NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

MINUTES

FINANCE, FACILITIES, & TECHNOLOGY COUNCIL

MEETING INFORMATION

TITLE	Finance, Facilities, & Technology Council		
DATE	September 20, 2024	TIME	9am – 11am
LOCATION	EGF 290, TRF 662	RECORDER	Stacey Hron
TRI-CHAIRS	Kalen Wiseth, Clinton Castle, & Stacey Hron		

Membership: ☒ Stacey Hron, ☒ Clinton Castle, ☒ Kalen Wiseth, ☒ Chad Sperling, ☒ Ladora Dahlen, ☒ Bubba Rockstad, ☒ Tim Bergerson, ☒ Colleen Kukowski, ☒ Autumn Breuer, ☐ Alicia Tanner, ☒ Linda Samuelson, ☒ Joel Ziegler ☒ Stephanie LeDuc, ☐ Julie Fenning
Guest: Derek Lewis

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

AGENDA

TYPE	AGENA ITEM	ACTION TAKEN
I	Check In	
A	Current Proposal Requests	
	• Epoxy Coating on Floors in Welding, Automotive, and Autobody in TRF – Joel Ziegler	Clinton and Joel will put together a group to gather additional information and costs and submit a 2nd proposal.
	• Northland Community Communication Center – Derek Lewis	Recommend moving forward with changing 622B to a Northland Community Communication Center for students (only). Any budget needs will need to be discussed and approved by the Dean. Derek will work with Chad to create signage for Northland Student Communication Center.
	• Procedures during Lockdown and Other Drills – Linda Samuelson	Recommend sending to the Safety Committee for procedure review and then bring back in 2nd proposal with more information.
	• Communication of Technology Breakdowns – Linda Samuelson	Recommendation to ask Faculty to notify IT as soon they are aware of an issue and IT will

		communicate with faculty if going to be an extended period of down time.
I	Future Proposal Requests and information sharing -	
I	Future Informational items: • Architectural Brand Standards	Architects submitted their final product this week. Clinton will bring forward later.
I	Check Out	Drone shots next week. Smoking area moved. Appreciated the signage was updated as soon as possible.

NEXT MEETING

DATE	November 15, 2024	TIME	9am – 11am	LOCATION	EGF 290, TRF 662

View results

Respondent		11:05
7	Joel Ziegler	Time to complete

1. Proposal Topic: Insert topic or proposal name:

   > Epoxy coating on floors in welding, automotive, and autobody in TRF

2. Pick one or more of the following:

   ☐ Information Sharing

   ☐ Feedback

   ☑ Problem solving

   ☐ Needs recommendation

3. Background Statement: Provide background statement on the need that has been identified. Include the need identified, and any prior actions taken in relation to this proposal.

   > The college maintenance staff spend several days or weeks during the summer waxing the floors in welding and autobody labs. This wax only lasts a few months in the high-traffic areas. The automotive lab has painted floors that have areas missing paint from tires and other factors. Epoxy may have a high initial investment, but the long term gain should more than make up for this by freeing up maintenance during the summer

4. Select how this aligns with the Strategic Directions and Priorities of the College:
   ACCESS - Meets students where they are to ensure all have access to high-quality educational opportunities.

   ☐ Expand recruitment to underserved populations

   ☐ provide flexible learning opportunitites

   ☐ Remove financial barriers for students

   ☐ Streamline transition from pre-college services to programs

5. Select how this aligns with the Strategic Directions and Priorities of the College:
STUDENT SUCCESS - Improve outcomes, success, and completion through quality programs, advising, and student development.

- ☑ Support students in achieving their educational goals.

- ☐ Provide high-quality, relevant, engaging, and rigorous coursework.

- ☐ Create a vibrant, supportive, and welcoming environment for students.

- ☑ Provide exceptional student support services.

- ☐ Provide individualized services to increase retention and support learning, education, and career goals.

- ☐ Close equity gaps to improve success for all students.

6. Select how this aligns with the Strategic Directions and Priorities of the College:
PARTNERSHIPS – Strengthen partnerships with school districts, institutions of higher education, employers, and community organizations.

- ☐ Expand collaboration with education partners.

- ☑ Increase community engagement.

- ☐ Expand employer partnerships.

- ☐ Respond and adapt to the ever- changing market and partner needs.

7. Select how this aligns with the Strategic Directions and Priorities of the College:
ADVANCING EQUITY – Create an inclusive culture where all can reach their full potential.

- ☑ Embody a welcoming and inclusive environment for all.

- ☐ Ensure equitable access to resources for historically underserved individuals.

- ☐ Ensure our campus community represents a rich array of experiences and viewpoints.

- ☐ Establish community bonds through an understanding of our common humanity.

