aware of the availability of the new computer lab. Stacey Hron had emailed all students regarding the new computer lab on January 20th, inviting them to use the new lab.
 - a. ACTION ITEM: Becky will ask Stacey to create a slide for the monitors as well.

TRF - Facilities Committee Meeting Minutes

Tuesday, February 14, 2012

Present: Clinton Castle, Brian Larson, Cindy Cedergren, Cory Feller, Mark A Johnson, Robbie Brateng, Stacey Hron, Steve Crittenden, Terry Wiseth, Tim Bergerson and minutes recorded by Lisa Gunderson.

Absent: Michelle Bakken, Norma Konschak, Holly Deschene

- 1) Lowell Swenson Update – Still waiting on more inventory information from Dan K. Revisit next month.
- 2) Athletic Display Cases Update – Price quotes are still coming in. It was decided to go forward with a case that is consistent with what already exists. It is predicted that a 10-12 foot section of case will be \$2,400.00. TRF Glass is involved and working on estimates. Block maker is sending samples to match block colors with what already exists.
ACTION ITEM: Steve will submit Budget request to include this project.
- 3) Exhibition Gallery – Window Blinds will not be effective in this space so a curtain will be purchased that will cover the windows to provide complete privacy for the gallery but will also look nice and will be able to be drawn to the side for displays. Options for the window covering were discussed. One suggestion was to have the curtain printed with the Northland symbol, or some other advertising for the college. To keep the curtain nice but to provide interest to the space in a high traffic area when the curtain is drawn, ideas were discussed on how to advertise and stay current with ads. It was agreed that using banners that have already been created for

the college or creating new banners would be used in the space, between the curtain and the glass, to create interest and showcase NCTC programs that are offered. Facilities will take on this cost.

ACTION ITEM: Steve will talk to John Leopold and move forward with the purchase of the curtain.

- 4) State of the Theatre – Lynda is working with Terry and Clinton and the Facilities group to further detail the list of projects into items that are complex to simple and also inexpensive to expensive. A chart of projects and estimated expenses, a Master Plan, should be created in order to work through the projects and to also support funding for the theatre. It was discussed that showing direction and also progress will provide incentive to give funds towards the theatre projects. Ideas for the future use of the theatre will also need to be discussed and incorporated into the planning of the projects. If in the future the theatre will be used as a classroom, then lighting, sound, projectors and screens will need to be ready to accommodate.

ACTION ITEM: Prices will be brought to the next meeting to support requests to update.

- 5) Parking – Mark Johnson created discussion on how to improve the parking on the East side of the building. Currently there are spaces that are reserved for Massage Therapy and also Cosmo. Cosmo does not need the space, and Massage Therapy only needs parking for customers in the spring semester for a certain amount of weeks. The possibility of only reserving a few spots for customers only during client hours was made. Taking out the parking barriers and reorganizing the lot to create more spaces was discussed. Diagonal parking next to the ditch was discussed. Creating signs for designated parking and parking hours was discussed. Committee decided to move forward with discussion of that East Lot.

ACTION ITEM: Mark and Terry will talk to Tishara in Massage Therapy and find out what the needs of her program with regards to parking are. They will report back to Clinton.

- 6) Project Update/Room 115 – Tim will be installing projector and screen and speakers over spring break. Equipment will be moved from room 215 to room 115.
- 7) Project Updates – Internet access on south wall in gym is complete.
- 8) Budget Request – Tim Bergerson – Brought a proposal to the Facilities Committee regarding outdoor LED lighting on the Main Campus. (See attachment) According to the proposal there will be a 2 ½ year payback. LED loves cold weather. Facilities Committee said to move forward with the LED lighting.
- 9) Lighting Outside of Building – currently all lights stay on all night long. Tim and Clinton were wondering if it would make sense to turn lights off to save money during the hours of 12:00 am to 4:00 am. Discussion was held about the possibility of who this might affect and also how it might affect the college and the safety of both the college and its facilities and also any people involved.

ACTION ITEM: Clinton and Tim will report back on cost savings of turning off the lights for certain hours.