

# FINANCE, FACILITIES, & TECHNOLOGY COUNCIL

## MEETING INFORMATION

<b>TITLE</b>	Finance, Facilities, & Technology Council		
<b>Date</b>	10-3-25	<b>TIME</b>	9am – 10:30am
<b>LOCATION</b>	EGF 290, TRF 662	<b>RECORDER</b>	Stacey Hron
<b>TRI-CHAIRS</b>	Kalen Wiseth, Clinton Castle, & Stacey Hron		

**Membership:** ☒ Stacey Hron, ☐ Clinton Castle, ☒ Kalen Wiseth, ☐ Chad Sperling, ☐ Don Fisher, ☒ Bubba Rockstad, ☒ Tim Bergerson, ☐ Colleen Kukowski, ☐ Holly Deschene, ☒ Tracy Boman, ☒ Joel Ziegler ☐ Heather Koland, ☐ Shelley Koerber, ☐ Don Campbell

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

## AGENDA

TYPE	AGENDA ITEM	ACTION TAKEN
I	Check In	
A	Current Proposal Requests	
	1. Container to replace autobody sheds – Joel	1. Cost to re shingle and fix 2 current sheds used by Auto-body is more than purchasing a new container. The cost of a new 40-foot container is \$6425 (quote attached). Recommend selling current sheds for low cost if purchaser picks up and hauls away. Research if additional foundation work is needed. Budget from Facilities or R&R if Clinton agrees and has budget available. Recommend bringing back to second meeting with additional information on foundation work and budget.
I	Status of Carryforward Proposals – (2024-2025)	
	1. Relaxation Rooms – Clinton 2. Signs identifying Training Programs – Clinton/Chad 3. EGF disc golf course signage – Chad	1. The Relaxation Rooms on both campuses have been completed except for the door locks. Clinton estimates those will be replaced in a week and then Rebecca in Counseling will be notified to advertise the availability of the rooms. 2.
I	Committee/Workgroup Updates: • Safety and Security Committee Updates- Clinton	

I/D	Information Sharing <ul style="list-style-type: none"> <li>FY26 Instructional Equipment – Kalen</li> <li>FY26 Budget Update- Kalen</li> </ul>	
I/D	Open Agenda <ul style="list-style-type: none"> <li></li> </ul>	
I	Future Proposal Requests and Information Sharing <ul style="list-style-type: none"> <li></li> </ul>	
I	Check Out	

PROPOSAL STATUS					
Proposal	Council Recommendation	Date	President	Status	
Wellness Rooms	Combine student use room and sensory room on both main campuses and rename to Relaxation room. EGF room will be located where current sensory room is (room 140). TRF Relaxation room is recommended to move to Library 255b.	3/21/25	Approved	Work in Progress	
Signs identifying Training Programs	Recommend for approval	2/21/2	Approved	Chad?	
EGF Disc Golf Signage	Recommend for approval	4/18/25	Approved	Chad?	
Designated Visitor Parking	Recommend for approval	9/5/25	Approved 9/5/25		
TRF Nursing Lab & Simulation	Information shared- submit a 1.3 million project for TRF Nursing by 9/15/25	9/5/25	Approved 9/5/25		
Container to replace autobody sheds	Recommend bringing back to second meeting with additional information on foundation work and budget.	10/3/25			

NEXT MEETING					
DATE	November 7, 2025 December 5, 2025 January 9, 2026 February 6, 2026 March 6, 2026 April 3, 2026	TIME	9am – 10:30am	LOCATION	EGF 290, TRF 662 EGF 149, TRF 601 EGF 290, TRF 662 EGF 290, TRF 662 EGF 290, TRF 662 EGF 290, TRF 662

[View results](#)

Respondent

45

Joel Ziegler

**283:26**

Time to complete

1. Proposal Topic: Insert topic or proposal name:

Container to replace autobody sheds

2. Pick one or more of the following:

- ☐ Information Sharing
- ☐ Feedback
- ☒ Problem solving
- ☒ Needs recommendation

3. **Business Case:** What are the issues/challenges/problems/opportunity that this proposal will provide a solution for? Will it provide improved efficiency for the college for the benefit of students or the community?

