Campus Services Meeting Notes 10-4-16

Present at the meeting were: Bill Gourneau, Bud Anderson, Chris Baillie, Jolene DeCoteau, Anthony Bauer, Erik Abbey, Joely Heavy Runner and Deb Bitz

Bill: The Campus Services dinner was moved back to the 20th at 1pm instead of this Thursday at 1pm. All Campus services will be there. Buffalo roasts and steaks among other things on the menu. There will be about 80-100 persons attending.

The new dress code policy has passed. Business casual. No jeans except on Friday’s and if you chose to wear jeans you must donate $1.00 to the Scholarship fund. Maintenance and custodial staff can still wear jeans.

Shirts will be purchased for department staff the logo and title of the person wearing the shirt so they can be identified as campus staff. There was discussion on what colors to go with and gray and black seemed most favored.

When staff is driving bus they must be wearing UTTC shirts. Those who work outside will be given coats that will also identify them as UTTC Staff. There have been complaints that persons are not easily identified as staff members without the attire. Campus Services has chosen gray for their colors Jolene will be going with black and or gray.

It was thought that there would be some that will not follow the dress code so it will be a topic of discussion at the Campus Services Dinner.

Employee status changes have been signed and turned in.

The Board Meeting will approve the dress code next Saturday.

Logos are on most of the campus vehicles.

Department heads would like to know who is and is not6 employed here any longer

Joley---He has hired two part-time security officers, He needs to hire one more. One security guard resigned yesterday as he could not work nights and attend school. The specialist position has been difficult to fill. They have education but no experience. The job description will be changed to lean more towards office management. Some of the duties will include daily crime logs, housing list etc. Joely will track crimes.

ASR is out. Today and tomorrow Joely will be doing online paperwork with the DOE.

Omni Alert has been paid for another year. There has to be a new budge line made for that as the cost is about $7,500.00 per year. SDS needs to be as a compliance line. MSDS are now all online and easily accessible. Guardtech is on the way.

Vaaler insurance is current broker. Discussion about possibly changing.

There has been documentation of safety issues with buildings and the fire alarms, sprinklers and extinguishers had gotten bad marks. The new Fire Marshall is strict. Simplex is being paid for inspections but Joely will be taking the fire inspections back once he has his office assistant/manager. Skills center is in need of new alarms and panel. It is more cost effective than replacing the entire system as that would require strobe lights and other costly investments. Campus has been quiet lately except there was a domestic and the person was sent to detox. Mr. Gerkin tried to break into a house today. Has a warrant. Have been looking for him but he cannot be found. Joely will do a timely notice to alert the campus that he is hanging around.

Jolene: New employee is RA Garret Vestas. Doing interviews on Wednesday for 1 male and 2 female RA’s for the dorms. There are 119 students total in the dorms at this time.

Erik: A letter from Eagle Butte went missing which contained a check. Erik tracks these and it was found on someone’s desk. Erik would like the names put on the envelopes when they come from outside sources so they get to the correct persons. Outside entities usually do not follow this protocol. ALS cannot get mail nor can employees or former students.

Anthony: One card system is ready and new menus are out. Moved some freezers. Espresso machine is not working well. Is about 10 years old. Not sure how to maintain. There is an error code of not dispensing beverages properly. Looking at three new vending machines, racks, broilers and other equipment. Will get prices for bill so the budge can be used up.

Bud: working on about 180 work orders. Finished the steps behind building and supply as well as repairs on the sweat lodge. Building 100 roof is getting replaced. There is a lot of painting close to being done in Sitting Bull hall as well as blinds. Heating and fire alarms have been updated. Repaired main campus flag pole. Tore out the carpet in the office of the VP of Student Services.

They are installing new flooring in house 158. Cleaned out the old property and supply. New logos are on all maintenance trucks and most golf carts. All boilers have been started to make sure they are in running order. Filters have been ordered. Moved the semi. Will move the heavy equipment and some may fit inside. Track hoe and dozer will not. Working on a tree committee on moving trees and garden plots. The tree guy did not come out as he is having Chemotherapy treatments. Ribbons will be tied around the trees that need to be cut down.

Projects in progress….Building 61 is being sheet rocked, started working on buildings 5A and 5B. Need some temporary laborers, to work on those buildings. New walk in freezer is almost ready to go. Seasonal work is in progress, cleaning up leaves and trimming trees. He is short one custodian.

Transportation serviced and repaired some vehicles and lawn mowers. They left two mowers out. They are doing the daily bus runs. Purchased licenses and tabs for several vehicles. Lights are being put in the transportation building. Checking all units for wither use such as antifreeze levels etc. Bud suggested housing persons using vehicles should be checking oil and water levels when they drive the vehicles.

Chris: Traffic request worked with powwow. Badge passes training is complete. If anyone cannot get their flex cards to work send Chris their name via email. Rebuilding GIS servers on south campus. Nursing simulators are being worked on. Doug is working on finance reports. Greg and Ben went to Fargo for training last week. Jenzabar specialist is needed and web specialist. Descriptions are being worked on. Working on the IT Strategic plan. It is due in November. Ben is doing the demo for the cameras. There will be two for each street with night vision. Possibly get a large screen to watch all cameras. Check on eyes application for desktops and phones. Working on software for computer management across campus. Need new equipment for building 61.

Next meeting is in two weeks.