



MEETING MINUTES

Project: Tarrant County College District Master Plan **No. of Attendees:** 26

Subject: Northwest – Support Staff

Recorded By: Wendy Shabay and Bill Cotten

Date: 07-29-04

Location: Northwest Campus

Attendees: Teresa Gonzalez, Gale Foust, Stephanie Spurlock, Lauren Laminack, Kathryn Knutson, Glenda Phillips, Sharon Allen, Valerie Mills, Cindy Zamara, Kathy Saburn, Dennis Jean, Dana Connor, George Hawkins, Deborah Galvan, Craig Bornthron, Shiela Spicer, Casey Harrison, Darla Miller, Keith Applewhite, Cathy Westbrook, LuAnn Krey, Suresh Venuhopal, Christina Cain, Pamela Lindsey, Wendy Shabay, Bill Cotten

Comments:

- Entrances off of 820
- 2 left turn lanes coming in
- Reduce speed limit on Marine Creek
- Traffic counts
- Repair of Northwest College Road
- Enforce parking rules more rigorously
- Need closer H/C parking
- Fence around pumps – Crosswalk across from fire police training
- Better signage in parking
- Designated parking painting on asphalt
- Right turn lane needs to be much longer coming south of Marine Creek
- Hard to make right turn lane out of NW College
- Very hard for visitors to find where they are going
- Site maps
- Adequate visitor _____
- Sign that show specific buildings
- Uniform signage
- No bilingual signs
- Bookstore – store location, good
- Signage to dean's office



- Signage at elevators and to the library
- Covered drop off for H/C
- Really congested at cafeteria – need more student place. End of WSTU13.
- Need students area off of cafeteria
- No student spaces
- Need TV lounge
- Privacy eating spaces
- “Cyber Cafe”
- More and more students are sitting on floor
- Snack bar
- Food court idea much more popular
- 1 study room – More group study, out of space
- Need for computer labs and classrooms for Continual Education – “Reserved Space”
- General
- Larger computer lab – WFAB2614 – WSTU2808
- Science – woefully in need for biology lab, chemistry and geology – don’t have proper OSHA or ADA requirements
- 5 dedicated labs for all sciences
- Aviation lab (hangar) – need to house aircraft outside if possible or larger hangar
- PE completely out of space – 2 main lecture classrooms with small desk – only 20 students but not near enough space.
- Gym overused
- Weights in gym – problem
- Better utilization of pool
- Ventilation in computer rooms
- 7 computer labs – 1 open lab – 33 machines
- More open labs
- Wiring in computer rooms
- Bad ceiling in computer rooms
- Not enough load in computer
- **Lobby in registrar office/financial aid – go away. Horrible first impression – have desperate space needs.
- **Counseling, DSS, placement, testing – discuss personal issues, not private, inadequate
- Possibly connect breezeway between Administration and Counseling area. Restroom in area not ADA accessible – close up both end.
- CE needs waiting area – out of the space
- Campus was fine at one time, but totally outdated.
- *Physical Education front desk is at the rear of building – need front desk at the front that can secure equipment.
- Remodel front desk at 45° of building.
- Security
- Photo I.D. – Uniform I.D. badge
- Lighting is horrible by police and aviation – parking and campus



- Surveillance cameras on long hallways
- Indoor in and out of financial aid
- Campus doesn't have fire suppression
- PA system that can notify of emergency
- No emergency evacuation plan or notification
- Emergency call boxes
- No phones in classrooms – need phones in classrooms to call police
- *No emergency lights in restrooms
- Signs for tornado shelter
- Clocks system
- Adjunct faculty offices
- Textbook, equipment storage for humanities department
- Scan cards for computer labs
- WTCO building elevators break frequently
- Buttons for H/C don't always work
- Covered ramps for H/C areas
- Emergency phone back-up
- 911 routing from Hurst to Fort Worth
- Administration break room very open and disrupting to Dean's office. Needs to be more enclosed.

The following reflects our understanding of the items discussed during the subject meeting. Please notify writer of any discrepancies within 10 days.
