

Administrative Services Committee
January 17, 2017
3:00 p.m. – 4:00 p.m., Rooms 301/662

Minutes

Present: Shannon Jesme, Tiffany Beneda, Bob Gooden, Mary Fontes, Stacey Hron, Cory Feller, Mike Curfman, Kristi Lane, Clinton Castle, Terry Wiseth, and Julie Fenning, recorder.

Absent: Shad Gangl, Curtis Zoller, Nancy Carda, Lisa Gunderson, Brian Huschle, Don Campbell, Joel Ziegler

1. TRF Project Updates

- a. Men's Bathroom** – Clinton provided a brief update on the status of new men's bathroom. He has received a bid from Wilde Construction and is waiting for a quote from the subcontractor Lee Plumbing. Once the final amount is known, a time frame will be determined.
- b. Outdoor Activity Center** – Clinton and John Leopold plan to meet in the near future to determine final plans. Several items in storage will need to be relocated in order for work to begin.

2. Bookstore Update – Shannon provided an update on the progress of the new bookstore model. It will not be a virtual bookstore as first discussed, however the changes that are being made will reduce the cost for text books and increase customer service to students. The Distance Minnesota bookstore will no longer be used. Faculty will work with one person for adopting all textbooks. Students in online courses will now get books directly from our source once they register. The Distance MN consortium is still in place, just a different bookstore model. IT is working on the process for distance courses. The new process will begin during summer semester. **ACTION:** Shannon will begin sharing this information with the Shared Governance Council, Student Senates, and the ELearning Committee.

3. Food and Beverage RFP's – The contracts for the existing food and beverage services are expiring. **ACTION:** Shannon is starting this process and will begin forming a work group in the near future.

4. Safety and Security Updates

- a. Public Address Information** – Cory Feller shared that there have been changes to the emergency public address system. Instead of the bright orange cards, there is an icon on everyone desktop with the information for accessing the public address system. If you want a paper copy, please contact Cory. Stacey provided an update that since SingleWire has been installed and the outside line digit has been changed to 6, accidental calls to 9-1-1 have been reduced dramatically.
- b. Training Update** – Cory provided an update on the new safety training management program. NCTC was a part of a pilot program with Minnesota State. This pilot group has been working through the bugs, but several inefficiencies still exist. At this time, everyone in Minnesota State will be using this program for all safety training. Shannon is

hoping that with all other institutions involved, recommendations for improvements will be addressed.

5. **Vehicle Fleet Questions** – Faculty requested an update on the remaining vehicles after the fleet was reduced. Shannon shared that there were four student life vehicles kept on each campus; a recruiting vehicle on each campus, as well as a van to be utilized for transporting academic equipment or supplies between campuses. Faculty or staff needing a vehicle for transporting materials or for field trips, etc., are to contact their supervisor and work through student life or facilities. There are no longer vehicles available for general checkout. Employees will need to use their personal vehicles and submit for reimbursement of mileage at the higher rate.

After discussion with Curtis Zoller it was determined that a vehicle would not be kept for the Aerospace site. Facilities has staff that travel between campuses and maintain parking lots as needed. If employees need something hauled or delivered to the main campus, they are to contact facilities.

Shannon shared information regarding a missing step in the current MVRC process when employees use their personal vehicles for work. We need to ensure that employees are eligible drivers, especially when carrying passengers. More to follow when this is implemented.

6. **Other:** Mary Fontes shared that this committee should review the ECAR survey results and provide feedback on the results. **ACTION:** Julie will resend the survey results for review.