8. Identify and describe Interests

> welding, autobody, automotive, Recruiting, student Services

9. Identify if prior work has taken place or exists

> The current floors would most likely need to be stripped or ground prior to application.

10. Identify key stakeholders and areas of partnership

> Recruiting, students, automotive, autobody, welding

11. Other

12. Project Sponsor: (Name of the sponsor (supervisor) who will be accountable for this proposal providing the scope and deliverables.)

Clinton Castle

13. Project Team Members:

Not sure who goes here

14. Additional Information - attach files if applicable

📄 Ucoatit_Website_Joel Ziegler.docx

1. **Proposal Topic:** Insert topic or proposal name: Northland Community Communication Center

2. **Pick one or more of the following:**

    ☐   Information sharing
    ☐   Feedback
    ☒   Problem solving
    ☐   Needs recommendation

3. **Background Statement:** Provide background statement on the need that has been identified. Include the need identified, and any prior actions taken in relation to this proposal.

Students in online courses, primarily SPCH 1101: Introduction to Public Speaking, are not able to record speeches in environments conducive to their learning or success. Many students in these online courses are in residence at the college or live in the TRF community. Every semester students record speeches in kitchens, basements, garages, and vehicles which presents significant additional hurdles to their success.

4. **Summary/Rationale Statement**: Include any of the following that are applicable:

A. Describe how this aligns with the Strategic Directions and Priorities of the College

ACCESS – Meet students where they are to ensure all have access to high-quality educational opportunities.
Strategies
☐ 1.1 Expand recruitment to underserved populations.
☒ 1.2 Provide flexible learning opportunities.
☒ 1.3 Remove financial barriers for students.
☐ 1.4 Provide clear pathways for students.
☐ 1.5 Remove student enrollment barriers.
☐ 1.6 Streamline transition from pre-college services to programs.

STUDENT SUCCESS – Improve outcomes, success, and completion through quality programs, advising, and student development.
Strategies
☒ 2.1 Support students in achieving their educational goals.
☐ 2.2 Provide high-quality, relevant, engaging, and rigorous coursework.
☒ 2.3 Create a vibrant, supportive, and welcoming environment for students.
☒ 2.4 Provide exceptional student support services.
☒ 2.5 Provide individualized services to increase retention and support learning, education, and career goals.
☒ 2.6 Close equity gaps to improve success for all students.

PARTNERSHIPS – Strengthen partnerships with school districts, institutions of higher education, employers, and community organizations.
Strategies
☐ 3.1 Expand collaboration with education partners.
☒ 3.2 Increase community engagement.
☐ 3.3 Expand employer partnerships.
☐ 3.4 Respond and adapt to the ever- changing market and partner needs.

ADVANCING EQUITY – *Create an inclusive culture where all can reach their full potential.*
Strategies
☒ 4.1 Embody a welcoming and inclusive environment for all.
☒ 4.2 Ensure equitable access to resources for historically underserved individuals.
☐ 4.3 Ensure our campus community represents a rich array of experiences and viewpoints.
☒ 4.4 Establish community bonds through an understanding of our common humanity.

B. Identify and describe Interests

This proposal initially sought money from a Z-degree expansion grant because it provided the last piece of an online class that students were required to pay themselves: recording equipment. Providing a space and the equipment for students to record speeches and presentations lowers the costs and barriers for students in Introduction to Public Speaking and any other course that requires recorded individual or group presentations. Providing the space and equipment also allows students with lower quality, older, or broken devices such as phones, laptops, cameras, and microphones to participate in these courses successfully. This space also presents opportunities outside our formal classes. Students could also use the space for Zoom interviews for example. Although the use will likely be small, I also see an opportunity to invite the community to use the space for interviews and similar activities.

C. Identify if prior work has taken place or exists

In spring 2024, work began on creating the space. A room was identified, and the decision to use already existing equipment where possible was made. The room was assigned as an office which halted work on the Center at the time.

D. Identify key stakeholders and areas of partnership

IT and Facilities will have to set up the room. However, it is already furnished. This is minimal initial work and maintenance. Academic Success Center has similar spaces (see part E below). Potential partnership with TRF Public Library regarding community access.

E. Other

There are several reasons to create this space separate from the ASC (TRF 622B). First, we anticipate the vast majority of users will be Introduction to Public Speaking students. Having the space in the same suite as the instructors teaching that class makes monitoring, scheduling, and resolving issues easier and more direct. Second, there is likely to be a 'boom and bust' schedule that corresponds to major speech due dates. This would likely lead to a relatively high turnover rate. It seems unnecessary to add that to the responsibilities of the ASC especially around midterms and finals when speeches tend to be scheduled. Third, the existence of the Center would not necessarily prevent users from

using the similar options of the ASC, but would hopefully direct users to the more specific resource.

