



Facilities Technology Committee Minutes
December 17, 2018
3:00 p.m. – 4:00 p.m., Rooms 290/461B

Members Present: Shannon Jesme (Chair), Tiffany Beneda, Clinton Castle, Mike Curfman, Cory Feller, Bob Gooden, Stacey Hron, Brian Huschle, Kristi Lane, Terry Wiseth, Joel Ziegler, Curtis Zoller, and Colleen Kukowski (recorder).

Members Absent: Braden Bohl (student), Don Campbell, Nancy Carda, Shad Gangl, Lisa Gunderson, Jodi Stauss-Stassen, and Joshua Wolbeck (student).

- 1. Food Service:** An update was given on the food service on both campuses. A food service survey will be sent out during the spring semester. **ACTION:** Shannon/Colleen will work with Jason P. on the best time and format to get the survey out to the students.
- 2. Fitness Center Changes:** An update was given regarding the changes to the fitness center.
 - a. **EGF Hours:** The East Grand Forks campus fitness center will be open from 8:00 a.m. – 5:00 p.m. when work-studies are scheduled.
 - b. **TRF Hours:** The Thief River Falls campus fitness center will be open to everyone from 8:00 a.m. – 5:00 p.m. Coverage will be as follows employee to cover 8:00 a.m. – 2:30 p.m., work-studies will cover 2:30-5:00 p.m. Then on Monday through Thursday it will be open from 7:00 – 9:00 p.m. for athletics. **ACTION:** Track usage on the fitness center.
 - c. **TRF Employee:** A part-time, seasonal employee was hired to cover the 8:00 a.m. – 2:30 p.m. and currently has an office in the coach/faculty suite.
 - d. **TRF Sundays:** The fitness center will be open on Sundays when there is open gym from 1:00 – 4:00 p.m. from January to March. Open gym runs when no holidays fall on Friday/Monday around the Sunday.
- 3. TRF Commons & Cafeteria Revitalization:** An update was given on the TRF commons and cafeteria revitalization project.
 - a. **Commons:** New furniture was ordered for the commons as the current furniture has stains and tears. The art work in the commons is in need of repair. **ACTION:** The artist needs to be contacted before anything can be done.
 - b. **Cafeteria:** A small group met to select the art for the cafeteria and discuss the blinds.
 - c. **General:** Signage is needed for the Head start and the Workforce Center. **ACTION:** Facilities will be working with these groups in the spring on Digital/ new signage and where it should be placed.

4. EGF Project Updates:

- a. Science Lab: An update was given on the science lab project that was completed last summer.
- b. Effective Teaching and Learning Lab Project: An update was given on the effective teaching and learning lab project. This project includes pharmacy technology, early childhood education, occupational therapy, respiratory therapist, and computer networking labs. This project is on the scoring list and more updates to come as we have them.

5. TRF Project Updates:

- a. Percent for Art Project – Aerospace Site: An update was given on the percent for art project. The project is projected to be complete by the end of January.
- b. Theater Project: An update was given on the theater project. HEAPER funds were awarded to cover the cost of the duck work, and AC unit. This project will start the end of December and is set to be complete the end of March. **PENDING:** House lighting, upstairs lighting, and seating were not part of the funding so these items are on hold right now.

6. HEAPER List:

- a. **EGF:** Roof repairs over the '93 addition (surgical technology, old occupational therapy, respiratory, science labs and radiology) this is the last section of the roof then the building will be complete. **ACTION:** The roof project will be going out for bid in January 2019.
- b. **TRF:** An update was given on the two projects that the TRF Campus has next in line.
 - i. Security project: this project will cover the electrical locks, cameras, accessibility doors, and the replacement on the two entry doors.
 - ii. Aerospace: The roof on the classroom addition.

7. Technology: A technology update was given. NCTC has moved to the signal tenant. All computer labs have been moved to Office 16, Windows 10, and Office 365. **ACTION:** Employee's computers will be updated as they are renewed.

8. Next meeting: Monday, January 14, 2019 @ 3:00 p.m. in room 290/461B