

## TRF Facilities Committee Meeting

October 27, 2008

2:00 – 3:00PM, Room 545

**Present:** Cindy Cedergren, Clinton Castle, Stacey Hron, Robbi Brateng, Michelle Bakken, Tim Reuter, Tim Bergerson, Shannon Boen

**Absent:** Andrew Dahlen, Diane Drake, Linda Samuelson, Norma Konschak, Steve Crittenden, Becky Lindseth, Julie Fenning

1. **Smoking Entrances** – Clinton will communicate to employees and students the location of the dedicated smoking entrance on campus via email and Pioneer News. Signs will be purchased and hung at all non-smoking entrances indicating where the designated smoking entrance is located. Clinton will inform employees what to do if students are smoking at non-designated entrances. Security officers have agreed to assist with enforcement.
2. **Key Policy** – Discussion was held on the need for a college-wide policy/procedure for issuing keys to employees and fees to replace lost or stolen keys. Cindy will forward a previous NCTC policy (in place at TRF campus prior to merger) to Clinton, Bob, and Becky to review and update, and a revised draft will be reviewed at the next meeting.
3. **Latex Policy** – Discussion was held on whether the college should develop a policy to prohibit the use of latex balloons, following an incident at EGF where a student suffered a severe reaction at an event where latex balloons were used. Becky is researching other MnSCU colleges regarding latex use on campus. She will be asked to report her findings and/or recommendations at the next meeting.
4. **Vehicle Parking** – Discussion was held regarding vehicle parking during the winter months. Vehicles should be parked in the MEC parking lot for ease in snow removal. All vehicles will be washed regularly. All vehicles will have scrapers/emergency kits. Shannon will look into putting sleeping bags in all vehicles, as discussed last year.
5. **Clocks** – The Thief River Falls campus is in the process of converting all clocks to the wireless system. Fifty clocks have recently been replaced.
6. **Cafeteria – Food Service** – Clinton reported that Paul Peterson is working on obtaining proposals from Pepsi and Coke for exclusive beverage rights for the TRF Campus.
7. **Project Updates:** Clinton reported that the restrooms in the cafeteria are close to complete, with floors being completed over the Christmas break. The 2010 Capital Bonding project pre-design is soon completed.
8. **Next Meeting: November 24<sup>th</sup>, 2:00 – 3:00 PM.**

Mary Kuske, Admin. Services Work-Study  
Acting Recorder