

Administrative Services Committee

December 15, 2015

3:00 pm – 4:00 pm

Rooms AC13B, 301, 461B

Present: Shannon Jesme (Chair), Clinton Castle, Julie Fenning, Lisa Gunderson, Tiffany McMillian, Terry Wiseth, Don Campbell, Curtis Zoller, Joel Ziegler, Brian Huschle, Mike Curfman, Shad Gangl, Mary Fontes, Michaela Current (EGF Student)

Absent: Kristi Lane, Nancy Carda, Bob Gooden, Stacey Hron, Holly Cofer (TRF Student)

Meeting Minutes

- 1. Smoking on College Property** – Shannon requested feedback from committee union representatives regarding the possible smoking ban on college property due to the continuous complaints from students and faculty about smoking on campus. Each union group provided feedback and each idea was discussed. **DECISION:** It was determined that there was not enough support from union groups to pursue a smoking ban at NCTC at this time. However, there was agreement that enforcement with the current designated smoking areas was needed. Resolved.
- 2. Poster Policy Procedure** – Shannon shared that she had found a draft policy/procedure. **ACTION ITEM:** Shannon will send out to the group for review and discussion at the next meeting.
- 3. Wireless at Outdoor Fields** – A request has been made to add wireless capabilities to the outdoor sports fields. This will allow for broadcasting of games and employees entering stats in real time. It was determined that this would be valuable and that a cost would be associated with it. **ACTION ITEM:** Clinton will connect with Stacey Hron to create a price quote for this project. It will be reviewed at the next meeting.
- 4. Hand Dryers in Restrooms (Paper Towels vs. Air Dryers)** – A request was made to add a paper towel dispenser in the women's restroom in the 500 wing on the EGF campus. Concerns and ideas were discussed. It was agreed that paper towels should be added to this restroom. **ACTION ITEM:** Shannon will discuss with Bob Gooden.
- 5. Conference Room 735** – Concerns were expressed that there is not a large conference room available on the TRF campus since the conversion of room 735 into the new ITV classroom. Several large meetings, including Shared Governance Council, Academic Affairs Standard Council, and others are forced to meet in-person versus utilizing technology to meet via video conference. It was agreed that another large conference room was needed on the TRF campus. Various ideas were discussed including temporarily utilizing the new media classroom, expanding room 662, or taking an under-utilized classroom out of circulation. **ACTION ITEM:** Clinton and Shannon will connect to discuss possible options and bring to the next meeting.

6. **Men's Bathroom** – Concerns were expressed regarding the men's restrooms on the east side of the college. Each men's bathroom has only one stall and several urinals. Due to the moving of criminal justice, the addition of precision agriculture, along with welding, automotive, and auto body, there has been an increased need for additional stools in these restrooms. Ideas were discussed including bringing a restroom back into service. **ACTION ITEM:** Shannon and Clinton will connect to discuss possible options and bring back to the next meeting.
7. **Another Computer Lab** – MSCF – Item will be added to the January agenda.
8. **Painting/Carpeting Schedules** – MSCF - Item will be added to the January agenda.
9. **Next Meeting** – January 19, 2016