

Administrative Services Committee Meeting Minutes

Wednesday, April 30, 2014

3:00 - 4:00pm

290/ 735

Members Present: Becky Lindseth, Bob Gooden, Clinton Castle, Brian Huschle, Brian Larson, Colleen Kukowski, Cory Feller, Don Campbell, Julie Fenning, Mark A. Johnson,

Members Absent: Stacey Hron, Kasandra Klinkhammer (Student Senate), Mary Fontes, Nancy Carda, Scott Foss, Steve Crittenden, Susan Snedker, and Terry Wiseth.

COLLEGE-WIDE

1. **Technology Surveys:** Becky Lindseth shared a handout on the results of the technology surveys administered to students and employees. Feedback was discussed on managed printing and upgrading printers. **Action Item:** Becky will discuss committee feedback with Stacey.
2. **Tobacco Policy:** A discussion was held about expanding the current policy to include prohibiting e-cigarettes. Members of the committee recommended that this be included in NCTC's tobacco policy. **Action Item:** Becky Lindseth will bring this recommendation to the President's Cabinet and Shared Governance.
3. **Summer Meetings Schedule:** A discussion was held regarding the summer meeting scheduled. It was determined that summer meetings were not necessary. Items needing immediate committee attention would be addressed via email.

EGF CAMPUS

1. **Relocation of the smoking area:** Discussion was held on relocating the designated smoking entrance. There have been complaints about the current location (Entrance D), as it is near an air intake for several classrooms. This smoke comes through the air ducts and causes an unpleasant environment for students and employees. **Action Item:** Brain Huschle will take this item to the Campus Management team.

TRF CAMPUS

1. **Art Room Tables for room 445:** A request was made to replace the art tables in the art classroom. These tables have outlived their useful life and need to be replaced. **Action Item:** Clinton Castle will utilize the furniture budget to replace the tables.

Next Meeting: September 2014 or as determined by committee.

