

**TRF Facilities Committee**  
**February 26, 2008**  
**3:00 – 4:00, Room 545**

**Present:** Clinton Castle, Bob Gooden, Stacey Hron, Andrew Dahlen, Tim Reuter, Linda Samuelson, Cory Feller, and Robbi Brateng. Minutes recorded by Julie Fenning.

**Absent:** Anne Temte, James Retka, Norma Konschak, Tim Bergerson, and Shannon Boen.

**1. Reports from Taskforces**

- a. Dining Services – Clinton Castle shared that the task force created an RFP for each campus instead of one college-wide. Drafts of the RFP's have been forwarded to MNSCU and the consultant hired by MnSCU for review. The taskforce is meeting next week to create a vendor list and an advertisement, and to work with Julie Olson on advertising options. Proposals will be accepted up to April 28<sup>th</sup>, final vendor choice by May 5<sup>th</sup>, and start date July 1<sup>st</sup>.
- b. Childcare Services – Clinton shared details about the space and usage. Research from the taskforce showed that student usage is low, and the college was subsidizing these services in utilities, maintenance, and supplies. President Temte and the manager of Discovery Place met to discuss renegotiations and came to the mutual agreement to end child care services at Northland by May 31, 2008. The space will be redeveloped for the Criminal Justice program within the right-sizing initiative. President Temte will meet with Student Senate to inform them of the changes.

**2. Revitalization Projects –** Clinton asked for final recommendation for the spaces on the TRF campus.

- a. Classroom 515. This classroom is highly utilized by several different programs and faculty. (May-August) A taskforce will be formed to make recommendations on paint, carpet, furniture, and layout.
- b. Office Suite 265. A taskforce will be formed to make recommendations on layout, paint, carpet, and furniture. (May-August)
- c. Gathering Area – Taskforce needs to meet again and finalize furniture selection.

**3. Facilities/Technology Survey –** The Facilities and Technology Committees requested to create one survey for facilities and technology requests instead of two separate surveys. Many requests crossed over into both departments. Stacey presented options for the survey. Stacey will update the survey with the group's recommendations and send out to all employees after spring break. The deadline to complete will be March 31<sup>st</sup>. Facilities and Technology will be able to review and put in action plans in April.

**4. Master Plan Update/Right-Sizing –** Clinton reported Northland's Master Facility Plan is 95% complete with the deadline being March 31<sup>st</sup> into MnSCU. Right-sizing decisions need to be finalized to complete the plan. The Right-Sizing team is meeting next week to finalize the plans. Concerns about the new drawings were expressed by Autobody and Architectural Drafting.

Faculty members from these programs will be invited to a meeting with YHR next week to discuss these concerns. All master facility plan and right-sizing documents are available on the website under Facilities. Facilities will send an email and web link to all employees to review the master planning documents.

[www.northlandcollege.edu/services/facilities/masterfacility.php](http://www.northlandcollege.edu/services/facilities/masterfacility.php)

- a. **Bathrooms near Cyber Space** – Recommendation from Facilities Committee is to reopen the bathrooms. With only one toilet stall in each of the two new men's bathrooms, students have been complaining about standing in line. Concerns were expressed that the events in the commons use these bathrooms also.
- 5. Summer Projects** – Clinton shared the list of projects to be completed Summer 2008.
- a. Gym Floor – The gym floor will be refinished starting the second week in July and reopened the second week of August.
  - b. Cafeteria Restrooms – Restrooms are used more frequently with the remodel of the cafeteria and cosmetic updates need to be made.
- 6. Student Life Photo Bulletin Board** – Stacey shared an item from the Marketing, Enrollment, and Recruiting Committee (MERC). A bulletin board that can be hung on the hanging wall fixtures around the campus has been purchased for pictures of student life on campus. Any student life activities should be captured and posted. Julie Olson has volunteered to take pictures of all student life activities. Bob Gooden will order one for the EGF campus.
- 7. Next Meeting March 25th, 3:00 – 4:00.**