

FINANCE, FACILITIES, & TECHNOLOGY COUNCIL

MEETING INFORMATION

TITLE	Finance, Facilities, & Technology Council		
Date	5-9-25	TIME	9am – 11am
LOCATION	EGF 290, TRF 662	RECORDER	Kalen Wiseth
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 ☐ Heather Koland, ☐ Shelley Koerber, ☐ Don Campbell

Guest: Justin Berry

I = Info, D = Discussion, A = Action

AGENDA

TYPE	AGENDA ITEM	ACTION TAKEN
I	Check In	
A	Current Proposal Requests	
I	Committee/Workgroup Updates: Safety and Security Committee Updates - Clinton	Safety/Security - Clinton Shared Safety inspection check list (attached). No injuries to report, and no other safety or security items to report
I/D	Information Sharing <ul style="list-style-type: none"> Budget Update (Kalen) Facilities Update-Summer projects (Clinton) Technology Updates-Summer projects (Bubba) 	<ul style="list-style-type: none"> Budget Update: Kalen presented the budget timeline. He noted that the final budget would need to be submitted by May 23rd. Kalen also presented most recent budget draft including the projected 5% tuition increase Facilities TRF <ul style="list-style-type: none"> Recondition of the welding lab, to include poxy floor and some wall painting and lab clean up. 3 AC condinsing units to repair or replace to include FBM area, Fitness Center area and 525 office suit/business office areas... R22 gas is no longer supported.

		<ul style="list-style-type: none"> • Replacing air handler humitifier for the music area. • Underrground boiler leak repair. From west boiler room to gym area. • Several paintiong project • Gym floor last week of July • Facilities EGF • Effective Teaching and learning lab project, on schedule with phase two of the project starting on May 19th. Percent for art kick off meeting on May 12th and Furniture order will be place on May 12. • Repair to exterior speakers • Several painting projects • Add rain gutters to fire tech building • Replace some flooring in enty ways • Aerospace site • Aero spacce roof replacement phase 1 will start the first part of June • Bathroom remodel • Some painting project • Grounds Department • Shannon Out for the summer...Blake will travel to TRF once per week and temporary part time staff start in TRF on May 21st • Technology: Bubba presented an update on Northlands current virtual infrastructure. He noted that the update would be taking place over the next several weeks but, he did not expect any down time in the network. He also discussed the NIST survey.
I/D	Open Agenda	Colleen discussed the first reading on health insurance from the AFSCME leadership meeting. There is concern that large insurance increases are coming.
I	Future Proposal Requests and Information Sharing <ul style="list-style-type: none"> • Architectural Brand Standards • Comprehensive Facilities Plan-CFP 	
I	Check Out	

PROPOSAL STATUS

Proposal	Council Recommendation	Date	President	Date
Temporary lab and classroom	Recommend for approval.		Approved	

TRF Student hospitality room	Approved to form team and look at spaces and create a final proposal for the Council.			
Epoxy Coating on Floors	Recommend for approval.	1/17/25	Approved if budget avail	
Northland Community Communication Center	Recommend for approval.		Approved	
Communication of Technology Breakdowns	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.	9/20/24	Approved	
Polk County Request to Lease Space for Dispatch Office	Not recommended for approval.		Did not approve	
Timing of Safety Drills	Recommend for approval.	1/17/25	Approved	
Wellness Rooms	Recommend bringing back to the workgroup to review locations and name. Also add students to the workgroup or present to student senate for ideas.	1/17/25		
Open Library Hours	Recommend for approval.	1/17/25	Approved	
Signs identifying Training Programs	Recommend for approval	2/21/2	Approved	
Laptop Requirement Proposal	Recommend for approval	3/21/25		
EGF Disc Golf Signage	Recommend for approval	4/18/25		
Purchase Virtual Infrastructure	Information sharing	4/18/25		
MyNCTC Mobile App	Recommend to discontinue mobile app	4/18/25		

