

TRF Facility Committee Meeting Minutes
September 25, 2007
3:00 – 4:00, TRF Room 545

Present: Clinton Castle, Bob Gooden, Shari Olson, Stacey Hron, Jeff Thomas, Andrew Dahlen, Linda Samuelson, Tim Reuter, Dennis Bendickson, minutes recorded by Julie Fenning.

Absent: Shannon Boen and Tim Bergerson

1. College-Wide Signage

- a. Clinton Castle shared samples of the signage that was chosen by the President's Cabinet that will be used college-wide. Input was sought regarding the program names for the signs.
- b. Ramona from Damiani Designs is in the process of renumbering the space. The campus map will be updated with this information.

2. Update on HEAPR Projects Capital Projects

- a. Clinton presented handouts regarding Northland's current building project requests. Currently Northland's HEAPR request is #1 for MnSCU, with the EGF Nursing Project #7, and the Swenson Entrepreneurial Center grouped with #14.
- b. Shari Olson shared that the college has a long HEAPR list and that it will be shared with the Facilities Committees at the next meeting to assist in the prioritization of projects. The HEAPR list changes as emergency repairs are needed.

3. Revitalization Projects

- a. Clinton shared the areas on the TRF campus that have not been affected by recent remodeling projects and are in need of revitalization. This includes painting, floor coverings, furniture, etc. A list of ideas was created and Facilities will incorporate them into the revitalization plan. Some areas included, showers, ITV classrooms, athletics offices, doors in Academics, door in Financial Aid, Computer Lab 263, and gathering areas for students.

4. Furniture Recycling

- a. Like the interior finish revitalization plan, Clinton shared the areas on the TRF campus that have not been affected by recent remodeling projects and are in need of updated furniture.
- b. Each campus was approved for \$20,000 for the Furniture Budget to begin making these updates. Committee agreed to start with the student areas and the most visible areas first. These areas included: Commons, East Lobby, West Lobby, Theater Lobby, Cafeteria
 - i. A team will be formed to make recommendations for areas and the green furniture in the cafeteria
 - 1. Linda Samuelson
 - 2. Stacey Hron
 - 3. Andrew Dahlen
 - 4. Clinton Castle

5. Facilities Communication Tool – Monitors

- a. Administrative Services is creating a communication tool to keep students and employees current on the status of projects and other facility related updates. Monitors will be installed at each campus and all updates and project details will be posted. These monitors will be updated daily or weekly based on need.

6. Taskforces

- a. Clinton asked that taskforces be formed to work through projects and report recommendations back to the committee.
 - i. Dining Services
 - 1. Contract with Taher Inc. ends June 30, 2008
 - 2. Bob, Clinton and Dennis Paesler will be attending a MnSCU-hosted two-day workshop (Oct. 17th & 18th) designed to assist colleges in choosing the dining services program that best fits each campus. Information learned will be shared with this taskforce.
 - 3. Suggested Members: Students, 2 Faculty per campus, members from each union, invite Vanessa Martell and Paul Conlon – Student Senate advisors. Linda will ask for faculty volunteers and submit names to Julie in two weeks. Clinton will work on recruiting other members.
 - ii. TRF Child Care Services
 - 1. Taskforce is charged to research current services/needs and make recommendations to committee regarding future services.
 - 2. Suggested Members: 2 Faculty, Students, Student Senate Advisor, Kelsy Blowers. Linda will ask for faculty volunteers and submit names to Julie in two weeks. Clinton will work on recruiting other members.

7. Other Items

- a. Concerns were presented on the noise from the welding shop heard in the Cosmetology classroom, and the air exchange from Auto body in the Workforce Center. Clinton will check into these items
- b. Next Meeting: October 30th