

TRF Facilities Committee
April 29, 2008
3:00 – 4:00, Room 545/106

Meeting Minutes

Present: Clinton Castle, Bob Gooden, Anne Temte, Stacey Hron, Linda Samuelson, Norma Konschak, Cory Feller, Shannon Boen, Andrew Dahlen, and Robbi Brateng. Minutes recorded by Julie Fenning.

Absent: Tim Reuter and Jim Retka.

1. **Right-Sizing Initiative** – Clinton Castle presented a handout with details about the right-sizing initiative. The handout includes the purpose and history behind the initiative along with the phases of the project. This hand out will be e-mailed to all employees. Currently Phase I is in the design phase.
2. **2006 HEAPR Funding** – Clinton announced that the TRF campus was awarded \$87,000 in excess HEAPR funds from other MNSCU institutions for 2006. These funds must be encumbered by June 30, 2008, and spent by December 31, 2008. These funds will be used for two projects:
 - a. \$57,000 – Convert existing deteriorated heating system to the new hot water line system in the 700 wing.
 - b. \$27,000 – Update existing controllers on the air handlers by Cosmetology, receptionist, IT, and maintenance from manual to electronic.
3. **2006 Science Initiative Contingency Funds** – Clinton stated that there are extra funds in the Science Initiative project that included the Welding and Electronics programs. Northland can submit a request for these funds. The requests must be related to the initial project. Some ideas included: Electronic door locks, any project previous deducts, welding hook ups, additional outlets, and security cameras. Clinton will provide an update when available.
4. **Summer Projects**
 - a. **ITV Rooms** –This project involves converting the two oversized ITV classrooms (325 & 329) into classroom and lab space for Criminal Justice and creating two smaller new ITV rooms in the large classroom 625/627. This project has begun and is scheduled to be completed mid-May.
 - b. **Moving Criminal Justice** – June 1st will be the start date to move Criminal Justice to the New Criminal Justice Center. Criminal Justice will be using the former daycare center for their simulation equipment, scenario room, and fingerprinting and evidence lab. They will also be utilizing classrooms 323, 325, and 329 for classroom and lab space.
5. **Airport Cleanup** - Facilities was able to have 5 workers law enforcement to assist in working at the Airport Site. They worked on cleaning, installing shelving and storage cabinets, cleaned and organized aircrafts. Facilities will continue to work on minor repairs, replacing ceiling tiles, painting, installing new fans and thermostats, sealing windows and doors as necessary. Clinton and Jim Retka are working to reduce the inventory. Andrew Dahlen will work with Roger Peterson to go through any electronic equipment at the airport site.
6. **EGF Bonding Project Update** – Bob Gooden shared that the bid opening will be Wednesday, April 30th, for the Chiller/Generator Installation and the large EGF Nursing Addition and Renovation project.
7. **Other: Facilities/Technology Survey** - Stacey Hron presented the results from the Facilities/Technology survey. Clinton will address all TRF facility requests.