

# Administrative Services Committee

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**November 21, 2016**

**3:00 pm – 4:00 pm**

**Rooms 301/662**

## Meeting Minutes

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

**Absent:** Nancy Carda

1. **Smoking Ban on Campus** – Shared Governance Council brought this up again as there are faculty on the EGF campus, near the new smoking entrance who have requested that NCTC either become a smoke free campus or move the designated smoking entrance. Faculty and staff representatives did not feel that opinions have changed or that enough time has passed since the last survey, to resurvey students and employees. **ACTION: It was determined that it will go to President's Council for a final decision regarding whether or not to revisit the decision to become a smoke free campus.**
2. **Student Academic Calendars** – Shannon shared that the decision has been made that the college bookstores will not produce and sell these calendars. Individual departments may produce as necessary.
3. **TRF Updates**
  - a. **Food Services Hours** – Shannon provided and update on the food service hours on the Thief River Falls campus. Since football season has come to a close and student's meal plans have been exhausted, it was agreed that Lancer would return to regular hours and close at 4:00 p.m. During the start of the semesters, extended hours would be available again.
  - b. **Fire Drill** – Shannon shared that the first fire drill of the day was a scheduled fire drill. The second fire alarm sounding was due to popcorn burning in the student center.
4. **EGF Updates**
  - a. **Foyer Carpeting** – Shannon shared that the President's Council approved the carpet in the foyer. Bob will install during the holiday break or over spring break.
  - b. **Outdoor Speakers** – These have been reprogrammed and are working properly.
5. **Items from Committee** – None.
6. **Next Meeting Date: January 2017**