The two storage sheds outside autobody are looking like garbage - peeling paint, curling shingles, and missing boards/trim. A 40' storage container would give autobody more storage than the two sheds currently provide for less money than it would cost to just re-shingle the sheds.

4. **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.

Clinton and I discussed getting rid of the sheds and acquiring a storage container from the company that I rented one from over the summer.

## 5. 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 opportunities.
- ☐ Remove financial barriers for students.
- ☐ Provide clear pathways for students.
- ☐ Remove student enrollment barriers.
- ☐ Streamline transition from pre-college services to programs.

## 6. 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.

## 7. 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.

## 8. 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.

## 9. Identify and describe Interests

## 10. Identify if prior work has taken place or exists

## 11. Identify key stakeholders and areas of partnership

## 12. What is the estimated Cost?

Estimate from The Container Pros was \$6425 for a 40' container, delivered, with double doors on both ends. Some dirt work may be required to level off the area the container would sit on.

## 13. Other

## 14. Have you consulted with your supervisor and have supervisor support? (President, VP, Dean, Director)

☒ Yes☐ No

## 15. Have you consulted with the supervisor and department impacted by this proposal and have their support? The department members impacted can attend the council meeting to provide additional information and answer questions.

☒ Yes☐ No

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

Clinton Castle

## 17. Project Team Members:

Kent Wagner, Joel Ziegler, and any others that may be necessary

## 18. Additional Information

A quote from a local contractor for new shingles came in at about \$3000/shed. New paint and trim are estimated to be another \$1000, so to refurbish the two sheds would be more expensive than purchasing a container.

## 19. Attach files if applicable

 [Container 40' Autobody Joel Ziegler.pdf](#)

20. If your project/idea is recommended for further review by the Council. Below are the types of information you'll be asked to provide:

- ☐ Cost Details
- ☐ Cost Savings/Increased Revenue/Cost
- ☐ Proposed Timeline

3845 E Sawtooth Drive  
Chandler, AZ 85249  
(701) 360-1411

Date	Estimate #
9/30/2025	Joel Ziegler

Name / Address
Northland College Joel Ziegler TRF, MN 56701

Project

Description	Qty	Cost	Total
40' NEW HQDD container	1	6,100.00	6,100.00
delivery	1	325.00	325.00
pricing good for 14 days from date of this quote		0.00	0.00
Thanks for the opportunity to bid your work.		Total	\$6,425.00

## Instruction Equipment Funding FY26

1. Northland has \$261,454 available for instructional equipment purchases in FY26
  - a. \$123,781 is leveraged equipment funding.
    - i. These funds are available to programs designated as high-demand program areas.
      1. Please see link to DEED in "Attachment 1"
    - ii. No Match is required for FY26
    - iii. See "Attachment 1" for more information on Leveraged Equipment Funding
  - b. \$137,673 in Perkins Funding.
    - i. Perkins funds are available to fund new and innovative equipment currently being utilized within industry.
    - ii. Match is not Required for Perkins Funding
2. Match Requirements
  - a. Match Is not required for instructional equipment in FY26 but, it is encouraged
  - b. If you have a donation, please work with the Business Office to have it recorded properly
3. Timeline
  - a. GroupLink for Instructional Equipment Requests open October 6<sup>th</sup>
  - b. Instructional equipment requests will be due by Tuesday October 21<sup>st</sup>
  - c. Division Chairs will review and prioritize requests by 10/28
  - d. ASA Dean's, Perkins Coordinator, Facilities Director, and Technology Director will meet to review recommendations from Division Chairs before 11/21.
  - e. VP's will finalize approved instructional equipment purchases on 11/25.
  - f. Final List will be presented to the FFT council during the 12/5 meeting
  - g. Requestors with approved equipment will receive purchasing approval memos by 12/12
  - h. Requisitions for purchases must be completed in workday by January 23<sup>rd</sup>
    - i. This gives us a small window to make final adjustments if needed
  - i. All requisitions must be approved before January 31<sup>st</sup> 2026
    - i. Approved funds that do not have a requisition submitted and approved by 1/31/26 will be redistributed to other requests not funded.
    - ii. Any unencumbered funds as of 2/28/26 will return to the state and be reallocated based on need





