

FINCANCE, FACILITIES, & TECHNOLOGY COUNCIL

MEETING INFORMATION

TITLE	FFT Council		
DATE	August 30, 2024	TIME	9am – 11am
LOCATION	EGF 280, TRF 515	RECORDER	Julie Fenning
CO-CHAIRS	Kalen Wiseth, Clinton Castle, Stacey Hron		

I = Info, **D** = Discussion, **A** = Action

AGENDA

TYPE	AGENDA ITEM	ACTION TAKEN
I	Introductions & Membership Check-In	Member introductions and check-ins were shared.
D	Council Purpose and Goals	Shari reviewed the meeting process section of the College-wide Shared Governance Councils— Overview and Timeline document (Attachment)
I	TEAMS Folders NCTC - College-wide Shared Governance Councils - Team STUDENT SUCCESS COUNCIL	Stacey reviewed the location of the Team's folder for the College-wide Shared Governance Councils – this is where the proposals, agendas, and minutes can be found. This information will also be shared on the college-wide minutes site in SharePoint.
A	Current Proposal Requests: <ul style="list-style-type: none"> • Use of EGF 570 for temporary lab and classroom • TRF Student hospitality room • Leveraged Equipment and Enhanced Learning Environments appropriations 	Lab 570 – Clinton requested support to move computer networking into the 570 lab space. This change needs to be December 2024 – August 2025 as the EGF bonding project is completed. Also need storage for Resp, Early Childhood, and Rad Tech. 570 lab would be suitable for these spaces. Would build eight foot walls for privacy. There is no need for HVAC modifications. He will also need to relocate the current mechatronics equipment out of the space. The space is currently 5000 square feet. Clinton is requesting 3000 square feet. Mechatronics is currently not running in TRF or EGF, only Warroad. The equipment could be stored at the



		<p>aerospace site. Currently no partnerships with industry needing the equipment or space. College general funds would be supporting this project. Would be used until August 2025.</p> <p>Vote – Supported by the group and recommended for President’s approval. There is one question about accurate cost. Clinton will connect with Kalen to work on finding funds for this project.</p> <p>Hospitality Rooms – The college has temporarily replicated the hospitality room in EGF on both campuses. The EGF space has been developed and has been successful for prospective students and families. Wanted to launch in TRF this fall. It was determined to use the only open space close to Student Services (545H). It was developed with minimal expense to try the space. Requesting a group to use and monitor the space and determine if the space is adequate, needs updates, or a new space needs to be identified. The groups final request will be presented at the January meeting.</p> <p>Vote – Supported by the group and recommended for President’s approval.</p> <p>Kalen was absent but had shared a packet of information located in the Teams folder for this proposal. Stacey reviewed the handouts and highlighted the new, shortened timeline for submitting requests through GroupLink. The timeline is being recommended to be moved up to ensure equipment is purchased and we do not give back any funds and can have the opportunity to receive more funds. Division chairs, ASA deans, technology, facilities. Joel will share information with faculty regarding equipment matching.</p> <p>Vote – Supported by the group and recommended for President’s approval.</p>
	FFT Updates	<p>Aerospace Roofing Project Update – Sending schematic designs to system office for approval today. Will be out for bid October, with a mid-May start, and complete in Fall 2025. This project is paid for out of 2022 HEAPR Funds. The Council requested to see the HEAPR list. Next Agenda item HEAPR and VFD Reports.</p> <p>Technology Updates – Zoom phones moved over the summer for all employees. Classrooms are staying on the old system until next summer. There</p>

		<p>is a directory, but it is everyone in the system. There is also a new texting feature.</p> <p>Micro Markets – Sales are up at each location. Vending and concessions now provided by our food service vs. an outside vendor. The concession stand does not have a freezer, and they would like one for frozen pizzas. ACTION: Clinton will check into.</p> <p>Facilities/Technology Survey – 70 students/60 employees responded. The survey results are in the Teams folder. Most items are complete or in progress. There are a few items that could not be completed easily within current budgets. We need to close the loop (HLC documentation requirements) on the survey results. ACTION: Stacey and Clinton will close the loop and document the action for each item.</p>
I	<p>Future Proposal Requests:</p> <p>Future Agenda Items: HEAPR and VFD Reports</p> <p>Check-Out</p>	

NEXT MEETING: October 25th

DATE	September 20, 2024	TIME	9am – 11am	LOCATION	EGF 280, TRF 515
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