



NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

Facilities Technology Committee Minutes
Tuesday, November 19, 2019
3:00 p.m. – 4:00 p.m., Rooms 290/662/AC16

Members Present: Shannon Jesme (Chair), Tiffany Beneda, Don Campbell, Nancy Carda, Clinton Castle, Mike Curfman, Cory Feller, Bob Gooden, Stacey Hron, Brian Huschle, Jodi Stauss-Stassen, Curtis Zoller, and Colleen Kukowski (recorder).

Members Absent: Lisa Gunderson, Marguerite Nelson (student), Jason Pangiarella, Terry Wiseth, and Joel Ziegler.

1. Food Service:

- a. Employee Luncheons: A discussion was held regarding employee luncheons. Employee luncheons / recognitions will be held at the end of the fall and spring semesters. Each food service will be asked first and if they refuse, they we can go off site.
- b. Suggestion boxes: It was determined that we will set the suggestion boxes in the cafés at the start of the new year to gather feedback.
- c. Student Survey: A discussion was held regarding conducting a student survey to see if student would purchase frozen meals. It was suggested that we come up with a survey and pass it out to the students in housing. **ACTION:** Move to the Fiscal Committee.

2. EGF Project(s):

- a. Orchard - dead
- b. Completed projects/ final update:
 - i. Student Senate Storage: The EGF Student senate office got new shelves installed. Completed.
 - ii. Roof Project: Completed
- c. Effective Teaching and Learning Lab Project: A update was given on the effective teaching and learning lab project. We have submitted all the paperwork and are waiting on the legislation to meet. **ACTION:** An update will be brought to the committee after the legislation session.

3. TRF Project(s):

- a. Completed projects/ final update
 - i. Cafeteria: An update was given on the TRF cafeteria. Completed.
 - ii. Tennis Courts/ Pickle Court: An update was given on the tennis/pickle courts. We were 90% completed with this project prior to the storm. There was additional cost for the project when a tree fell on the fence that caused damage to the new court surface. Completed.
 - iii. Moving the Welding Instructor office: An update was given regarding moving the welding office. This project is 95% completed. **ACTION:** The supply duct will be added for heating over the winter break.
 - iv. Theater Project: An update was given on the details of the theater project. Completed.

- v. Fitness Center: An update was given on the fitness center renovations. Completed.
- vi. Student Center: An update was given regarding the relocation of the student center back to the main building. Completed.
- vii. Student use Furniture: An update was given on the student use furniture at the Aerospace location. A discussion was held regarding the furniture in the commons and the signage over the bookstore. **ACTION:** The same subgroup that selected the furniture will be used to look at the signage for the “Store”.
- b. Signage / Digital Sign: An update was given regarding the signage on campus and the digital sign outside. **ACTION:** Facilities will be updating the signage outside the main entrance, business office and student services. **ACTION:** Large non-digital sign is being built for by the road and the MEC sign will be up this week.
- c. Winter Weather Conditions and School Closures: A discussion was held regarding the winter weather conditions. **ACTION:** Human Resources will send out the winter weather notice.

4. Technology:

- a. EGF Wireless connection: An update was given on the wireless connection to the EGF classrooms and conference rooms.
- b. System office: A reminder was given regarding the “report message” tab in the office 365 ribbon for push emails.
- c. TEAMS: An update was given regarding the process in using TEAMS. **ACTION:** User guide / handouts will be added to the employee N: Drive folder.
- d. Training: A discussion was held regarding a professional development training site. **ACTION:** Stacey will check to see if there are any trial accounts and check with Peggy/Dorinda to get their feedback. **ACTION:** Bring feedback to president’s council.

5. Concerns from the committee:

- a. General Use Rooms: The topic of the general use rooms was brought to this committee from the Healthy Campus committee. A discussion was held as students are asking if there is a place to pump as the room is not availed for the times they need. **ACTION:** This committee would like the general use rooms to be moved to Campus Management.
- b. Percent for Art: A discussion was held regarding the percent for art and creating a digital artifact. **ACTION:** Clinton/ Shannon are going to contact the artist to find out the name of art and what it means.

6. Beach:

- a. Motorized vehicles on the trails (TRF): Winter/Spring

7. Next meeting: December 17, 2019 @ 3:00 p.m. in room 290/662/AC16