





NCTC – TRF Campus Facilities Committee Meeting Minutes**Tuesday, May 1, 2012****12 noon****TRF Campus Attendees:** Clinton Castle, Cindy Cedergren, Steve Crittenden, Stacey Hron, Brian Larson, Cory Feller, Becky Lindseth, Robbie Brateng**Absent:** Michelle Bakken, Norma Konschak, Tim Bergerson, Terry Wiseth, Mark Johnson, Holly Deschene

Topic	Item Submitted by:	Discussion/Outcome
<p>College-Wide Item: RFPs for food service and beverage contracts</p> 	Becky Lindseth	<p>Becky reported to both campus committees the status of the RFPs for food service and exclusive beverage rights contracts. She reported that Pepsico was recommended by a task group and approved by the President, for a five-year exclusive beverage rights contract college-wide, effective July 1st. Wes Stainbrook asked about a task group to discuss the use of the revenue generated from the contract. Becky stated that additional discussion regarding this matter will occur and that a task group, if formed, would likely not begin meeting until fall semester.</p> <p>The college is currently accepting RFPs for a food service contract, due on May 7th. Becky asked for volunteers to serve on a task group to review the RFPs and make a recommendation to the President. Nic Thompson, Wes Stainbrook and Cindy Cedergren volunteered to serve from this committee, in addition to Clinton Castle, Bob Gooden, and Becky Lindseth. Becky will be seeking more volunteers from other groups as well. The food service contract will be for a three-year timeframe, with an option for an extension for an additional two years.</p>
<p>Vehicle Key Procedure</p> 	Clinton Castle	<p>Clinton reported that the new process for accessing keys for college vehicles will be implemented on July 1st, with a pilot test done in June. The committee discussed the process being proposed, and brought up questions and concerns that may need to be revised, particularly the process of students being issued access cards to pick up college vehicles. Vehicles must be checked out by employees only. No cards should be issued to students. Students must be approved drivers, and coaches or other employees allowing students to drive must have proof from the students that they are approved. A drop box may be added to the building to return car keys when no access card is available to gain entry into the maintenance building.</p>

Parking on East Side of Campus	Clinton Castle	The parking task group will meet before the end of the spring semester to make recommendations on changes to parking areas on the east side of campus, particularly related to automotive parking areas and massage therapy customer parking.
Project Updates/Summer Projects 	Clinton Castle	Summer Projects Planned or in Progress: <ul style="list-style-type: none"> ➤ Fire alarm/Conduit runs – contract for work is in progress; expected completion date is June 24 ➤ Climate Control/Energy Management System – Work will involve Suite 545; changing to digital controls. Will start after July 1st ➤ Door lock upgrades – 10-12 exterior doors will be converted to card access. Discussion was held on whether or not some of the exterior doors should be converted to exit only, to reduce the number of entrances, time spent by facilities staff securing those entrances, and to improve the lock-down process when needed. This will be discussed at the June meeting. Clinton will provide a map of all the entrance locations. ➤ Theater repairs –price quotes will be obtained over the next month or so for installing ramps and replacing carpeting. This project may be funded by the FY13 R & R budget; we are required to complete the ramp by next fall, for ADA requirements. ➤ Moving Automotive Tech equipment from EGF to TRF Campus – will be conducted the week of May 14th. ➤ Rummage Sale – decision has been made to hold a sale at the end of July or first part of August, instead of in the spring. ➤ Replace tile and install carpeting in the #300 wing - there may not be funding to do it all in FY13. ➤ Painting projects – in nursing area and other small areas ➤ Floor Care – stripping, waxing and carpet cleaning

Security Camera Usage/Locations	Steve Crittenden	Steve asked if the security cameras could be checked periodically to see if they are positioned correctly, if they are located in the appropriate areas, etc. It was agreed that the cameras should be checked on a fairly frequent basis, to ensure they are set up and working properly. At the June meeting, Clinton will provide a map with current locations of cameras and the committee will discuss any changes needed to the existing plan. Clinton noted that cameras in the Cosmetology space will be moved to other locations, where faculty have requested cameras be placed.
		
Week-end hours for computer lab, gym, fitness center		Sunday hours for the gym, fitness center, and computer lab will end on May 6 th for the summer.
Meeting adjourned at 12:50 a.m.		
Next Meeting Date		Tuesday, June 12, 2012; 12 noon

Facilities Committee Meeting Minutes, May 2012

May Meeting Date Changed to May 1, 2012

EGF - Facilities Committee Meeting Minutes

Tuesday, May 1, 2012

NEXT MEETING: JUNE 12, 2012

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

Absent: Susan Snedker, Ellen Brehmer, Erin Almlie, Brian Huschle,

- 1) College-Wide – RFP for Food Service is out and the Pre-Award Conference held on April 23rd. Four vendors participated in the conference which included kitchen tours of EGF, Aviation and TRF main campuses. A vendor will be selected by July 1st. Wes and Nic would like to be involved in the group that will select the vendor RFP for Beverage is closed. Beverage contract will be a five year contract for NCTC as a whole. Details to come.
- 2) Student Life Activities – A. Wes Stainbrook requested that “Inspirational” sayings like the quotes in the drafting area, be placed in other parts of the college. Bob will need to see samples of the quotes/sayings and also where they would be placed before they would be approved. Maintaining the integrity and design of the campus will need to be considered in the placement.
B. Wes mentioned that more plug-ins in the Common’s is needed for the students. Bob said that 4 tables have been purchased to put over the existing outlets that are wired for plug-ins on all four sides. Putting these tables up will raise the number of plug-ins from four to eight. Wes said that plug-ins closer to the bookstore are needed. Brian and Bob will look into options for outlets there. C. Wes asked about the possibility of using the hallway that runs along HVAC for some student areas that could include outlets and larger tables for bigger study groups. It was mentioned that this area is not used very often and is wide enough to accommodate tables. The committee said this was a very good idea. Bob and Brian will look into fire codes to find out how far much room can be used in the hallways. Bob will talk to the architect to get some ideas on how to make the space work for what it will be used for. Ideas that the committee had were high top tables with stools and large booths, small group areas and large group areas. D. Intramurals on EGF

campus. Wes asked about the process of getting intramural sports on EGF campus. The committee said that Steve Crittenden would need to be contacted with this issue. Wes asked if it was possible to use the soccer field to play on, and mark up for games. E. Outdoor Basketball Court – is it possible? Wes asked if a part of the parking lot could be designated as either a half-court or full-court. Bob will take this issue to Steve Crittenden and the Campus Management Team for approval.

- 3) Student Services Renovation – Two projects were presented by architecture students to the Student Services. The students have some really great ideas and the management team will discuss how to move forward with the project.
- 4) Roof project is complete except for final punch list. The roofer will need to make some repairs to the grass and also pay for the repair of art work that was damaged. Bob was extremely happy with the work that they did and there was only one complaint from the smell.
- 5) Faculty Offices Update – Mark Decker said that faculty was wondering about how to get new furniture in faculty offices. Bob said that budget requests will need to be filled out by the Deans for new furniture.
- 6) Summer Projects –
 - A. New server room and new server racking 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.