



## Northland Community & Technical College All Employee Meeting

Monday, April 30, 2007  
12:15 p.m.

TRF Campus, Room 415  
EGF Campus, Room 315

### MINUTES

Attendance – Approximately 45-50 employees at each site.

Topic	Responsible Party	Discussion/Outcome
1. Master Facility Plan	Shari Olson	Julie Rokke and Mark Lundberg from YHR Architects provided a brief overview of the process and plans to design a college-wide Master Facility Plan over the next 6-8 months. The Office of the Chancellor requires all MnSCU colleges to update their plans every 5 years. YHR is meeting with faculty between now and the end of the spring semester, and will work with support staff over the summer months, to gather input and data on future needs of the college facilities.
2. Employee Recognition	Shari Olson, Jeff Thomas	Shari recognized Janet Gontarek for her outstanding work for the EGF Career Expo Day held on April 12 <sup>th</sup> ; Julie Fenning for her outstanding service in leading the projects in Administrative Services; Clinton Castle and Bob Gooden for their efforts in coordinating facilities projects across the college. Jeff Thomas recognized and presented a certificate to Travis Ryder for his outstanding performance in a Dale Carnegie course offered in TRF. Shari Olson presented recognition awards to team members for the Workplace Organization projects conducted in the Administrative Services Division. Projects were conducted with the goal of standardizing business practices across the college, using the 5S Principles – Sort, Shine, Set in Order, Standardize, and Sustain. First place recipients were: Stacey Hron, Bonnie Klasen, Joanne Bachmeier, Karleen Delorme, and Brian Larson, for the EGF Library IT & Proctoring Area; Second place recipients were: Dennis Paesler, Amanda Johnson, Sandy Bratvold, Sue Dalager,

		and Pat Bagley for the EGF reprographics room and staff lounge areas; Third place recipients were: Gerry Schulte, Chad Sperling, Dee Olson, Rosie Gustafson, and Clinton Castle for the TRF Central Stores/Freight area. Shari also invited ideas for future workplace organization projects from all employees. She noted that a designated area for records retention files is one project that will be tackled by a team.
3. HR Update: a) Security Awareness Training b) MSDS Solutions	Becky Holthusen	<p>Becky shared information about the Security Awareness training required for all college employees. Support staff must complete the on-line training by June 30; faculty must complete it by Oct. 31. Holly Deschene may be contacted if any employee has a need for D2L training in order to complete the training. If there is a need, she will set up group training, or may work with employees individually.</p> <p>Becky shared information about a contracted service with MSDS Solutions to incorporate all of the college's Material Safety Data Sheets (MSDS) into an on-line program that will be a useful resource for employees and students starting fall semester. The site will soon be live and she will communicate to employees via email how to access the site.</p>
4. Campus Facilities Updates	Bob Gooden	<p>Bob Gooden reviewed projects currently in progress at EGF – boiler project is in progress, and parking lot work associated with the boiler will begin after graduation; Bonding project is in the design development phase, with a draft design ready in about 2 weeks. The draft will be made available to employees to review and provide feedback. In the MnSCU capital bonding request, this project was ranked #10 out of 37 projects. Bob asked employees to email him with any projects in their depts. that need to be taken care of by maintenance over the summer.</p> <p>Clinton Castle reported on TRF Campus projects: The WorkForce Center addition is completed and they are moving in today. Phase II (Management Center remodeling) also started today. All employees housed in that area have been moved to temporary spaces. The other part of Phase II (nursing area/vacated Workforce Center area) will start May 15<sup>th</sup>. These phases are scheduled for completion by August 1<sup>st</sup>. The Welding/Electronics Initiative project (primarily involving the Welding area, Rooms 515 and 619) is scheduled to start the week of May 14<sup>th</sup>. We are seeking emergency funds from MnSCU for an HVAC system in the 700 wing (Auto shops, CAD, etc). The facilities in Mahnomen for the White Earth Nursing program are ready and moving equipment is in progress. He noted that the gym will be closed for floor maintenance from July 16 through Aug. 4<sup>th</sup>.</p>
Adjourned at 12:50 p.m.		