

# NORTHLAND

## COMMUNITY & TECHNICAL COLLEGE

Meeting Name: Facilities and Technology Committee  
 Date & Time: April 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 ☐ Joel Ziegler

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. Non-program assessment	Stacey	FY24 Facilities and Technology Work Plan reviewed with President Kiddoo <ul style="list-style-type: none"> <li>• Copy in Teams folder</li> </ul>
2. Student Tech Fee	Stacey	<ul style="list-style-type: none"> <li>• Recommendation to Increase Student Fee from \$11.00 to \$11.25</li> <li>• Adding a Health Fee .37</li> </ul>
3. Policy Review	Stacey	<ul style="list-style-type: none"> <li>• Administration Policies (5000 section) and Facilities (6000 section) have been reviewed.</li> <li>• Policies will redirect to Minn State policies if appropriate.</li> <li>• <a href="https://www.northlandcollege.edu/about/policies/">https://www.northlandcollege.edu/about/policies/</a></li> </ul>

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4. Café and Vending	Stacey	<ul style="list-style-type: none"> <li>• Exploring self-check out Micro-Markets with different vendors. Will provide our own food in the markets.</li> <li>• Working with System office IT security and legal to purchase a Micro Market MM6 from Retail 365 Markets <a href="https://365retailmarkets.com/mm6-for-markets/">https://365retailmarkets.com/mm6-for-markets/</a></li> <li>• Approved by IT security 4/15/24</li> <li>• Submitted to legal for review</li> <li>• Goal is to install/operate and test this summer and go live fall of 2024</li> </ul>
4. Facility-Technology Survey	Stacey	<ul style="list-style-type: none"> <li>• 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>.</li> <li>• Results have been emailed to group and posted in the Teams folder.</li> <li>• 70 Student responses and 60 employee responses</li> </ul>
5. Campus Branding look and feel	Clinton	<ul style="list-style-type: none"> <li>• Working on college-wide design team to make environmental branding design system. Color swatches, paint colors, branding, etc.</li> <li>• Northland Architectural Brand Standard Kick off meeting scheduled for 3/28/24</li> <li>• Campus tours 4/16/24 with JLG</li> <li>• Presentation of ideas early May</li> </ul>
6. Family Friendly Study space and Sensory Room	Clinton	<ul style="list-style-type: none"> <li>• Grant awarded for furniture and equipment</li> <li>• Family Friendly Study room for students to bring in kids while they are studying where the children can be engaged and not disruptive</li> <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> <li>• Sensory Room - students voiced a need for a space on campus that can help them relax and reset.</li> <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> <li>• Contact Karleen with updated room info.</li> <li>• How do students know where to find these rooms??</li> <li>• Hold: ask JLG for recommendations</li> <li>• Ideas and recommendations from Caring Campus</li> <li>• Ideas and recommendations from Student Success committee</li> </ul>

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7. EGF Bonding project	Clinton	<ul style="list-style-type: none"> <li>• Work group met with architects last Friday. Schematic design completed and submitted to the system office. Scheduled to present to SO in March.</li> <li>• Radiology, pharmacy, respiratory, computer networking, 356, 362 and 366, 256, 254, Divided space will have new divider</li> <li>• All classrooms will have soundproof walls.</li> <li>• Construction to start November 2024 and complete by fall of 2025</li> <li>• Reminder to notify scheduling of any room changes</li> <li>• \$24,000 designated to Art work</li> </ul>
8. EGF Study rooms & Furniture project	Clinton	<ul style="list-style-type: none"> <li>• EGF Student life committed over 100k for creating student spaces. Furniture, games, study rooms etc.</li> <li>• Benches were added this fall, hockey game, booths across from IT.</li> <li>• Still funds available for student spaces.</li> <li>• Booth type furniture has been ordered to be added in the hallways. 18 weeks delivery time, end of June</li> <li>• Three study rooms were completed over holiday break (previous cyber 252 area) Can we brand these rooms? Rooms are being used.</li> <li>• Action item: 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.</li> <li>• How do students know where to find these rooms??</li> </ul>
9. Recording Studio Room	Linda	<ul style="list-style-type: none"> <li>• Faculty request for a room available to students to record and zoom, conduct job interviews, meet with counselors, etc.</li> <li>• Derek Lewis, Speech instructor, requesting to use office 622B as a recording studio.</li> <li>• Waiting for Admin approval and use of office 622B for adjunct tmp English instructor</li> <li>• Tmp English instructor will be teaching in EGF in the fall. Needs EGF office.</li> <li>• Marnie Glazier will review the request and get back to us with a decision for setting up the studio by fall.</li> </ul>
Parking Lot		

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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> <li>Hoping to have north parking lot redone next summer</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. Conducting usability testing in the fall. Working with financial aid, business office, etc to make all costs dynamic to auto calculate and update. To be completed by June 30 <sup>th</sup> . Fun things to come!
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.
	Stacey	Local Admin rights have been removed from computers to meet a security audit finding. IT is waiting for pricing for Admin by Request for a more permanent secure option.
Official Minutes	Stacey	Official meeting minutes will be submitted in Grouplink to post on committee site
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>