

Administrative Services Committee

March 15, 2016

3:00 pm – 4:00 pm

Rooms 662/301/AC13

Present: Shannon Jesme (Chair), Brian Huschle, Bob Gooden, Tiffany McMillian, Curtis Zoller, Stacey Hron, Joel Ziegler, Mike Curfman, Don Campbell, Lisa Gunderson, Kristi Lane, Mary Fontes, Julie Fenning (recorder)

Absent: Clinton Castle, Terry Wiseth, Shad Gangl, Nancy Carda, Holly Cofer (TRF Student), Michaela Current (EGF Student)

Meeting Minutes

1. **Wireless at Outdoor Fields** – Stacey Hron reported that after checking with multiple vendors in the area, the best solution was the Verizon Jetpack MiFi. This is a \$40 per month cost and will allow streaming of Northland's baseball and softball games. Resolved.
2. **Another TRF Computer Lab** – Joel reported that there was a need for an additional computer lab as the English faculty are using labs more heavily for their classes. Stacey shared a room utilization report for the computer labs showing low usage in computer lab 605. It was discovered that since the nursing program has moved to requiring laptops, 605 has been freed up. **ACTION ITEM:** Joel will share this information with the respective faculty. Resolved.
3. **Updates From Clinton** – Shannon provided updates on the following projects
 - a. **Men's Restroom** – This has been approved and work will begin when maintenance schedule allows.
 - b. **Tennis Courts** – This has been approved. Shannon is working with the TRF school district on a shared quote which might reduce the cost.
 - c. **ETAS Program Move** – Mike shared that there have been a series of meetings to discuss the ETAS program move from the TRF campus to the Aerospace campus. Final costs are being calculated to see if the NCTC budget can support the move. Updates will be provided as new information is available.
 - d. **Testing Center Move** – Shannon shared that the testing center space could not be used as shared space. Quotes are being sought for the two options for relocation. Clinton will share once he has them.
 - e. **Larger Conference Room** – Shannon shared that it was determined that 662 will be remodeled as it is the least expensive option. Work will begin when the maintenance schedule allows.
 - f. **Former Criminal Justice Center** – Shannon shared that Dr. Bona is committed to remodeling this space for a student activity center. Updates will be provided as more information is available.
4. **Lighting in EGF** – Due to room configuration changes, the switching for the lighting must be changed. Bob shared that this project is on his list and it will be worked on throughout spring semester.
5. **Next Meeting – April 19, 2016**