

Administrative Services Committee Meeting Minutes

Monday, November 17, 2014

3:00 - 4:00pm

290/ 735

Members Present: Becky Lindseth, Bob Gooden, Clinton Castle, Colleen Kukowski, Cory Feller, Don Campbell, James Retka, Julie Fenning, Mark A. Johnson, Mary Fontes, and Stacey Hron.

Members Absent: Andrew Dahlen, Brian Huschle, Brian Larson, Jodi Stassen, Michaela Current (Student Senate), Linda Samuelson, Nancy Carda, Scott Foss, Susan Snedker, and Terry Wiseth.

COLLEGE-WIDE

1. **Tobacco Policy:** An update was given by committee members on what each group would like to see regarding the tobacco policy. A decision was made to leave the designated smoking areas where they are. **Action Item:** Becky Lindseth will send an email to all employees/students outlining college policy and designated smoking entrances. Clinton and Bob will ensure directional signage is posted to the designated smoking entrance on each campus.
2. **FY15 Meeting Days/Times:** The Administrative Services Committee meetings will be held on the 3rd Monday of the month at 3:00 p.m.

EGF CAMPUS

1. No items to discuss.

TRF CAMPUS

1. **Weight Room:** Additional discussions with affected parties need to be conducted. Tabled until next month.
2. **ADA Handicap Access at door 600C:** A discussion was held about entrance 600C not being ADA compliant. Clinton Castle shared that the entrance must be upgraded to be more energy efficient and an ADA compliant door will be installed during the project. **Action Item:** TRF Facilities Department will complete the upgrade of this entrance over the winter holiday break.
3. **Eastside Outdoor Poles:** A discussion was held on the poles on the eastside of the campus between the Automotive and Massage Therapy parking lots. **Action Item:** Julie

Fenning will take photos and send to Colleen Kukowski for discussion at the next meeting.

Next Meeting: Monday, December 15, 2014 at 3:00-4:00 p.m. in rooms 290/735