NEXT MEETING

DATE	See you next year	TIME	9am – 11am	LOCATION	EGF 290, TRF 662
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Safety Inspections - Offices/Classrooms/General Purpose Areas

Please check your assigned area for the following common findings:

- Power Strips: Power strips must not be plugged into another power strip.
- Extension Cords: Extension cords are for temporary use only. Example: table saw during a project (OK), refrigerator in office (NOT OK to have plugged into a power strip or extension cord).
- Storage: No storage is permitted within 18 inches of the ceiling. This is for areas with or without a sprinkler system. ~ Please record this on the report form if you are not sure and Cory will check the area. Please also indicate any missing ceiling tiles.
- Electrical Panels: NOTHING is permitted to block access to an electrical panel. A three foot clearance must be maintained.
- Fire Extinguishers: NOTHING is permitted to block access to an extinguisher
- General Housekeeping: Floors, exits, and hallways must be kept clear and free from tripping hazards. Exits must have a clear path of egress.
- Door Props: Fire-rated doors must not be propped open. If you are not sure if your door is a fire door, contact Clinton Castle or Cory Feller.
- Personal Heaters: Personal heaters are not encouraged. I recommend contacting Clinton Castle to determine a more permanent solution. Below is a list of requirements for a personal heater:
 - Cannot be within 36 inches of anything that will burn such as carpet, vinyl flooring, wood flooring, furniture that will burn, doors, walls, people, trash containers or other combustibles
 - Must be plugged directly into a wall receptacle; no power-strips, surge protectors or extension cords
 - Must be an appliance listed by Underwriters Laboratory (UL)
 - Must have an on/off switch and a thermostatic control switch
 - Must have an internal “tip-over” switch that will turn off heater when it is not upright
- Other Personal Items:
 - Coffee pot must have a timer or auto shut off. Must be UL listed
 - Candle warmers must be unplugged when unattended or have a shut off switch.
- Electrical/Mechanical Rooms:
 - No combustibles/storage permitted. *Materials and supplies for the operation and maintenance of the equipment in the room shall be permitted.*
 - Ladders must be secured. (by hanger or chain)

Please take this time to record any safety concerns in your area on the Safety Inspection Record Form. A GroupLink ticket(s) will be created to track each finding to ensure each hazard is addressed.



Fiscal Year 2026 Annual Operating Budget Instructions

CALENDAR

April 30	First deadline: requests for larger/new undergraduate differential rates, aggregate fee increases over 3 percent, Revenue Fund fee rates, and health services sources and uses reports due
May 8	Second deadline: undergraduate base tuition rates due
May 19	End of 2025 legislative session
May 20-21	Board meeting: first reading of FY26 budget
May 21	Third deadline: consultation letters due
May 28	Fourth deadline: complete rates, budgets, narratives, reallocations due
June 17-18	Board meeting: second reading of FY26 budget

There may be ongoing guidance on rates as board and legislative discussions take place.

Primary contacts are listed, but you may contact anyone on the FP&A team with questions.

MATERIALS DUE WEDNESDAY, APRIL 30, 2025

1. [Undergraduate Differential Tuition Rate Request Form](#) (submit to budget@minnstate.edu)

Primary contact: Kathy.Hanon@minnstate.edu

There are two criteria that trigger the need to complete this form for FY2026:

- if the portion of an existing undergraduate differential tuition rate that is in addition to base tuition is proposed to increase by more than five percent, or
- if a new undergraduate differential tuition rate is being proposed.

Complete one form for each request and pay attention to the documentation needed. Be as specific as possible. Requests will be reviewed by Vice Chancellor Maki to determine what is included in the package presented to the Board of Trustees for approval.

At this time, no additional restrictions are anticipated for rates that apply to online delivery of a course or program.

Please contact FP&A if you are considering significant changes to graduate differential rates. You will report graduate tuition rates, both regular and differential per item 6, below.



