

# TRF Facilities Committee

September 23, 2008

3:00 – 4:00 PM, Room 662

## Meeting Minutes

**Present:** Clinton Castle, Bob Gooden, Robbi Brateng, Paul Peterson, Stacey Hron, Michelle Bakken, Cindy Cedergren, Becky Lindseth, Tim Reuter, Linda Samuelson, Andrew Dahlen (joined later), and minutes recorded by Julie Fenning.

**Absent:** Norma Konschak, Steve Crittenden, Shannon Boen, Tim Bergerson, and Diane Drake.

1. **Committee Purpose & Membership** – Clinton Castle reviewed the committee purpose and the FY09 membership. Members added to the committee include Cindy Cedergren, Michelle Bakken, Becky Lindseth, and Paul Peterson. Andrew Dahlen, Tim Reuter, Diane Drake and Linda Samuelson are returning faculty representatives. The committee agreed to change the day and time of the meetings to the last Monday of the month, 2:00 – 3:00 PM to accommodate schedules. Julie Fenning will send an electronic meeting appointment and update everyone's GroupWise calendars.
2. **Facility Hours – Student Access** - Jason Pangiarella, Student Success Coordinator, presented a concern from several students regarding Saturday access for students. The EGF commons is open Saturdays 9:00 AM – 12:00 PM (unless holidays fall on Fridays or Mondays). To offer consistent services to students, the committee agreed that the TRF cafeteria should be open Saturdays beginning October 25<sup>th</sup>, from 1:00 – 4:00 PM for student access. Clinton will bring this final recommendation forward to the President's Cabinet.
3. **Project Updates** - Clinton reported on the following summer projects:
  - a. In FY08 a Right-Sizing plan was developed by YHR Architects and Northland employees. The initiative was divided into three phases. The first phase was completed this past summer and was supported by the college budget. (Criminal Justice move, Student Life Center, etc.)
  - b. Other projects included internal painting and several office moves which included Financial Aid, Students Services, Academics, etc.
  - c. Starting this week, the cafeteria restrooms will be updated. Scheduled to be completed in one week.
4. **Departmental Work Schedule** – This item was removed from the agenda.
5. **Chain of Command for Special Events** – Discussion was held on the use of facilities by internal parties. Concerns expressed have been addressed with the new room scheduling process.
6. **EGF Soccer** – There have been many requests and interest by students on the EGF campus to play soccer. This item is a request to construct a regulation sized soccer field on the North East side of the campus. This item will be further discussed at the EGF Facilities Committee meeting.
7. **Tree Memorial** – This idea was possibly providing memorials or dedications to Northland employees that have either retired or passed away. Suggestions regarding where funds would come from to purchase these trees and plaques included the employee supported Care/Cheer Funds. A recommendation was made to forward this idea to the Foundation as a possible fund raiser. This item will be discussed at the EGF Facilities Committee. Final recommendation will be made at the next October Facilities Committees when more information is discussed as assembled by Mary Fontes.
8. **Cameras – Facilities Ideas** – Bob and Clinton purchased disposable cameras for employees to bring with them to other MnSCU institutions or other facilities, to take photos of new and innovative ideas relating to facilities. The cameras are also intended for capturing areas needing improvement on the

campuses. The IT Department has digital cameras for checkout if preferred. Bob and Clinton will send a college-wide email opening this option to all employees.

- 9. Environmental Efforts** – Becky shared a report submitted to the Office of the Chancellor regarding the efforts Northland has made with respect to the environment. Northland has also partnered with Minnesota WasteWise to develop a college-wide recycling plan. A logo has been drafted for the project, and the committee reviewed drafts. Julie will work to make requested revisions and present to the EGF Facilities Committee. Final logo choice will be presented to all employees.

**10. Other Items**

- a. Clocks – There are still clocks around the campus that are not correct. Clinton shared that he is 70% complete with the conversion to the new automatic clocks. Clinton will make sure all clocks are reset.
- b. Ticket Booth – Linda will forward quotes to Clinton for purchase. Two ticket booths will be purchased.
- c. Beverage Contract – The exclusive Pepsi contract for Northland has expired. Facilities and Business Services are working to begin the process to explore and determine the best option for the college.

**11. Next Meeting: Monday, October 27, 2008, 2:00 – 3:00PM**