

TRF Facilities Committee Meeting

December 4, 2007

3:00 – 4:00 p.m., Room 545

Meeting Minutes

Present: Clinton Castle, Stacey Hron, Linda Samuelson, Cory Feller, Andrew Dahlen, Jeff Thomas, and minutes recorded by Julie Fenning.

Absent: Dennis Bendickson, Diane Drake, and Bob Gooden

1. Report From Taskforces

- a. Dining Services – Clinton and Linda reported on the Dining Services Taskforce. Members included Dennis Paesler, Bob Gooden, John Leopold, Diane Drake, Linda Samuelson, Jennifer Sundberg, Deb Riley, Justin Berry, and Sandy Bratvold. Taskforce Charge: To create an RFP and secure a vendor for dining services by July 1, 2008. Taskforce is working on making the RFP attractive enough to create interest. According to the MnSCU guidelines, either campus does not have enough numbers to justify the current cafeteria style. The next meeting is December 19th. Current contract to expire June 30, 2008.
- b. Childcare Services – Clinton reported on the Childcare Services Taskforce. Members include Bob Gooden, Clinton Castle, Tara Harstad, Kelsy Blowers, Peggy Rogers, and Andy Mueller. Taskforce is charge to research the childcare services at the TRF campus. Annual contract expires June 30, 2007.

2. Discussion on Rooms & Furniture for Revitalization Projects

- a. Clinton asked for final recommendation for spaces on the TRF campus.
 - i. Classroom : 515
 1. Will be completed May – August (paint, carpet, furniture)
 - ii. Office Suite: Suite 265
 1. Clinton will put a team together to brainstorm options for suite.
 - iii. Gathering Area: Theater Lobby, West Entrance
 1. Taskforce Report – Waiting from brochures from Herman Miller for furniture. Will utilize existing furniture from the cafeteria to see if students are using the space.

3. Cyber Area Update – EGF Campus

- a. Stacey shared details about the cyber area in EGF. Construction has begun and is scheduled to be completed after Fall semester.

4. Facility/Technology Survey - Brainstorming

- a. Stacey presented the idea about the IT survey to students and employees. Idea is to combine the IT survey with the Facilities survey
- b. **ACTION ITEM:** Committee will review example survey questions and forward ideas to Julie to compile. A draft survey will be brought to the next Facilities Committee meeting.

5. Other Items

- a. There was a request to add an outside garbage can to the 201/203 entrance.
- b. Linda Samuelson is requesting 40 additional black chairs. These chairs are used for various college functions and more are needed.
 - i. **ACTION ITEM:** Clinton and Jeff with meet to discuss funding for the chairs.
- c. College Parking – There was a request to move college vehicles to the south parking lot by the maintenance shop, and to add electrical outlets to plug in vehicles in the winter. Committee recommendation was to keep them at the MEC center and add outlets out there next year. Snow removal is more convenient with cars parked at the MEC Center.
 - i. **ACTION ITEM:** Maintenance will make sure there is a cold weather kit, scraper, and sleeping bag in each vehicle.
- d. Electrical Hook ups in front of Welding Shop – Budget is adequate for the completion of this project. Funds will be transferred from the COI to the maintenance cost center. Classes will be utilizing these hook ups next semester.

6. Next Meeting: February 26, 2008.