

# Administrative Services (Infrastructure) Committee Meeting Minutes

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November 20, 2013

3:00 - 4:00pm

290/ 735/ AC13

**Members:** Becky Lindseth, Clinton Castle, Stacey Hron, Brian Larson, Cindy Cedergren, Colleen Kukowski, Cory Feller, Don Campbell, Mary Fontes, Scott Foss, and Steve Crittenden.

**Absent:** Bob Gooden, Brian Huschle, Julie Fenning, Kasandra Klinkhammer (Student Senate), Mark A. Johnson, Susan Snedker, and Terry Wiseth

## COLLEGE-WIDE

- 1. Capital Bonding Project Updates:** Becky Lindseth reported that the Legislators were on site October 30, 2013 for a presentation on the Aerospace, HEAPER, and EGF Initiative. **Action Item:** Becky Lindseth will give updates in May after the Legislative session.
- 2. Cell phone service on campuses update:** Stacey Hron reported that quotes are being gathered.
- 3. Telepresence Rooms:** Stacey Hron reported that the TRF (601) and Aerospace (AC13) rooms are finished and the EGF (149) room is set to be finished tomorrow. Faculty received an email to attend a Core Bites training session. **Action Item:** Karleen will build the Aerospace rooms (AC13, AC13A, AC13B, AC13C, and AC13D) in ISRS. Colleen will add these rooms to CERMS and to the Virtual EMS worksheets for employee's to reserve.

## EGF CAMPUS

- 1. Fire Technology Request Update:** Colleen reported on the behalf of Bob Gooden that this request was brought up to campus management. This request is to be put on the Master Facilities Plan.
- 2. Student Senate Request Update:** Cory Feller
  - a. Issues with the smoking area (Door D):** Discussion was held on the smoking policy of 50 feet away from the building except in designated smoking areas.

**Action Item:** Cory Feller will check on the vent locations. Bob Gooden and Becky Lindseth will check on the air intake schedule.

- b. Self Cathing Containers:** Cory Feller reported Cathing equipment is to be placed in the sharps containers. For additional privacy two additional sharps containers have been purchased for the unisex bathrooms on the East Grand Forks and Thief River Falls Campuses. **Action Item:** Facilities will install the containers when they arrive.
- 3. Student Senate:** Colleen reported on the behalf of Kasandra Klinkhammer requested on the behalf of the fire technology students that full length mirrors be installed in the restrooms to assist students in preparing for uniform inspections. **Action Item:** A group link ticket will be submitted so facilities will have the information to install the mirrors.
- 4. Math Instructors Request Update:** Discussion was held on the additional white boards. **Action Item:** Becky Lindseth, Bob Gooden, and Brian Huschle will work with the division chairs on this item.

#### **TRF CAMPUS**

- 1. Shelves in Restrooms Update:** Clinton Castle reported that the shelves will be ordered next week. **Action Item:** The shelves will be installed on the TRF campus and the Aerospace site over the winter break.
- 2. Poster Hangers Update:** Clinton Castle reported the poster hangers are on site and the location is determined. **Action Item:** The poster hangers will be installed over the winter break.
- 3. Swenson House Updates:** Becky Lindseth reported that a meeting was held. A determination was made that one of the display cases in the theater lobby is to be set up for the Swenson display. The Swenson books are to be displayed in the TRF Library. **Action Items:** Cory Feller is pricing a cabinet for the library to house the books. Becky Lindseth and Colleen Kukowski will set up the display in the theater lobby over the break.
- 4. Student Housing Update:** Discussion was held on the research and discovery of the housing project. **Action Item:** Becky Lindseth will give updates after the January RFP meeting and the Board of Trustees meeting in August 2014.

**Next Meeting: Wednesday, January 22, 2014, 3:00-4:00 pm, rooms 290/735**