

FACILITIES/TECHNOLOGY COMMITTEE

March 17, 2020
3:00 p.m. – 4:00 p.m.
Rooms 290/461F

Meeting Minutes

Present: Shannon Jesme, Kim Nordheim (recorder), Linda Samuelson, Mike Curfman, Lisa Gunderson, Cory Feller, Curtis Zoller, Clinton Castle, Stacey Hron, Bob Gooden, Tiffany Beneda, Nancy Carda, Don Campbell, Stacey Hron.

Absent: Jodi Stauss-Stassen, Terry Wiseth, Brian Huschle, Marguerite Nelson (student), Jason Pangiarella.

1. **COVID-19 Update:** COVID-19 Update: Facilities on both sites are busy disinfecting classrooms. Cory is working on cleaning kits (wipes, spray, gloves) for instructional rooms that will be used for labs after the 30th. Using concentrate in spray bottles is more cost effective and does a better job than wipes.
 - a. Mike Curfman is communicating with faculty on rooms needed. He also stated every entrance will have color coded information sheets. Clinton stated all bathrooms will have check off sheets as to what time it was cleaned.
 - b. Shannon will be setting up a COVID-19 cost center for all expenses related to the current situation. Cost center is cc117190. She stated she also had to report approximate financial losses for the next 2 weeks related to housing and cafeteria.
2. **Carpet in Gunderson Commons / TRF Campus Revitalization Work Group Update:** Update on Gunderson Commons (TRF): Shannon gave an update on the new carpet and rug that was placed in the commons to give it a more cohesive look like EGF. One comment from students has been that there is no place to sit when they enter. Furniture is now set in 2 different areas within the room and both have a rug and/or carpet. Joel Ziegler will be working with Shannon on making the new logo N for over the fireplaces on both campuses.
3. **TRF Campus Digital Sign:** The outdoor sign in TRF was discussed. It's not a digital but an LED. Lowest cost to replace a digital sign would have been \$65,000.00. We paid \$15,900 for the modifications to existing sign. Sign is up and running.



4. **Technology Updates:** Technology update: IT is working on equipment requests and cleaning. Working on D2L readiness and all faculty requests such as Zoom. Playing it by ear as requests come in. Mike stated Terry Wiseth will not be having proctored tests so that will cut down tremendously on testing. He also spoke with Robin from the library on her concerns
1. **EGF Project Updates:** Carpet, painting, etc.
2. **TRF Project Updates:** See above projects.
3. **Items from Committee:** none
4. **Next Meeting: April 21, 2020**
5. **Adjournment 4:00 p.m.**