**DATE:** August 28, 2025

**TO:** College and University Presidents / Chief Financial Officers / SAOs

**FROM:** Phil Arellano, Interim Associate Director for Workforce and Economic Development

**SUBJECT:** FY2026 Leveraged Equipment Funds (LEV)

**Leveraged Equipment Funds:**

- In 2013, the Legislature appropriated \$7,278,00 in base funding for distribution to colleges and universities to support equipment purchases for instructional programs with high employment needs.
- Funding is distributed to colleges and universities each year based on an institution's five-year average of general fund instructional equipment spending, including leveraged equipment spending. Institutions that did not fully utilize their prior year allocation have had that amount deducted from the following year's allocation.

**Fiscal Year 2026 Allocation and Adjustments:**

1. FY2026 includes the \$7.2 million base funding for Leveraged Equipment.
2. 100 percent of leveraged equipment funds and enhanced learning environments will be distributed, utilizing the five-year rolling average of general fund instructional equipment spending to each college and university. **Please see the attached document for your institution's specific amount and spending guidelines. These funds will be available with the September adjustment.**
3. A 1:1 private match is **not** required for FY26 for Leveraged Equipment funds. However, we encourage campuses to share any cash or in-kind contributions they secure so we can highlight and report the valuable partnerships supporting this work. A request for cash or in-kind contributions reporting will be made in early Spring, 2026.
4. All FY2026 funds should be encumbered February 28, 2026. Any unencumbered funds may be returned to the system office in March 2026 and allocated to institutions that can ensure the funds are used for equipment purchases by June 20, 2026. A final report of spent/encumbered leveraged equipment funds will be completed in August 2025.

**Enhanced Learning Environments Funds (WEF):**

- The Enhanced Learning Environments Funds (WEF) were a one-time appropriation made by the legislature for the FY2024–25 biennium.
- While the legislature did not continue this funding in FY2026, we are grateful for the investment that was made. Campuses are encouraged to maximize ongoing resources and should not plan on these funds being available in future budgets.

Please do not hesitate to contact me if you have any questions.

Best,

A handwritten signature in black ink, appearing to read 'Phil Arellano', with a stylized flourish at the end.

**Phil Arellano**

Interim Director for Workforce and Economic Development  
Minnesota State

CC: Shannon Bryant, Executive Director for Workforce and Economic Development  
Jaime Simonsen, Chief of Staff  
Bill Maki, Vice Chancellor for Finance

## Leveraged Equipment Funds - EQUIPMENT GUIDELINES

**1. What are eligible equipment purchases?**

Equipment purchases shall be for instructional purposes for programs that produce graduates with skills for which there is high employer need. Computer equipment or software to support distance learning or to protect testing integrity, including equipment that supports non-campus-based learning, are also eligible purchases.

**2. How is high employer need defined?**

An example and current list of high employer job categories as defined by the MN Department of Employment and Economic Development (DEED) occupational demand data, which can be found here: [https://apps.deed.state.mn.us/lmi/oid/Results\\_9Columns.aspx](https://apps.deed.state.mn.us/lmi/oid/Results_9Columns.aspx)

**3. Can appropriated funds be used to cover the shipping costs of eligible program equipment purchased with state dollars?**

Yes.

**4. Can state dollars be used to purchase used equipment?**

The intent of the program is to provide state-of-the-art equipment for student learning. While purchase of used equipment is not prohibited, colleges and universities should be certain that the used equipment is considered state-of-the-art, and is widely used or is expected to be widely used in the workplace of a high need area.

**5. Can leveraged equipment funds be used to purchase computers? If so, are there any limits on this?**

Computers that are used by students in high employer demand programs may be purchased. Examples include computers for diagnostic technologies or computer aided design. Equipment for smart classrooms or computers for general college-wide use are not eligible.

**6. Can leveraged funds be used to purchase a bus to transport students in a program?**

No, leveraged equipment funds may not be used to purchase transportation for a program. The intent of the program is to purchase instructional equipment for direct student learning.

