Campus Meeting Notes 01-24-17

***Bill*** – There are many budget cuts in the new administration and this has put many projects on hold indefinitely as well as cuts to educational programs (Science). Bill asked that everyone send their budgets to Katina, Chuck, Bill, and Deb. Would like budgets done by Monday the 30th of January. Since there are several new employees, Bill would like to see them take the Defensive Driving Course offered by Joely. There was also discussion regarding using Grammar Link for reports. This seems to be working well.

***Monte –*** Was present at the meeting and gave a presentation of a self-assessment for each department. Categories include: Mission/Purpose statements, Goals, Assessment Effectiveness (How will goals be measured)? Each department will report on the prior year's goals, set new goals and assess the department in every aspect to see what changes we can make for the greater benefit of the Students and College. Many of these goals do not have to be big changes. Sometimes the smaller things can change the big picture for the better.

***Bud*** – Bud Shared some of his goals for the coming year which included providing emergency services to students. A suggestion was to perhaps work on inventory control so that we are not running to town to purchase items that we may already have on hand. Maintenance and Transportation are working on many projects. There was some major sewer problems but is now unplugged and not frozen. Working with Great Plains Rehab on the new elevator for the wellness center. They are cleaning up trees as time allows between keeping up with the snow removal and clearing sidewalks. Someone was messing with the sign at the front gate but maintenance has gotten this fixed. Transportation provided 227 rides for students this month. They have also repaired several vehicles this month as well as buses. A new fuel pump was purchased for the diesel tank. Maintenance and Transportation are fully staffed. There was discussion regarding purchasing new cars. Maintenance is also working with security on

***Erik*** – Checks are coming to students who are no longer attending UTTC. There was a check that had been missing but was found in an unused mailbox. Student accounts are coming to the mailroom looking for checks as Student Accounts are telling them “the checks are in the mail”. Erik is still working with students on making sure addresses get updated. It was discussed that LTE Students should not be picking up mail, especially Financial Aid checks. Students are a little confused about the mailroom hours even though it is clearly stated on the window. People are also confused about the door as well. It was poorly installed so they will be looking into replacing this as soon as possible. There are a panic bar and door knob on this door.

**Anthony** – The dishwasher has been ordered. It will be approximately four weeks until we receive it. They are hoping to install during spring break. Pepsi ordered a new computer board for the vending machine on south campus as the one that was there was bad and could not get it to work. Other machines that have been ordered are up and running. There are three more coming yet. Students would like some “junk food” in the Co-ed dorm machine. There was also discussion regarding placement of the new machines. Anthony is going to try a different water and there was a discussion on the prices for selling for events by the case. The cafeteria will be fully staffed next week with new employees coming on board.

***Greg*** – Dane Koranda was hired as the web/graphic person. Cleaned up the office area to make room for his workstation. The plastic that was protecting equipment from the dripping of the air conditioner can now be removed. Building 61 will be wired as soon as the painting is completed downstairs. IT will be moving a TV from building 1B to the west wall upstairs in building 61.

***Jolene*** – There is a full-time custodial position open. They are doing interviews next week for two positions. There was a discussion on the occupancy numbers in the dorms. Jolene is having issues with some of the RA Staff.

***Joely*** – Security is getting a new truck with a V-blade on the front that will also assist in snow removal. Waiting on Puklich for a quote to have this mounted if they do purchase from Pucklich. Security is fully staffed. Bill asked that Joely makes sure that any new vehicles have USB charging ports in the vehicles. The budget modifications are complete. There was a $29,000.00 deficit from salaries. The new software will save a ton of time and will also have more capabilities than the current systems we are using. $13.5K is the cost for the current system and the new system which will be able to calculate statistics and do reports in a fraction of the time will only cost about $7k. A savings of $6.5k. Bismarck PD is also using the new system we will be purchasing. The final report for corrects was sent to the Fire Marshall. There were violations such as power strips being used improperly. The majority of the issues were small common sense issues. This semester there is a higher rate of marijuana usage compared to alcohol. Security will be training TJES staff for ALICE (active shooter). Joely will also be doing more training for teachers and wellness as well as other training.

Next meeting will be January 31, 2017, at 2 pm. Katina and Chuck will be attending and the invitations have been sent out.