

## Administrative Services Committee Meeting Minutes

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Monday, April 20, 2015

3:00 - 4:00pm

290/ 735

**Members Present:** Becky Lindseth, Bob Gooden, Clinton Castle, Brian Larson, Colleen Kukowski, Cory Feller, Don Campbell, Julie Fenning, Richard Speas, Stacey Hron, and Terry Wiseth.

**Members Absent:** Andrew Dahlen, Brian Huschle, James Retka, Jodi Stassen, Michaela Current (Student Senate), Mark A. Johnson, Mary Fontes, Nancy Carda, Scott Foss, and Susan Snedker.

### COLLEGE-WIDE

1. **Technology/Facility Survey:** Stacey Hron gave an update on the Technology/Facility Survey. The survey went out on April 10 and is to be completed by April 30. The student senate requested a couple of questions to be added to the student survey. Survey results will be provided at the May meeting.
2. **Master Facilities Plan with Hay Dobbs:** An update was given on the Master Facilities Plan. The plan was started in FY14 and then put on hold until the Academic Master Plan was completed. Hay Dobbs has now received a copy of the Academic Master Plan and will have a draft prepared for the May meeting. In addition, NCTC is looking at presenting the Master Facilities Plan to the MnSCU System Office in June 2015. Updates will be provided as new information becomes available.

### EGF CAMPUS

1. **HEAPR:** Bob Gooden gave an update on the HEAPER roof project. The preconstruction meeting is set for Thursday, April 23, 2015. Work is scheduled to begin on Monday, May 18, 2015 and be completed the first week in August. **Action Item:** Bob Gooden will send out an employee email regarding classroom relocation and updates.
2. **Capital Bonding Intuitive:** A discussion was held regarding the Capital Bonding Initiative for the remodel for two biology labs, chemistry, storage area, and Rad Tech. In addition if this is passed we will begin work summer of 2016. In this initiative is not passed this legislative session, NCTC initiative is part of the YY16 capital bonding proposals. Updates will be provided as new information becomes available.

### TRF CAMPUS

1. **Fitness Center:** Clinton Castle gave an update on the fitness center. The Student Senate pledged money toward the fitness center under the condition there are matching funds. In addition Becky, Clinton and Richard will ask to be placed on the student senate agenda to

discuss the funding. Lars Dyrud is working on the fitness center fundraising project.

**Action Item:** Bob Gooden will check on the EGF fitness equipment in storage.

2. **Criminal Justice:** An update was given regarding the Criminal Justice relocation. Criminal Justices will relocate into the Massage Therapy and former Cosmetology area. Tishara Melcher has been consulted regarding storage of the Massage Therapy equipment for three years. Inclusion of criminal justice within the main facility will increase student traffic, space utilization, heating cost savings. Room 515 will serve as a general classroom.
3. **IA:** An update was given regarding the IA program and current space. The IA program will relocate to the Aerospace site this summer. Updates will be provided as new information becomes available.
4. **Precision Ag Equipment Technician Program:** An update was given about the Precision Ag Equipment Technician program location and start date. This program will move into the former CAD space, with a program start date of Fall 2015. Updates will be provided as new information becomes available.
5. **Ag General Program:** A discussion was held regarding Ag General start date and space needed. This program is to start fall 2015 and will utilize classrooms 701/703.
6. **Capital Bonding Aerospace:** Clinton Castle gave an update on the Aerospace project. Demolition of the Artic Hanger has begun and the groundbreaking ceremony is on Friday, May 1<sup>st</sup>. There are weekly progress meetings and the project is expected to be complete by June 2016. Updates will be provided as new information becomes available.
7. **Signage:** Clinton Castle provided an update on the signage around campus. Signs have been ordered based on facility changes that have occurred. We have used furniture budget and some R & R money to pay for the signage.
8. **Music Department: A discussion was held regarding the music department on the topics of signage, door locks, carpet, and paint.**
  - a. **Signage:** The music/theater will get a new directional sign and this should be in place between the 3<sup>rd</sup> – 4<sup>th</sup> week of May.
  - b. **Door locks:** A discussion was held regarding getting the music and practice rooms all moved to electronic key card locks. The theater must remain a different lock due to external groups that use the space.
  - c. **Carpet and Paint:** A discussion was held is regards to the carpet and paint in the music room. **Action Item:** Clinton Castle will check on the status of the carpet and paint. In addition, will check on where the music room is on the schedule.

**Next Meeting: Monday, May 18, 2015 at 3:00-4:00 p.m. in rooms 290/735.**