**7. Can instructional videos be purchased with leveraged funds?**

Instructional videos may be purchased only if the videos can be directly related to current state-of-the-art practices and procedures that otherwise would be difficult to present in a classroom format.

**8. Can funds be used for equipment that supports lower division coursework in two-year colleges that offer specific baccalaureate transfer programs (including transfer pathways) to four-year institutions?**

Leveraged equipment may be used to purchase instructional equipment in these program areas only if those baccalaureate programs are defined as high employment need by MN Department of Employment and Economic Development. For information on high demand programs (3 stars or more DEMAND rating), use this link: [https://apps.deed.state.mn.us/lmi/oid/Results\\_9Columns.aspx](https://apps.deed.state.mn.us/lmi/oid/Results_9Columns.aspx)

10/2/2025	Flat
Personnel Increase	3.50%
FYE Increase	14%
FYE	1773

#### Revenues

SO Base Allocation	\$	11,996,001
Tuition Relief Allocation	\$	1,437,230
Other Allocation Support	\$	1,182,948
<b>Total Allocation Support</b>	<b>\$</b>	<b>14,616,179</b>

Tuition	\$	11,181,961
Tech Fee	\$	540,849
Health Fee	\$	27,127
<b>Total Tuition and Fees</b>	<b>\$</b>	<b>11,749,937</b>

Admin Cost Allowance - Financial Aid	\$	15,000
Workforce Development	\$	461,000
Miscellaneous	\$	1,100,000
<b>Total Other Revenue</b>	<b>\$</b>	<b>1,576,000</b>

<b><u>Total Revenue</u></b>	<b><u>\$</u></b>	<b><u>27,942,116</u></b>
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#### Expenditures

<b>Total Allocation Specific Expenses</b>	<b>\$</b>	<b>1,211,703</b>
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Personnel	\$	21,560,932
Other non-Personnel	\$	5,249,975
Indirect from Grants	\$	(200,000)
<b>Total Other Expenses</b>	<b>\$</b>	<b>26,610,907</b>

<b>One - Time Investments</b>	<b>\$</b>	<b>-</b>
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<b><u>Total Expenses</u></b>	<b><u>\$</u></b>	<b><u>27,822,610</u></b>
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Surplus/Deficit	\$	119,506
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FYE Trends							
	8/13/2025	8/20/2025	8/29/2025	9/10/2025	9/18/2025	9/26/2025	10/2/2025
Summer FY25	78.87	78.87	78.87	78.87	78.87	78.87	78.87
Fall FY25	624.3	652.93	695.2	696.5	705.63	722.57	729.97
Spring FY25	NA	NA	NA	NA	41.2	45.1	47.57
Total FY25	703.17	731.8	774.07	775.37	825.7	846.54	856.41
Summer FY26	95.8	95.8	95.87	95.87	95.87	95.87	95.77
Fall FY26	717.76	746.79	787.73	800.69	808.96	822.36	826.12
Spring FY26	NA	NA	NA	NA	51.6	54.33	58.53
Total FY26	813.56	842.59	883.6	896.56	956.43	972.56	980.42
Growth	110.39	110.79	109.53	121.19	130.73	126.02	124.01
% Growth	15.70%	15.14%	14.15%	15.63%	15.83%	14.89%	14.48%

Fiscal Year Allocation	Instruction and Academic Support Expenditure Total	LD instruction Change Due to Cost Study	Actual Allocation	Allocation if LD Change Due to Cost Study was 0	Total Allocation Loss Due to Cost Study
FY23 Based on FY21 Data	\$ 9,085,599	\$ (1,458,080)	\$ 11,675,899	\$ 11,970,095	\$ (294,196)
FY24 Based on FY22 Data	\$ 8,737,369	\$ (1,449,912)	\$ 12,837,664	\$ 13,150,615	\$ (312,951)
FY25 Based on FY23 Data	\$ 9,115,666	\$ (1,782,435)	\$ 12,666,962	\$ 13,036,989	\$ (370,027)
FY26 Based on FY24 Data	\$ 9,121,308	\$ (1,594,959)	\$ 11,996,001	\$ 12,293,797	\$ (297,796)