

Facilities Committee Meeting Minutes, April 2012

May Meeting Date Changed to May 1, 2012

EGF - Facilities Committee Meeting Minutes

Tuesday, April 10, 2012

Present: Bob Gooden, Becky Lindseth, Brian Huschle, Wes Stainbrook, Nic Thompson, Erin Almlie, Julie Fenning and minutes recorded by Lisa Gunderson.

Absent: Susan Snedker, Ellen Brehmer, Mary Fontes, Mark Decker

- 1) Next Month's meeting will be changed to May 1, 2012 to give employees the opportunity to attend the Recognition and Retirement Potluck in TRF that will be held on May 8 at Noon.
- 2) College-Wide – RFP for Food Service is out and the Pre-Award Conference is scheduled for April 23rd. A vendor will be selected by July 1st. RFP for Beverage met today and the Final Recommendation was sent to Dr. Temte for approval. Beverage contract will be a five year contract for NCTC as a whole.
- 3) Water Filling Station in Fire Tech Building – Project is Complete and is being used!
- 4) Activities Center – The Dividing wall will cost between \$11,000.00 and \$12,000.00. Bob will get direction from the Campus Management Team on how to proceed with the next steps in the process. Wes Stainbrook has asked for an invitation to this meeting for the purpose of staying on “the same page” to “Get There Together”. The equipment costs are estimated from \$31,000.00 - \$35,000.00. An RFP will be sent out and only one vendor will be chosen to provide all the equipment that the Center will need. ACTION: Bob and Wes will attend the Campus Management Meeting to discuss the Center.
- 5) Student Life Activities in the Commons – Wes talked about how the Student Life Activities are being moved from the Commons Area to other areas of the campus, mostly classrooms away from the Commons Area. Discussion was held on the reasons why activities cannot be held in the Commons where they usually get a big turnout of students. It was mentioned that student participation typically drops when you move activities to a classroom. There are exceptions to this with specific Acts or Activities that do better in a smaller space. Having activities in the Commons can be loud and disruptive to classrooms and others. Without the audience that can be provided in an open, high-traffic area, such as the Commons, the money spent on the activities is not worth spending. ACTION: Acts will be allowed to choose where they would prefer to perform – Small Classroom or Large Commons. Bob will bring this topic to the Campus Management Meeting for discussion.
- 6) Hand Dryers – as soon as the electrician is available the hand dryers will be installed.

- 7) Tables in Restrooms – Waiting on new pricing. First material price was very high.
- 8) Entrance Signage – The signs have been ordered. Signs concerning the security camera usage will also need to be hung. Julie will get samples to Bob.
- 9) Student Services Renovation – Students are taking measurements and samples. Project is still in the planning process.
- 10) Faculty Offices Update – Topic on hold until Mark is able to present it. Bob said that if faculty members want their office to be painted over the summer they will need to pack up their belongings in order to make room to get to walls. Facilities will paint offices a color that has been chosen from NCTCs color palette. Faculty would need to contact Bob to make arrangements. A maximum of 20 offices can be painted in one summer.
- 11) Portable VCR checkout for faculty – This is probably an IT item and a Grouplink Ticket could be created requesting the VCRs.
- 12) Picnic Tables Outside – Julie said a student rep asked for more picnic tables to be put outside. Bob and Bryan said that they were just working on getting the tables out of storage now. Discussion was held on how many outdoor tables are available. The committee agreed that there are enough tables outdoors for now unless someone asks specifically for a table in an area that they aren't available.
- 13) Smoking in designated areas only – discussion was held on whether the policy to smoke in designated areas only was being followed. It is also the policy that you must be 50 feet away from the building. ACTION: Becky will send out a reminder to all employees and students of the policy and where smoking is allowed.
- 14) 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 – lot will be swept and re-stripped the same as it is now. An engineer will be hired to redesign the lot. County Ditch on North side of college is being discussed and an agreement will need to be made involving the county, the city and NCTC to make changes to the ditch.
 - F. Adding "Visitor" parking to West side.
 - G. Roof Project – It's going very well and will be completed ahead of schedule, about one week early. Contractor has been a pleasure to work with and has done a great job of cleaning up. Smells have not been an issue for the most part; there has been only one smell complaint.

TRF - Facilities Committee Meeting Minutes

Tuesday, April 10, 2012

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

Absent: Michelle Bakken, Norma Konschak, Stacey Hron, Tim Bergerson, Cindy Cedergren

- 1) Lowell Swenson Update – No update yet. Dan Klug is working with the relatives.
- 2) 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.
- 3) Exhibition Gallery – Curtain will go over the glass and the track will be coming from the Athletic Training Room.
- 4) State of the Theatre – Ramp will be going in with carpet down the sides and on the base. Ramp & Carpet will meet OSHA requirements. Lighting, Projection, Painting and Ceiling holes are still a concern. Committee is going to develop a 5 year plan to look at cosmetic issues. Linda is looking at getting outside funding for projects.
- 5) Parking on the East side of the Building Update: Task group has been organized to look at options: Clinton, Terry, Tishara, Robbie and Mark. Will report at next month's meeting.
- 6) Faculty Lounge – Reports of food being stolen after 4:00 pm. Lounge will be locked after 4:30pm with information posted on the door regarding who to call if you need to get into the lounge.
- 7) Project Updates - Electrical feeder and fire alarm upgrades will be done by June 24th. Welding Garage will be updated over the summer with steel siding, a new garage door and floors will be retiled.