

# Administrative Services Committee Meeting Minutes

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Monday, March 16, 2015

3:00 - 4:00pm

290/ 735

**Members Present:** Becky Lindseth, Bob Gooden, Clinton Castle, Brian Huschle, Colleen Kukowski, Don Campbell, James Retka, Michaela Current (Student Senate), Mary Fontes, Scott Foss, Stacey Hron.

**Members Absent:** Andrew Dahlen, Brian Larson, Cory Feller, Jodi Stassen, Julie Fenning, Mark A. Johnson, Nancy Carda, Richard Speas, Susan Snedker, and Terry Wiseth.

## COLLEGE-WIDE

1. **Procedure for students stuck at building at closing time:** A discussion was held on the procedure for students stuck at NCTC at closing time and overnight parking. Becky Lindseth contacted law enforcement and should be a last resort. Students should call parents, friends, The Bus, or a taxi. EGF campus has a Jumpstart Pac procedure. NCTC has an overnight parking policy is reviewed in the vehicle safety training video. **Action Item:** Bob Gooden will share the Jumpstart Pac procedure with the TRF campus and the committee. **Action Item:** The Jumpstart Pac procedure and the overnight parking policy will be posted on the web. Resolved.
2. **Technology/Facility Survey:** The committee reviewed the technology/facility survey from last year. A decision was made to omit question 5 on the student survey. In addition, Stacey Hron will send out the survey and report the results at the May meeting.

## EGF CAMPUS

1. No items to discuss.

## TRF CAMPUS

1. **Fitness Center:** Clinton Castle provided an update on the fitness center remodel. Wadeth Smith Nolting (WSN) provided a price quote for the remodeling. NCTC may have donors to help cover some of the expenses. Cory will provide Becky with the before and after design. Marketing will put together a one page flyer for donors. 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. **Clocks in Hallways:** Becky Lindseth gave an update about adding clocks in the hallway on the TRF campus. Jason Pangiarella had a discussion with the student senate. The student senate did not want to purchase the additional clocks for the hallways.
3. **TRF Campus Mail:** A discussion was held on the request that came forward regarding the time the TRF campus mail arrives. The decision was that NCTC relies on the US Postal services to bring. NCTC does not have the personnel to pick up the mail on a daily bases due to personal cuts. Resolved.

**Next Meeting: Monday, April 20, 2015 at 3:00-4:00 p.m. in rooms 290/735.**