

# Administrative Services Committee

March 20, 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, Terry Wiseth, Shad Gangl, Brian Huschle, Don Campbell, and Julie Fenning

**Absent:** Clinton Castle, Curtis Zoller, Nancy Carda, Lisa Gunderson, and Joel Ziegler

1. **Water Coolers** – Shannon Jesme shared that algae was found in a water cooler on campus. It was determined that with the new water fountain bottle fillers, these coolers are not being used enough to keep the water fresh. These water coolers have been removed from the various locations across the college. Clinton will look at adding a bottle filling station to a water fountain on the east end of the main campus, as well as at the aerospace site.
2. **Athletic Storage** – Mike Curfman introduced an idea for storage for the athletic teams. Currently there is not enough storage for the wrestling mats in the joint storage room off of the gym. More discussion is needed on this topic. **ACTION:** It will be added to the April meeting.
3. **EGF Project Updates**
  - a. **OTA/Fitness Center Update** – Bob Gooden shared a drawing of the EGF fitness center and new occupational therapy lab building project. This project will be partially self-funded from the budget reserve and with funds the Student Senate has been saving over the past several years. The plans laid out a new OTA lab, as well as a general purpose classroom. The fitness center has a section for weight machines and a separate space for cardio equipment. It also has a half-court basketball court. This project is expected to begin after graduation and be completed by fall 2017.
4. **TRF Project Updates**
  - a. **Men's Bathroom** – Shannon shared that this project is in progress, with the contractors on-site today.
5. **Bookstore Update** – Shannon provided an update on the progress of the new bookstore procedures. Faculty have begun adopting books using the new process. The search for Tom Helbling's replacement is in progress.

## **6. Technology Updates**

- a. **Surveys** - Stacey requested input on the questions for the annual technology/facility surveys for employees and students. There were no suggested changes. **ACTION:** Stacey will send out in the near future.
- b. **Refurbished Laptops** – Stacey announced that the bookstores are now selling refurbished laptops. There are three different models. This semester will be a trial run to see how many need to be ordered. **ACTION:** Shannon is looking into if they can be charged to student financial aid.

## **7. Next Meeting: April 17, 2017**