5. **Project Team Members:**

Project Sponsor: **(**Name of the sponsor (supervisor) who will be accountable for this proposal providing the scope and deliverables.)

Derek Lewis, Speech Communication Instructor

Team Members:

Adam Paulson, English Instructor; Stacey Hron, Director of Technology

6**. Additional Information – attach files if applicable**

Funds for the set up of the Center should still be available through the Z-Degree program given the primary focus on eliminating the required cost of recording equipment for students of Introduction to Public Speaking (and other courses). Equipment costs would be minimal as surplus/storage equipment would be adequate. There would be an additional cost of small stipends for instructors overseeing the Center. No additional staffing would be required. A scheduling system and email for the center would be ideal. This project could be operational within days with improvements and adjustments (such as room arrangement and branded NCTC backdrop) made over winter break. The proposal submission was supported by VPASA John Fields and Interim Dean of Academic Affairs Dorinda Sorvig prior to the completion of identifying the funds and reassigning the room.

View results

Respondent		02:39
8	Linda Samuelson	Time to complete

1. Proposal Topic: Insert topic or proposal name:

   > Review Procedures during Lockdown and Other Drills

2. Pick one or more of the following:

   ☐ Information Sharing

   ☐ Feedback

   ☑ Problem solving

   ☐ Needs recommendation

3. Background Statement: Provide background statement on the need that has been identified. Include the need identified, and any prior actions taken in relation to this proposal.

   > When the emergency drills are run, there are classes that are being taught using videoconference. When students are on the campus opposite then the teacher, who helps locks doors and shut off projectors and who turns them all back on?

4. Select how this aligns with the Strategic Directions and Priorities of the College:
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   ☑ provide flexible learning opportunitites

   ☐ Remove financial barriers for students

   ☐ Streamline transition from pre-college services to programs

5. Select how this aligns with the Strategic Directions and Priorities of the College:
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☑ Create a vibrant, supportive, and welcoming environment for students.

☐ Provide exceptional student support services.

☐ Provide individualized services to increase retention and support learning, education, and career goals.

☐ Close equity gaps to improve success for all students.

6. Select how this aligns with the Strategic Directions and Priorities of the College:
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☐ Expand employer partnerships.

☐ Respond and adapt to the ever- changing market and partner needs.

7. Select how this aligns with the Strategic Directions and Priorities of the College:
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☐ Establish community bonds through an understanding of our common humanity.

8. Identify and describe Interests

This is for the needs and interests of the students that some is looking out for them, the instructors on the "other" campus, and any staff that might be called to help.

9. Identify if prior work has taken place or exists

I do not know of any official work.

10. Identify key stakeholders and areas of partnership

Students, Instructors, Support Staff

11. Other

For as long as we continue videoconferenced courses, we should have a procedure in place to identify this missed areas of service to our students.

12. Project Sponsor: (Name of the sponsor (supervisor) who will be accountable for this proposal providing the scope and deliverables.)

Dorinda Sorvig

13. Project Team Members:

There is currently no team, but a collection of faculty and students that this has impacted.

14. Additional Information - attach files if applicable

[View results](#)

Respondent		04:17
9	Linda Samuelson	Time to complete

1. Proposal Topic: Insert topic or proposal name:

> Communication of Technology Breakdowns

2. Pick one or more of the following:

- ☐ Information Sharing

- ☐ Feedback

- ☑ Problem solving

- ☐ Needs recommendation

3. Background Statement: Provide background statement on the need that has been identified. Include the need identified, and any prior actions taken in relation to this proposal.

> A large portion of our in-person courses are also recorded or sent to sister campuses. When the technology breaks down it impacts the quality of our class and sometimes our ability to teach our classes. So, when something breaksdown in the morning and cannot easily be fixed, the impacted instructors should be notified so they can plan accordingly rather than walking into a classroom that is not functioning as it should.

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- ☑ provide flexible learning opportunitites

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☐ Expand employer partnerships.

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☐ Ensure our campus community represents a rich array of experiences and viewpoints.

☐ Establish community bonds through an understanding of our common humanity.

8. Identify and describe Interests

The faculty and students impacted by technology that breaks down have a definite interest in the ability to plan in advance for issues.

9. Identify if prior work has taken place or exists

I do not know if prior work has taken place.

10. Identify key stakeholders and areas of partnership

Instructors, students, and IT Staff

11. Other

12. Project Sponsor: (Name of the sponsor (supervisor) who will be accountable for this proposal providing the scope and deliverables.)

Dorinda Sorvig

13. Project Team Members:

There is not existing team but rather impacted faculty and students who have discussed the issue.

14. Additional Information - attach files if applicable