

# NORTHLAND

## COMMUNITY & TECHNICAL COLLEGE

Meeting Name: Facilities and Technology Committee  
 Date & Time: March 26, 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"> <li>• Meet over zoom 4<sup>th</sup> Tuesday of every month at 3:00               <ul style="list-style-type: none"> <li>○ Created a new Team – Facilities and Technology Committee</li> <li>○ Files</li> <li>○ Facilities and Technology Committee</li> <li>○ 2023-2024</li> <li>○ Share agendas and committee info</li> </ul> </li> <li>• Encourage students to join – Student Technology Fees</li> </ul>
2023-2024 Goals		<ul style="list-style-type: none"> <li>• Determine a common documentation and communication structure and update policies where appropriate.</li> <li>• Ensure students, faculty and staff have the needed technology for success.</li> <li>• Create a one college culture with consistent looks at all Northland sites.</li> <li>• Create a warm and welcoming physical space</li> </ul>
1. Phone System	Stacey/Shad	Current Cisco phone system is outdated and not supported Piloting Zoom Phone System and soft phones <ul style="list-style-type: none"> <li>• Classroom phones will stay on the current Cisco system until phase 2</li> </ul> May need to add additional speakers for public announcements.
2. Café and Vending	Stacey	Provided 30-day notification to vendor cancelling contract. Smart vending removed on March 11-12 without notice. TRF Cafe is providing meals to Aero from 11:00 – 1:00 until the end of the semester. Exploring self-check out Micro-Markets with different vendors. Will provide our own food in the markets.

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3. Flags and Welcome signs	Stacey	<p>Phase 1</p> <ul style="list-style-type: none"><li>• TRF Hallway in front of library – top 7 countries 2x3 flag mounted on wall hanging vertically</li><li>• EGF Main entrance – 8 countries 2x3 flag mounted on wall hanging vertically (hoping to do over spring break) <b>Action Item: Chad is working on a design for the front entrance that will include a photo back drop – on hold.</b></li><li>• Katlyn (IR) pulled the below data from Northlands student record system showing number of international students from the top 20 countries.</li></ul> <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"><li>• 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></li></ul> <p>Need signage to explain purpose of flags and why these flags were chosen. <b>Action Item: Chad will start a draft.</b></p> <p>Phase 2</p> <ul style="list-style-type: none"><li>• Submitted for a grant from the NW MN Arts Council to paint a mural over door arch in the TRF Library and to hire a Native American Artist to paint a photo back drop in the round seating area by library.</li></ul>	USA		Canada	359	Nigeria	206	Ghana	130	Kenya	114	Saudi Arabia	82	Cameroon	79	Liberia	65
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4. Family Friendly Study space and Sensory Room	Clinton	<p>Grant awarded for furniture and equipment</p> <p>Family Friendly Study room for students to bring in kids while they are studying where the children can be engaged and not disruptive</p>																

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		<ul style="list-style-type: none"> <li>EGF – 203 Old vending area (work in progress) currently painting and ceiling, next week glass door</li> <li>TRF – 663 Ready to use, Jeff is working on games etc.</li> </ul> <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"> <li>EGF – 140 (old student senate room) Ready to use, Jeff is working on furnishings, etc</li> <li>TRF - 504 (storage closet) Ready to use, Jeff is working on furnishings, etc</li> </ul> <p>Contact Karleen with updated room info.</p>
5. EGF Bonding project	Clinton	<p>Work group met with architects last Friday. Schematic design completed and submitted to the system office. Scheduled to present to SO in March.</p> <p>Radiology, pharmacy, respiratory, computer networking, 356, 362 and 366, 256, 254, Divided space will have new divider</p> <p>All classrooms will have soundproof walls.</p> <p>Construction to start November 2024 and complete by fall of 2025</p> <p>Reminder to notify scheduling of any room changes</p> <p>\$24,000 designated to Art work</p>
6. EGF Study rooms & Furniture project	Clinton	<p>EGF Student life committed over 100k for creating student spaces. Furniture, games, study rooms etc.</p> <p>Benches were added this fall, hockey game, booths across from IT.</p> <p>Feedback...benches should be relocated.</p> <p>Still funds available for student spaces.</p> <p>Booth type furniture has been ordered to be added in the hallways. 18 weeks delivery time</p> <p>Three study rooms were completed over holiday break (previous cyber 252 area) Can we brand these rooms. Rooms are being used.</p> <p><b>Action item:</b> Chad will work on a design and budget and bring to Clinton. Custom Stripes provided some preliminary designs and costs. Waiting for Campus Branding standard.</p>
7. TRF Theater lobby furniture	Clinton	<p>A group met on January 30<sup>th</sup> to discuss Theater Lobby area and decided to wait until the college branding design ideas were available.</p> <p>Attendance: Clinton, Marnie, Cory, Linda, Stacey, Chad</p>
8. Campus Branding look and feel	Clinton	<p>Northland Architectural Brand Standard Kick off meeting scheduled for 3/28/24</p> <p>Working on college-wide design team to make environmental branding design system. Color swatches, paint colors, branding, etc.</p>

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9. Facility-Technology Survey	Stacey	The employee and student Facility-Technology Survey was sent out on March 12 <sup>th</sup> with a deadline to complete by April 1 <sup>st</sup> . Results will be shared at the next meeting.
10. Recording Room	Linda	Faculty request for rooms available to students to record and zoom. Rooms available for job interviews, meeting with counselors, etc. TRF 619, EGF 270D, EGF 270E Linda will follow up with faculty and let us know if more rooms are needed. Amanda will follow up with Rebecca for counseling requests.
11. Office cleaning	Linda	How often are offices and spaces cleaned? If spaces are not cleaned a couple times a week and garbage offered every day, please contact Clinton.
Parking Lot		
Facility Comprehensive Plan – survey completed last spring	Clinton	<ul style="list-style-type: none"> <li>10 year Facilities Comprehensive plan. 98% complete, waiting for date to present to system office team for 100% complete.</li> <li>Facility Master Plan Survey 2023 included in 2023-2024 folder</li> </ul>
Frontage Road between parking lot and building	Don	<ul style="list-style-type: none"> <li>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)</li> </ul>
EGF outdoor sign	Bryan	Add lights to SE outdoor sign
Website updates	Chad	Search utility is being worked on to improve performance. Contact Chad if issues. Three phases to project.
Canva	Chad	Built a template for certificates. Requests for templates can be sent to Chad. Releases some of the locks on templates that are currently designed allowing for more customization.
Digital Signs & Event posting	Chad	Two forms available. Event calendar has link in the upper right to post events. Posts are sent to Chad for review and posting on the calendar. Form is available on marketing page and documents and forms page. Canva templates are available for the digital signage.
D2L updates	Karleen	
Employee Forms page	Chad	<a href="https://www.northlandcollege.edu/employees/documents-forms/">https://www.northlandcollege.edu/employees/documents-forms/</a>
Official Minutes	Stacey	Official meeting minutes will be submitted in Grouplink to post on committee site

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Adjourned		<p>Next Meeting 4<sup>th</sup> Tuesday every month</p> <ul style="list-style-type: none"><li>• <del>November 28, 2023</del></li><li>• <del>December 26<sup>th</sup></del></li><li>• <del>January 23<sup>rd</sup></del></li><li>• <del>February 27<sup>th</sup></del> Cancelled due to college closure for weather</li><li>• <del>March 26<sup>th</sup></del></li><li>• April 23<sup>rd</sup></li></ul>
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