2. [Aggregate Fee Increase in Excess of 3% Request Form](#) (submit to budget@minnstate.edu)

Primary contact: Matt.MacInnes@minnstate.edu

Complete this form if the college or university would like to increase fees by more than three percent in aggregate. Provide a narrative outlining the rationale for exceeding the limit. Note the reasoning behind the change in each fee rate, including a description of student involvement and consultation, such as student requests to maintain or change services or activities.

Fee increases for the Student Life Activity fee and the Athletics fee that are in excess of two percent (individually, not in aggregate) require a referendum showing student support. Specific guidance for holding a campus referendum can be found in system [Operating Instruction 2.8.1.1](#).

3. [Revenue Fund Fee Rates](#) (Revenue Fund SharePoint site)

Primary contact and submit to: Kay.Buhl@minnstate.edu

Complete the revenue fund **fee rate** worksheets. These worksheets and instructions are on the Revenue Fund SharePoint.

4. [Health Services Sources and Uses](#) (Enter data on [SharePoint](#))

Primary contact: Susan.Anderson@minnstate.edu

For colleges and universities who charge a health services fee, complete the sources and uses table specific for your college/university for health services for FY2025 and FY2026, as required in statute. If you are planning to add a health services fee in FY2026, please contact FP&A.

MATERIALS DUE NO LATER THAN THURSDAY, MAY 8, 2025

5. Base resident undergraduate tuition rates due

This due date is for the lines on the tuition and fee worksheet that apply to base resident undergraduate tuition, either per credit or as a banded rate structure. The purpose of this due date is to collect information for the May meeting of the Board of Trustees, so the board will have more time to consider the proposed changes.



MATERIALS DUE NO LATER THAN WEDNESDAY, MAY 21, 2025

6. Student Consultation Letters (submit to budget@minnstate.edu)

Primary contact: Kathy.Hanon@minnstate.edu

Please work with your campus student associations to ensure they submit a letter describing their tuition and fee consultation experience, including Revenue Fund consultation, as required by Board Policy 5.11 on Tuition and Fees <http://www.minnstate.edu/board/policy/index.html>.

Budget consultation letters provide the campus student association's view of the consultation process and engagement between the college or university administration and the campus student association. The Board is very interested in seeing evidence that student associations understand budgetary options being considered and these letters will be included in the Board's budget packet. Colleges and universities may want to set their own local due dates to ensure that students are available to submit letters.

MATERIALS DUE NO LATER THAN WEDNESDAY, MAY 28, 2025

7. Tuition and Fee Rate Worksheet (Enter data on [SharePoint](#))

Primary contact: Matt.MacInnes@minnstate.edu

There is a **single tab with all the tuition and fee data** for your individual institution. Please go to your institution tab and fill in what the planned rates will be for FY2026. Make any relevant notes in the margin. If there are new tuition rates (such as differential) please let Matt know and he'll make the appropriate update so that the spreadsheet syncs to the final version. The final display to the board will look the same as in previous years.

Fee increases should be limited to *three percent in aggregate*, including revenue fund fees that are charged to all students, unless an exception approved according to item 2, above. Fees included in the aggregate calculation are shown on the fee increase form.

8. Budget Narrative (submit to budget@minnstate.edu)

Primary contact: Steve.Ernest@minnstate.edu

Provide a focused narrative of no more than three pages that addresses the following questions.

- a) How does your F2026 budget support systemwide strategic priorities?
(such as student success & equity, financial stability, workforce & economic development, and critical infrastructure needs)
- b) What types of new investments are included?
- c) What budget reductions are included?



Budget narratives are not typically published in the board packet. However, narrative materials will serve as reference documents for conversations with the board and other leadership. To help provide clarity on this year's budgeting activities, please identify specific strategies and provide examples of how they will be implemented through investments or reductions.

9. [Budget Worksheet](#) (Enter data on [SharePoint](#))

Primary contact: Susan.Anderson@minnstate.edu

Complete the FY2026 Budget Worksheet on the tab specific for your college/university in the FY2026 Budget Template on SharePoint. Amounts for State appropriation may be changed by the legislature. Current scenarios will be updated as information becomes available.

