

# Administrative Services Committee

## Meeting Minutes

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Wednesday, March 26, 2014

3:00 - 4:00pm

290/ 735

**Members Present:** Becky Lindseth, Bob Gooden, Clinton Castle, Stacey Hron, Brian Huschle, Brian Larson, Colleen Kukowski, Cory Feller, Don Campbell, Julie Fenning, Mary Fontes, and Scott Foss.

**Members Absent:** Kasandra Klinkhammer (Student Senate), Mark A. Johnson, Steve Crittenden, Susan Snedker, and Terry Wiseth.

### COLLEGE-WIDE

1. **Technology Surveys:** A discussion was held on the Technology Surveys that are due on March 31, 2014. A decision was made that a direct question will be added to the survey in regards to the smoking area and the use of electronic cigarettes on campus. **Action Item:** Stacey Hron will update the survey send out a reminder about the survey deadline.

### EGF CAMPUS

1. **Electronic Cigarettes:** A discussion was held on expanding the tobacco policy to include nicotine. **Action Item:** A decision will be made after the survey results are back to see what individuals on campus say in regards to electronic cigarettes.

### TRF CAMPUS

1. **Poster Hangers:** An update was given by Clinton Castle on the poster hangers on the Thief River Falls campus. The poster hangers have not been installed and a decision on where to hang the one for the east side of the campus has not been determined. However, a location has been determined for the west side of the building.
2. **Swenson House:**
  - a. **Display Case:** An update was given by Becky Lindseth on the Swenson Display Case. A photo was taken of the display case after Kati Jurvelin and Colleen Kukowski work was completed on March 10 & 11, 2014. Becky Lindseth sent the photo to the family showing them what was done and another photo would be sent when the dedication is in place completing the display. **Action Item:** Kati

Jurvelin will complete the dedication and place in the display case. **Action Item:** Becky will take a photo once the case is completed and send to the family.

- b. **Golf Case:** An update was given by Becky Lindseth on the golf case that was given to the college. A decision was made to contact the TRF Golf Club to give this to them in honor of Lowell Swenson. **Action Item:** Becky Lindseth will take care of the arrangements.
3. **Fitness Center:** A discussion was held on reevaluating the fitness center to see what equipment can be removed to make the space more effect. **Action Item:** Becky Lindseth will talk to Paul Peterson.

**Next Meeting: Wednesday, April 30, 2014, 3:00-4:00 pm, rooms 290/735**