

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Meeting Name: Facilities and Technology Committee
 Date & Time: January 23, 2024 3:00 PM
 Campus & Room #: Zoom only

2023-2024

Committee Agenda and Minutes


Members: ☒ Stacey Hron, ☒ Clinton Castle, ☐ Marnie Glazier, ☒ Chad Sperling, ☒ Shad Gangl, ☒ Julie Roisland, ☒ Bryan Berger,
☐ Amanda Johnson, ☒ Karleen Delorme, ☒ Linda Samuelson, ☐ Kent Wagner, ☐ Don Campbell

Students: **We need student representation**

Format of Meeting	Stacey	<ul style="list-style-type: none"> Meet over zoom 4th Tuesday of every month at 3:00 <ul style="list-style-type: none"> Created a new Team – Facilities and Technology Committee Files Facilities and Technology Committee 2023-2024 Share agendas and committee info Encourage students to join – Student Technology Fees
2023-2024 Goals		<ul style="list-style-type: none"> Determine a common documentation and communication structure and update policies where appropriate. Ensure students, faculty and staff have the needed technology for success. Create a one college culture with consistent looks at all Northland sites. Create a warm and welcoming physical space
1. Flexible Learning Rooms	Stacey/Shad	EGF 292 and AC15 replaced over semester break. Removing old Cisco equipment from AC9, AC10, AC27, AC28 changing to classrooms.
2. Phone System	Stacey/Shad	Current Cisco phone system is outdated and not supported Piloting Zoom Phone System and soft phones Do we need physical phones in all classrooms? (Approximate cost of phones and annual licenses) <ul style="list-style-type: none"> Approximately 100 classroom phones (\$80-100 per phone) Unlimited license \$84/year

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		<ul style="list-style-type: none">Free license (internal and 911 calls only, cannot call out) Options <ol style="list-style-type: none">leave on current Cisco system and update later (risk of failure)Remove from classrooms and use soft phonesUpgrade if/when moving to zoom May need to add additional speakers for public announcements.																
3. TRF Poster Printer	Stacey	The TRF Poster Printer was moved from 549 to 615 (across the hall) EGF poster printer located in 553 Low use – Chad is working on Canva training to create posters																
4. Café and Vending	Stacey	<ul style="list-style-type: none">EGF vending moved over the semester break into café. Vendor is still troubleshooting issues after move. He will not be charging us when machines do not work. Vendor is going to look for different vending options. Work in progress																
5. Flags and Welcome signs	Stacey	<ul style="list-style-type: none">TRF Hallway in front of library – top 7 countries 2x3 flag mounted on wall hanging verticallyEGF Main entrance – 8 countries 2x3 flag mounted on wall hanging verticallyKatlyn (IR) pulled the below data showing number of students in ISRS from the top 20 countries. <table><tr><td>USA</td><td></td></tr><tr><td>Canada</td><td>359</td></tr><tr><td>Nigeria</td><td>206</td></tr><tr><td>Ghana</td><td>130</td></tr><tr><td>Kenya</td><td>114</td></tr><tr><td>Saudi Arabia</td><td>82</td></tr><tr><td>Cameroon</td><td>79</td></tr><tr><td>Liberia</td><td>65</td></tr></table>  <ul style="list-style-type: none">Flag Etiquette: USA flag first and additional countries mounted to the right in alphabetical order. All the same height and size to symbolize <u>unity and togetherness</u>Chad will work on additional designs for both areas.	USA		Canada	359	Nigeria	206	Ghana	130	Kenya	114	Saudi Arabia	82	Cameroon	79	Liberia	65
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6. Family Friendly Study space and Sensory Room	Clinton	<p>Grant awarded for furniture and equipment Family Friendly Study room for students to bring in kids while they are studying where the children can be engaged and not disruptive</p> <ul style="list-style-type: none"> • EGF – Old vending area • TRF - 663 <p>Sensory Room - students voiced a need for a space on campus that can help them relax and reset.</p> <ul style="list-style-type: none"> • EGF – 140 (old student senate room) • TRF - 504 (storage closet)
7. EGF Bonding project	Clinton	<p>Work group met with architects last Friday. In Schematic design phase. Scheduled to present to SO in March. Radiology, pharmacy, respiratory, computer networking, 356, 362 and 366, 256, 254, Divided space will have new divider Construction to start November 2024 and complete by fall of 2025 Reminder to notify scheduling of any room changes \$24,000 designated to Art work</p>
8. EGF Study rooms & Furniture project	Clinton	<p>EGF Student life committed over 100k for creating student spaces. Furniture, games, study rooms etc. Benches were added this fall, hockey game, booths across from IT. Feedback...benches should be relocated. Still funds available for student spaces. Three study rooms will be built over the holiday break (previous cyber 252 area) waiting for building official to give occupancy cert before we can use (needs some trip work around door frames) Rooms will not be scheduled, open student use. Can we brand these rooms? Action item: Chad will work on a design and budget and bring to Clinton</p>
9. TRF Theater lobby furniture	Clinton	<p>Can we find budget to update the furniture in the lobby area. Action item: Clinton will call together a group to look at this area. Volunteers: Julie, Linda, Stacey, Coaches-Shannon Nelson, Chad</p>
10.		
Parking Lot		

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Windows 11 upgrade	Shad	<ul style="list-style-type: none"> Windows 10 end of life in approximately 2 years. We are piloting Windows 11 at this time hoping to roll out a few labs over winter break, widespread roll out summer 2024
Facility Comprehensive Plan – survey completed last spring	Clinton	<ul style="list-style-type: none"> 10 year Facilities Comprehensive plan. 98% complete, waiting for date to present to system office team for %100 complete. Facility Master Plan Survey 2023 included in 2023-2024 folder
Frontage Road between parking lot and building	Don	<ul style="list-style-type: none"> North side extending from G, E, F add a raised walkway across frontage road to assist pedestrian traffic with wet road conditions (Bryan will talk to Clinton)
Campus Branding look and feel	Clinton	Working on college-wide design team to make environmental branding design system. Color swatches, paint colors, branding, etc. Should be done in 2024.
EGF outdoor sign	Bryan	Add lights to SE outdoor sign
Website updates	Chad	
Canva	Chad	
Digital Signs & Event posting	Chad	
D2L updates	Karleen	
Employee Forms page	Chad	https://www.northlandcollege.edu/employees/documents-forms/
Official Minutes	Stacey	Official meeting minutes will be submitted in Grouplink to post on committee site
Adjourned		<p>Next Meeting 4th Tuesday every month</p> <ul style="list-style-type: none"> November 28, 2023 December 26th January 23rd February 27th March 26th April 23rd