Campus Services Meeting Notes 9-20-16

Present at the meeting were: Dr. William Gourneau, Bud Anderson, Chris Baillie, Joely Heave Runner, Jolene DeCoteau, Erik Abbey, Anthony Bauer and Deb Bitz

Dr. Gourneau -- Introduction of Deb Bitz, Administrative Assistant to the Vice President of Campus Services.

Title changes and salary amounts from the board. The goal is to bring employees up to prime. New minimum wage for campus is $11.00. Some titles were eliminated such as specialists. Employee information including titles will change so managers must make sure all the paperwork is current.

Discussed fixing the flag pole. Need a boom to do so. Deb or Chuck may send salary adjustments to managers. LTE employees are being told that if they work in Cafeteria they will/may be hired on permanent.

Powwow went well. No major glitches. Next year people must work 8 hours in order to have the Monday after Powwow off. No longer less than 8 hours. Bud is making concessions for persons who had to work Labor Day. Bud will be giving employees other days off.

Haunted house next event. Beef up security. Discussed parking options and spiffy biffs. Dr. Gourneau smudged the Hospital building to ready it for the event.

One card is going into effect.

Joely—2016 is the first year there have been no arrests in the powwow area. Many schools cancelled youth day. Planned ahead with Bismarck PD. There was supposed to be a drive by shooting at the summit which deterred some people and groups from attending. Sons of Silence were going to barricade the powwow they are a sect under Hell’s Angels. Although the leader was in town there were no issues at the Powwow

An employee had a heart attack at the Powwow. He is still in the hospital but is doing better.

There is one open full-time position at this time and two vacant on-call positions. Tomorrow an assessment with Dennis Trustee regarding the parking situation. Some streets such as around the All Nations Circle are just too narrow to accommodate safe parking. Recommendations will be made to the college. ASR is due October 1st. Joely will get that on the website. Next year will be all electronic so will be easier. He will also do the survey to the Department of Education. Some possible upcoming conferences that some department heads may be interested in attending. Code of Conduct issues goes to DeLana.

One student was taken to jail as he was not to come back on campus.

Parking permits are available. Within 5 years there will be electronic parking stickers.

Insurance claim paid fair on damage to a vehicle.

Chris--Account numbers are coming through for building 61. IT is building many computers for labs. We are also going to acquire older laptops. Cameras are being looked at for ID’s. Emails are not working for students. IT will create email addresses for students to alleviate problems. Conduit is in building 61 and it is computer ready. All the wiring should be in by September 30th. Will check with Ben to see if all is ready. They want to start insulating before the snow flies. Fiber optic training for employees this week will be back on Friday.

Jolene…..RA position is open. Family housing is 98% occupied. Some persons are behind on rent and may be evicted on September 30th. Dorm occupancy was discussed. Petition from students must go through Administrative Council before changes can be made. Visiting hours etc. Elections are beginning this week.

Erik……Not a lot of changes. Some persons are not checking mail. He is contacting them so they do. There are about 230 student mailboxes. Other students do not live here but still get mail as they are hiding from other entities. Erik is closing them as he finds them. He is also having issues with persons who believe he is to be there 24/7. He will need to post signs when he is away.

Anthony………1,600 people were served food Saturday and 2,200 Sunday. Lots of leftovers from events. Able to feed departments that volunteered. Anthony would like a more simple login and out process. Soup and sandwich and salad bar options. Contemplating making omelets in the morning. May have enough staff in the next two weeks that can make omelets. Looking for a smaller grill for downstairs.

Menu changes are in the works. This may take a while as Federal Regulations dictate that menus must have calorie count and all information about the food. Some issues with the one card process but will work out the bugs. Want to look at being able to run reports as to how many meals the students eat. Cafeteria is going to be $6 no matter what the student choses to eat. Downstairs the soup and salad is currently $4.

Discussed flex dollars in the gift shop as well. Cash drawer is locked and cannot be opened with a key. There is a lock but is for cosmetic purposes only. There was discussion about changing cash register companies in the future. We will revisit that in two years.

Vending machine downstairs is not working at this time with the cards. Software is too old. Find out how much a new vending machine would be perhaps a smaller one. We will be looking at purchasing three smaller food vending machines.

In the future perhaps a month or so staff will be able to put money on their cards for purchases. Swiping is the preferred method over entering an ID. Security and theft issues are possible.

Bud--Same as always doing work orders. Painting units. 150 work orders or so this month. Remodeling with a new durable tile. Maintenance will be painting doors red. They are also working on getting the haunted house ready. A water line broke but has been fixed. All the campus sprinklers have been blown out. New roof and doors on the Gas place. Working on acquiring a new freezer. Was over the credit limit it had to be increased.

Bud is also working with Land Grant for demolition of old dead trees and getting new trees to plant as well as more garden spots.

The Veterans memorial is almost done except lighting. Maintenance is working on the main campus flag pole. Braces and ropes may have to be replaced. Maintenance is doing a lot of seasonal work. The department is short one grounds person and one maintenance person.

We have gotten titles and licenses for the new vehicles from state surplus and necessary repairs have been made. New decals for UTTC vehicles are needed. The new bus is here and holds 14 passengers.

The campus is looking at building a pole barn for equipment. Still looking for a spot to build the pole barn. We are going to see if UTTC can build it and then would only have to pay for supplies.

There was discussion of how and where to park the semis and other vehicles. One issue is possible vandalism to vehicles and equipment left outdoors. The Campus may be selling the semis. Bud is going to Steel for an auction to get an idea of how much to sell for. There is no one with a CDL on campus qualified to drive the semis.