

Administrative Services Committee Meeting Minutes

Wednesday, October 1, 2014 (rescheduled from September 17, 2014)

3:00 - 4:00pm

290/ 735

Members Present: Becky Lindseth, Bob Gooden, Clinton Castle, Stacey Hron, Brian Larson, Colleen Kukowski, Cory Feller, Don Campbell, Julie Fenning, Michaela Current (Student Senate), Mark A. Johnson, Scott Foss, Susan Snedker, and Terry Wiseth.

Members Absent: Andrew Dahlen, Brian Huschle, James Retka, Mary Fontes, Nancy Carda, Jodi Stassen, and Linda Samuelson.

COLLEGE-WIDE

1. **Tobacco Policy:** An update on the Tobacco Policy was given by Becky Lindseth. A college-wide email went out about the Smoking & Tobacco Policy. This policy is also placed on the website. **Action Item:** Committee members will talk to the represented group on becoming a Tobacco Free Campus July 2015. **Action Item:** Becky Lindseth will check into grant money.
2. **FY15 Meeting Days/Times – Membership:** **Action Item:** Colleen Kukowski will send out a “Doodle” to determine the meeting day & time.
3. **Hooks in the Bathroom:** A discussion was held regarding adding weight bearing hooks in each bathroom. **Action Item:** The facilities department on each campus will purchase and install weight bearing hooks.
4. **Sinks & Drinking Fountains Sanitization Schedule:** A discussion was held on the sanitization of the sinks and drinking fountains. **Action Item:** The facilities department added sanitization to the daily routine.

TRF CAMPUS

1. **Capital Project:** Clinton Castle gave an update on the Aerospace capital project and the next steps in the project. In October/November the bids will go out. Construction is to begin mid-May.
2. **Housing Project Status:** Becky Lindseth gave an update on the Housing Project. NCTC received a grant to build student housing on the TRF campus. Updates will be provided as new information becomes available.

Next Meeting: TBA – Colleen Kukowski will send a “Doodle” out to the committee members.