

Administrative Services Committee Meeting Minutes

Tuesday, February 24, 2015

3:00 - 4:00pm

290/735

Members Present: Becky Lindseth, Bob Gooden, Clinton Castle, Brian Huschle, Brian Larson, Cory Feller, Mary Fontes, Stacey Hron, Nancy Carda, Michaela Current (Student Senate), and Julie Fenning.

Members Absent: Andrew Dahlen, Colleen Kukowski, Don Campbell, James Retka, Mark A. Johnson, Jodi Stassen, Linda Samuelson, Scott Foss, Susan Snedker, and Terry Wiseth.

COLLEGE-WIDE

1. **Students Stranded at the College at Closing Time** – Brian Huschle shared an issue on the EGF campus regarding what employees should do when students are stranded at the college when the building is closed. Currently, facilities does offer a booster pack for students to use to try and start their vehicles. What if this is unsuccessful? Mary shared that she has contacted EGF law enforcement, and they have agreed to assist these students. Clinton shared that this has not been an issue in Thief River Falls, which could be due to the later hours of operation. **ACTION ITEM:** Becky will contact law enforcement in Thief River Falls and request the same assistance. Once the procedure has been finalized, a college-wide standard operating procedure will be developed and distributed to the college community. Additional ideas included: adding the procedure in the event student vehicles needs to be left in the parking lot overnight to avoid towing, and posting the final procedure for employees and students to reference.

EGF CAMPUS

1. No items to discuss.

TRF CAMPUS

1. **Weight Room Remodel:** Clinton provided an update on the weight-room/fitness center remodel. He shared that he has entered into a contract with Widesth Smith Nolting (WSN) to design a plan for the removal of the support wall and construction for the new supporting structure. Once the design and price quote is received, and if funds are available, construction could begin at the end of May, first party of June. Updates will be provided as new information becomes available.

2. **Theater Lobby Furniture** – In previous meetings, it was agreed that existing furniture would be temporarily re-located to the theater lobby to experiment with different arrangements. The current arrangement has been well-received. It was determined that if furniture funds are available, permanent furniture will be purchased for this area.
3. **Clocks in Hallways** – Clinton shared an email request that he had received regarding adding clocks in the hallways to help students traveling to and from classes. Bob shared that the EGF campus has several clocks located throughout the campus in gathering areas and hallways. Clinton shared that the infrastructure for these clocks is designed so that each clock is on the same system and shows the exact time, down to the second. While the infrastructure is in place to add additional clocks, facilities does not have the budget to purchase additional clocks at \$150 per clock. Becky will ask Jason Pangiarella to put on the student senate meeting agenda to see if the senate would be interested in purchasing these additional clocks. In addition, Becky will contact Chad Sperling to see if the time can be added to TV monitors and appear on each screen.
4. **Adjourned:** 3:20 PM. Becky ended the meeting early so members could participate in the open forum for the Vice President of Administrative Services search.
5. **Next Meeting: March 16, 2015 from 3:00 – 4:00 PM, 735/290.**