10. [Revenue Fund Budget Worksheet](#) (Revenue Fund SharePoint)

Primary contact and submit to: Kay.Buhl@minnstate.edu

Complete the revenue fund **budget** worksheets. These worksheets and instructions are on the Revenue Fund SharePoint.

These worksheets must reconcile with the Revenue Fund amounts in the Budget Worksheet prepared for item 8, above.

11. [Enrollment Worksheet](#) (Enter data on [SharePoint](#))

Primary contact: Susan.Anderson@minnstate.edu

Complete projected tuition revenue and FYE enrollment data on the tab specific for your college/university in the FY2026 Enrollment Template.

12. [Reallocation, Investments and Reductions](#) (submit to budget@minnstate.edu)

Primary contact: Matt.MacInnes@minnstate.edu

[Reallocation Instructions](#)

[FY2025 Reallocations \(Updated\)](#)

[FY2026 Reallocations \(Projected\)](#)

Complete the reallocation worksheets for FY2025 (Updated) and FY2026 (Projected). The data should include general fund dollars (funds 110, 120 and 830). Document the number of positions and programs impacted in the appropriate columns. This information is collected annually to create a historical record of reallocations, investments and reductions by institution and is incorporated into the biennial report required by M.S. 135A.031, Subd. 7.

This information will be used together with narrative responses to inform the Board of financial strategies used in constructing budgets and in investing in strategic priorities.

4/24/2025

Personnel Increase	0%	1%	2%	3%	4%	5%
Tuition Increase	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
FYE	1607	1607	1607	1607	1607	1607
Revenues						
SO Base Allocation	\$ 11,978,926	\$ 11,978,926	\$ 11,978,926	\$ 11,978,926	\$ 11,978,926	\$ 11,978,926
Tuition Relief Allocation	\$ 1,432,698	\$ 1,432,698	\$ 1,432,698	\$ 1,432,698	\$ 1,432,698	\$ 1,432,698
Other Allocation Support	\$ 1,233,913	\$ 1,233,913	\$ 1,233,913	\$ 1,233,913	\$ 1,233,913	\$ 1,233,913
Total Allocation Support	\$ 14,645,537	\$ 14,645,537	\$ 14,645,537	\$ 14,645,537	\$ 14,645,537	\$ 14,645,537
Tuition	\$ 10,133,771	\$ 10,133,771	\$ 10,133,771	\$ 10,133,771	\$ 10,133,771	\$ 10,133,771
Tech Fee	\$ 502,192	\$ 502,192	\$ 502,192	\$ 502,192	\$ 502,192	\$ 502,192
Health Fee	\$ 24,584	\$ 24,584	\$ 24,584	\$ 24,584	\$ 24,584	\$ 24,584
Total Tuition and Fees	\$ 10,660,547	\$ 10,660,547	\$ 10,660,547	\$ 10,660,547	\$ 10,660,547	\$ 10,660,547
Total Other Revenue	\$ 1,667,000	\$ 1,667,000	\$ 1,667,000	\$ 1,667,000	\$ 1,667,000	\$ 1,667,000
<u>Total Revenue</u>	<u>\$ 26,973,084</u>	<u>\$ 26,973,084</u>	<u>\$ 26,973,084</u>	<u>\$ 26,973,084</u>	<u>\$ 26,973,084</u>	<u>\$ 26,973,084</u>
Expenditures						
Total Allocation Specific Expenses	\$ 1,203,659	\$ 1,203,659	\$ 1,203,659	\$ 1,203,659	\$ 1,203,659	\$ 1,203,659
Personnel	\$ 21,297,438	\$ 21,510,412	\$ 21,723,386	\$ 21,936,361	\$ 22,149,335	\$ 22,362,309
Other non-Personnel	\$ 5,390,356	\$ 5,390,356	\$ 5,390,356	\$ 5,390,356	\$ 5,390,356	\$ 5,390,356
Indirect from Grants	\$ (200,000)	\$ (200,000)	\$ (200,000)	\$ (200,000)	\$ (200,000)	\$ (200,000)
Total Other Expenses	\$ 26,487,794	\$ 26,700,768	\$ 26,913,742	\$ 27,126,717	\$ 27,339,691	\$ 27,552,665
One - Time Investments						
<u>Total Expenses</u>	<u>\$ 27,691,453</u>	<u>\$ 27,904,427</u>	<u>\$ 28,117,401</u>	<u>\$ 28,330,376</u>	<u>\$ 28,543,350</u>	<u>\$ 28,756,324</u>
Surplus/Deficit	\$ (718,369)	\$ (931,343)	\$ (1,144,318)	\$ (1,357,292)	\$ (1,570,266)	\$ (1,783,241)











