

Administrative Services (Infrastructure) Committee Meeting Minutes

February 26, 2014

3:00 - 4:00pm

290/ 735

Present: Becky Lindseth, Bob Gooden, Clinton Castle, Stacey Hron, Brian Huschle, Brian Larson, Colleen Kukowski, Cory Feller, Don Campbell, Mary Fontes, Scott Foss, Steve Crittenden, Susan Snedker, Terry Wiseth, and Carey Castle (guest)

Absent: Kasandra Klinkhammer (Student Senate), Julie Fenning, and Mark A. Johnson.

COLLEGE-WIDE

1. **Cell Phone Service on Aerospace Site Update:** A update was given that the booster placed on the Aerospace Site. It was determined that the booster greatly improved improve cellular service.
2. **Office 2013:** Stacey shared that the new 2013 version of Office was available and ready to be installed. **Action Item:** The division chair will talk to staff and faculty about updating from Office 2010 to Office 2013 over the summer.
3. **Technology Surveys:** A discussion was held on the technology and facilities surveys. **Action Item:** The technology and facilities surveys will be combined and sent out as one survey due by March 31, 2014.
4. **Academic Master Plan (AMP):** Carey Castle provided update on the progress of the Academic Master Plan.

EGF CAMPUS

1. **Fire Technology Request:** A discussion was held on the Fire Technology request to add a fire hydrant. **Action Item:** Becky Lindseth with talk to the Dean about submitting a budget request.
2. **Student Senate Request Update:**
 - a. Issues with the smoking area (Door D) update: A discussion was held about the smoking area and what action to take. The decision was made to add this item to the survey and let the whole college offer suggestion in how this should be handled. **Action Item:** Put the smoking area on the survey that goes out to everyone.

TRF CAMPUS

- 1. Shelves in Restrooms Update:** Clinton Castle gave an update on the number of shelves ordered and how many were hung up.
- 2. Poster Hangers Update:** A discussion was held on the location of the poster hangers.
Action Item: TRF facilities will install the poster hangers over spring break.
- 3. Swenson House Updates:** Becky Lindseth gave an update on the Swenson House Display Case. The case that will be used is the one on the TRF campus in the Theater lobby closest to the Theater doors. **Action Item:** Colleen Kukowski will get the supplies needed. **Action Item:** Colleen Kukowski and Katie Jurvelin will work on the display case March 10 and 11, 2014.
- 4. Fitness Center:** A discussion was held on the current fitness center. **Action Item:** Becky Lindseth, Clinton Castle, Julie Fenning, Steve Crittenden, and Paul Peterson will meet and look at phase two of the plan.

Next Meeting: Wednesday, March 26, 2014, 3:00-4:00 pm, rooms 290/735