

**TRF Facilities Committee Meeting**  
**October 30, 2007**  
**3:00 – 4:00 pm, TRF Room 545**

**Meeting Minutes**

**Present:** Clinton Castle, Bob Gooden, Shari Olson, Stacey Hron, Cory Feller, Dennis Bendickson, Jeffrey Thomas, Andrew Dahlen, and Linda Samuelson. Minutes recorded by Julie Fenning.

1. **Signage** – Clinton presented a 3-year action plan to re-do college signage.
2. **HEAPR Projects** – Clinton shared the complete HEAPR list that was submitted February 2007. The top three priorities are scheduled to be funded in 2008. The HEAPR list is submitted every two years.
  - a. **ACTION ITEM:** Prioritization – add as an agenda item for September 2008.
3. **Revitalization Projects** – Clinton shared a powerpoint (located on facilities/improvements website) with ideas from the 2006 Maricopa benchmarking trip, other MnSCU institutions, and ideas from each campus. Facilities have been approved for R&R monies for revitalization of areas that are older and have not been affected by recent building projects.
  - a. **ACTION ITEM:** Committee will make recommendations for office suite and classroom for revitalization. Design team will make recommendation for gathering area and present ideas to the committee at the next meeting.
  - b. **ACTION ITEM:** Clinton will create a team to help design these areas. Involvement will be with faculty/staff in these areas and members from Administrative Services with training in Workplace Organization.
4. **Dining Services Taskforce**
  - a. Taskforce will be formed to research and make recommendations for the food service contract expiring June 30, 2008.
    - i. **ACTION ITEM:** Bob and Clinton will have membership established and the first meeting set by November 3<sup>rd</sup>.
5. **Childcare Services Taskforce**
  - a. Taskforce will be formed to research information about the childcare service provided in TRF.
    - i. **ACTION ITEM:** Clinton will have membership established and the first meeting set by November 3<sup>rd</sup>.
6. **NEXT MEETING. – December 3, 2007, 3:00 – 4:00 pm.**