

Facilities Committee Meeting Minutes, March 2012

EGF - Facilities Committee Meeting Minutes

Tuesday, March 13, 2012

Present: Bob Gooden, Becky Lindseth, Brian Huschle, Wes Stainbrook, Mary Fontes, Mark Decker, Nic Thompson, Julie Fenning and minutes recorded by Lisa Gunderson.

Absent: Susan Snedker, Erin Almlie, and Ellen Brehmer.

- 1) Water Filling Station in Fire Tech Building –the plumbing program will do the installation next week.
- 2) Activities Center – Wes and Nic will be putting together a generic list of equipment for the center and will be talking later today with possible vendors. The Activities Center will be located in a part of the old automotive area, room 570. The center will be placed on the north side of the room. A wall will be constructed to divide room 570. The room has sufficient power to handle equipment but it will need to be wired properly. The noise of the room with equipment and TVs/Stereos was discussed as it may be an issue with the offices and Adult Ed classroom to the north of proposed center. Bob said that it shouldn't be a problem because the noises from the automotive program would have been just as loud if not louder than the center would be. Bob also said that concrete walls and insulated doors surround the room. The wall will be constructed this summer and will be ready for the equipment by August. The construction of the wall will be paid for by the student life fund.
- 3) Hand Dryers – as soon as the electrician is available the hand dryers will be installed.
- 4) Tables in Restrooms – Welding program will be making the tables and will get Bob pricing soon. The bathrooms by IT will be first to get the new tables.
- 5) Entrance Signage – The signs have not been ordered yet but they will be ordered soon. Signs concerning the security camera usage will also need to be hung. Julie will get samples to Bob.
- 6) Student Services Renovation – Mary shared that the second-year architecture students will be designing two different plans; minor plan A with a budget of \$10,000, and major plan B without a budget limit. Mary was optimistic the renovations can be done in the next 6 months.
- 7) New Furniture for Office – Mark Decker asked about getting new chairs for some of the faculty members. Brian H said they would talk and work something out. New furniture costs come out of the department budgets. Bob said he would check to see what he has in cold storage to see if there is anything out there they could use.
- 8) Radio broadcasts will be moved to EGF soon. Bob will talk to Rom Ogaard to see what his needs are for office space when he is not "On Air".
- 9) City Bus Stop – Nic and Wes will ask about getting the bus stop moved.

10) Summer Projects –

- A. Room 222, Service System
- B. Hallway by Room 254, Fire Wall will be taken down due to change in codes. Sprinkler system eliminates the need for the wall.
- C. Room 256 will get a new door.
- D. Automotive – Activities Center
- E. Parking Lot Issues
- F. Adding “Visitor” parking to West side.

TRF - Facilities Committee Meeting Minutes

Tuesday, March 13, 2012

Present: Clinton Castle, Brian Larson, Cory Feller, Robbie Brateng, Holly Deschene, Steve Crittenden, Terry Wiseth and minutes recorded by Holly D.

Absent: Michelle Bakken, Norma Konschak, Mark A Johnson, Stacey Hron, Tim Bergerson, Mark Decker, Cindy Cedergren

- 1) College-Wide - None
- 2) Lowell Swenson Update – No update yet. Dan Klug is working with the relatives and children of Lowell Swenson as to where they want it to go. This will be an 8 foot display case. There was talk about main campus, or Airport campus. MEC center has been eliminated Revisit next month.
- 3) Athletic Display Cases Update – funds have been approved to move forward with the \$6,400.00 display. Two 8-foot sections will be added to the existing display outside of 425.
 - a. Steve inquired about what is happening with the two display cases by the theater. A suggestion was made to get an inventory of all display cases on campus and what departments are “responsible” for them.
ACTION ITEM: Clinton will visit with Becky about the display cases and what they are used for currently. This will be added to the next meeting.
- 4) Exhibition Gallery – funding has been approved to purchase curtains for this area.
- 5) State of the Theatre - : There will be a meeting this Friday or next Monday to have a meeting about this to develop a plan for making changes in the theater. Clinton will report back at the next Facilities meeting.

- 6) Parking on the East side of the Building Update: Mark has taken the lead on this project. He has been communicating about this with Tishara from MT. Mark will update on this at April meeting.
- 7) Project Updates - Electrical feeder and fire alarm upgrades. This is about \$180,000 project. It will be completed in phases starting in May scheduled to be done end of June before the FY year end. The electrical feeder will be in the ceiling in closet in room 320 all the way to the kitchen. There is a pre-construction meeting scheduled for next week. Funds for the Airport have been applied for to help pay for repairs of the exterior brick walls. This project is scheduled to start July 1st.
Security Cameras: A policy has been developed and will go to Shared governance regarding the procedure to follow when getting a request to view security camera footage. When this has received final approval an email will be sent out with the policy to all employees.
- 8) Lighting Outside of Building – Outside lighting of Building Update – Clinton shared cost and savings that can be achieved by switching to LED lighting on the outside of the building.

NEXT MEETING: APRIL 10, 2012