

**TRF Facilities Committee**  
**March 25, 2008**  
**3:00 – 4:00, Room 545**

**Present:** Clinton Castle, Bob Gooden, Stacey Hron, Andrew Dahlen, and Cory Feller.

**Absent:** Anne Temte, James Retka, Norma Konschak, Tim Bergerson, Shannon Boen, Robbi Brateng, Tim Reuter, and Linda Samuelson.

- 1. Master Facility Plan/Right Sizing** - Clinton reported Northland's Master Facility Plan is 95% complete with the deadline being March 31<sup>st</sup> into MnSCU. The project generated from the Right-Sizing Initiative will be a \$2 million project. This will be submitted as a bonding project in 2010. The project was divided into three phases with phase one beginning May 2008. Phase two and three will be a part of the bonding project. Clinton shared a draft of a handout that was prepared on the right-sizing project.
- 2. Reports from Taskforces**
  - a. Dining Services – The RFP's have been posted to the public. The Mandatory Proposer's Conferences are April 14<sup>th</sup> (EGF) and April 15 (TRF). 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 that 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. Resolved.
    - i. Need space for Early Childhood Development Program lab. Clinton will meet with Peggy Rogers to discuss possible locations.
  - c. Furniture Taskforce – Stacey and Clinton shared that the couch and chairs from the cafeteria have been placed in the lobby by the Workforce Center. New furniture has been purchased for the cafeteria and theater lobby. Tables and chairs have also been placed in front of welding for students to gather. New counter height tables and chairs have been purchased for the West Entrance. This taskforce has completed FY2008 furniture projects. Resolved.
- 3. EGF Bonding Project Update** - The project has been sent out for bid, along with bids for the chiller/generator equipment and installation. Scheduled for opening late April. Locks and furniture are not a part of the bid. We are holding all bids for 90 days in hopes of the Bonding Bill passing.
- 4. Revitalization Project s/Taskforce Membership** - Committee recommended that item will be discussed at the April meeting. Clinton handed out disposable cameras for committee members to take pictures of new ideas or areas on our campus that need improvements/ideas. Absent members may request a camera from Clinton.

5. **Message Board Items** – Bob asked for ideas and topics that display on the Facilities TV monitor/message board. The goal is to increase communications to students and employees regarding the upcoming building project. Please forward any ideas to either Bob or Julie.
6. **Planting of Trees in Memory** – The idea was presented to start a program that plants a tree for employees who have passed away. Several ideas and questions arose. More information will be gathered and item will be put on next month's agenda.
7. **Facilities/Technology Survey** – The Facilities and Technology Committees requested to create one survey for facilities and technology requests instead of two separate surveys. This survey was emailed to all employees March 17<sup>th</sup> with the deadline to complete March 31<sup>st</sup>. Facilities and Technology will review requests and share with committee in April.
8. **Other – Rummage Sale** - The committee agreed that the rummage sale would be moved back to spring. There was a better response in the spring. Last year there was a lot of furniture and equipment due to the construction projects, and this year there will not be that volume. Resolved.
9. **Next Meeting April 29th, 3:00 – 4:00.**