EMPLOYER ATTACKS OUR HEALTHCARE

Members Insurance Update #1
April 30, 2025

This morning, your union coalition negotiations team met with SEGIP to begin bargaining over our insurance benefits — and what the employer brought to the table is nothing short of an all-out attack on our healthcare and our families' well-being.

Let's be clear: these are initial proposals — and not final. But they show exactly what's at stake if we don't organize, activate, and fight back. The employer is proposing to shift more than \$230 million in healthcare costs onto our backs. This is a blatant attempt to gut the hard-fought benefits that are the foundation of working in public service.

Here's what the Employer has initially proposed:

-  More than DOUBLE the cost of single insurance premiums — from 5% to 13%
-  DEPENDENT premium increase — from 15% to 20%
-  MASSIVE increase in maximum prescription out-of-pocket from \$1,050 to \$1,500 (single) and \$2,100 to \$3,000 (family) - Across all tiers
-  OUT-OF-POCKET maximum deductible INCREASE — from \$1,700 to \$2,500 (single) and \$3,400 to \$5,000 (family) for cost Level 2 and large increases are proposed for all other Cost Levels 1, 3, and 4. (See attachment)
-  OFFICE visit copays — increased
-  PRESCRIPTION copay — nearly doubled for Tier 1. More than doubled for Tier 2-4
-  NEW SPECIALITY COINSURANCE COST for speciality drugs - new 10% coinsurance cost
-  BRAND NEW cost put onto workers just to access your prescriptions ("PRESCRIPTION FIRST DOLLAR DEDUCTIBLE") — for both single and family plans.

💥 **These are attacks on our paychecks. Our health. Our families. Our future.** 💥

If we didn't have a union, the employer could implement these devastating cuts unilaterally, without negotiations, without input, and without any resistance. **That is why we formed a union many decades ago in the first place. So, you have a voice and the power to shape your lives and that of your coworkers.** We're using every contractual & collective tool we have to push back & protect what we've gained.

But we can't do it alone. We need every single worker engaged — and that starts with you.

Here's what you can do right now:

- ✓ **Talk to your coworkers — especially current non-members — and ask them to join us ASAP so we can fight to protect our insurance. Remind them: this fight is about all of us. No one can afford to sit this out.**
- ✓ **Hold a local worksite action. Wear AFSCME green. Take a group photo. Access our Toolkit and print and hang union posters on your union bulletin boards and elsewhere. Link to Toolkit: bit.ly/afscmestatetoolkit**
- ✓ **Join our next rally or union event. Follow our Facebook page called "**AFSCME Council 5 State Employees United**", check your email inbox and text messages, and be ready to show up.**

Your union is fighting. We need you in the fight with us!

We're not backing down. We're not bargaining alone. We're bargaining with the strength of tens of thousands of workers behind us — and the louder we are, the stronger we are.

👊 **Watch the video on our Facebook page from this morning's rally and share it far and wide.**

Let your coworkers know: When we fight, we win. But only if we fight together.