

# Administrative Services Committee Meeting Minutes

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Monday, December 15, 2014

3:00 - 4:00pm

290/ 735

**Members Present:** Becky Lindseth, Bob Gooden, Clinton Castle, Brian Huschle, Brian Larson, Colleen Kukowski, Cory Feller, James Retka, Michaela Current (Student Senate), Mary Fontes, Nancy Carda, Stacey Hron, and Terry Wiseth.

**Members Absent:** Andrew Dahlen, Don Campbell, Jodi Stassen, Julie Fenning, Linda Samuelson, Mark A. Johnson, Scott Foss, and Susan Snedker.

**Guest:** Tishara Melcher

## COLLEGE-WIDE

- 1. Collaborative Learning Grant:** Brian Huschle provided information on the Collaborative Learning grant with an application deadline of February 2, 2015. A discussion was held on the details known about the grant. It was decided that NCTC should look at space required and provide more details at the January 12, 2015 meeting. **Action Item:** Brian Huschle, Heather Meng, and Cynthia Jorstad will attend a webinar on January 6, 2015 to learn more about the grant.

## EGF CAMPUS

1. No Items to discuss

## TRF CAMPUS

- 1. Weight Room:** A discussion was held about the size, capacity, and suggestions of a remodel for the weight room. **Action Item:** Clinton Castle, Carey Castle, Anne Tempt and Becky Lindseth will look into capacity of this space. **Action Item:** Clinton Castel will get quotes on the remodel and location of supportive walls for the January meeting.
- 2. Eastside Customer Parking Poles:** A discussion was held on the eastside customer parking lot poles. A discussion was made to remove the poles after May 15, 2015. The committee agreed that signage would be posted in this space for program customer parking if a program is reinstated. **Action Item:** The Facilities Department will sheer of the poles at ground level and fill in the holes summer of 2015. **Action Item:** If a program

is reinstated and/or a new program needs customer parking signage will be posted and facilities will insure this is a controlled space for customer parking.

**Next Meeting: Monday, January 12, 2015 at 3:00-4:00 p.m. in rooms 290/735, due to the holiday we will move the meeting up one week.**