Northland Community & Technical College
Technology Utilization and Student Technology Meeting Minutes

March 27, 2012 @ 2:00.
TRF Campus, Room 545
EGF Campus, Room 115

M I N U T E S

Members Present:

☒ Stacey Hron   ☒ Clinton Castle   ☐ Blake_Lieberg
☒ Holly Deschene   ☒ Wesley Stainbrook   ☐ Alex_Hagan
☒ Don Campbell   ☐ Andrew Halverson   ☐ Andrew Dahlen
☒ Linda Samuelson   ☐ Jonathan_Steinhauer   ☐ Jennifer Amiot
☐ David Otoole   ☐ Matsimela_Diop   ☐ Emily Robson

Topic	Responsible Party	Discussion/Outcome
1. Technology Survey results (TRF)	Stacey	• Results of the TRF student technology survey were reviewed. 78 students responded to the survey. • Discussion occurred regarding a few comments for the need of Office training. Students are no longer required to take the Intro to Computer course for their major. Several questions come into IT for extensive help in Office. **Action Item: Linda will talk with the advisory committee and deans. Action item: Holly will check out some training online for students from the Microsoft website and notify students about availability.** • Review of a comment that IT support is not available prior to 8:00 AM. The group felt that very few classes are offered before 8:00 AM and hours should remain 8:00 – 5:00. • Computer labs: Some comments indicated confusion about when labs are open in TRF. Labs are closed when the campus is closed or there are no classes the Friday before or Monday after. Hours are posted in the labs, on tv monitors and the web.
2. Technology Survey results (EGF)	Stacey	• Results of the EGF student technology survey were reviewed. 99 students responded to the survey. • IT will put together a handout on computer troubleshooting/information to include in pre-enrolment packets. Action **Item: Holly and Jennifer Amiot will put something together.** • Review of comments indicating slow and outdated computers. All computer labs are up to date; many had new computers this FY year. IT will check login times and printers to see if there is a problem we are not aware of. **Action Item: Wesley will also login to some of the student computer labs to see if there is an issue.**
3. Employee Technology Survey results	Stacey	• Results of the employee technology survey were reviewed. 24 employees responded to the survey. • Comments indicate some issues with wireless on both campuses. **Action Item: Stacey will do some checking on the Employee wireless system.** • Comments indicated a need for training in Outlook. **Action item: Holly will prepare some training.**
4. Technology Fee/budget	Stacey	• A recommendation has been brought forward to increase the student technology fee from $8.32 per credit to $9.00 per credit. This increase would still put us below the MnScu average and high of other 2 year institutions. Wes expressed concerns with the increase and the amount of budget used for repairs and replacements but did not have a recommendation on what to cut out. **Action Item: Stacey will send out the documents and budget sheet that were shared with the student senate for the tuition consult meeting.**
5. Adjourn at 3:10 PM		• Next meeting scheduled for April 24th at 2:00. This will be the last meeting for the academic year unless at that time we find another meeting in May is needed.