

# FINANCE, FACILITIES, & TECHNOLOGY COUNCIL

## MEETING INFORMATION

<b>TITLE</b>	Finance, Facilities, & Technology Council		
<b>Date</b>	2-6-26	<b>TIME</b>	9am – 10:30am
<b>LOCATION</b>	EGF 290, TRF 662	<b>RECORDER</b>	Kalen
<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,  Don Campbell  Dawn Eickman (replacing Shelley)

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

## AGENDA

TYPE	AGENDA ITEM	ACTION TAKEN
I	Check In	
A	Current Proposal Requests	
		None
I	Status of Carryforward Proposals – (2024-2025)	
	<ol style="list-style-type: none"> <li>Signs identifying Training Programs – Clinton/Chad</li> <li>TRF Storage shed</li> </ol>	<ol style="list-style-type: none"> <li>Universal Screen Print has all the print files for the TRF campus sign project. Estimated completion of sign creation is about 10 days. Installation will happen later in the semester.</li> <li>Storage Shed project – remove from agenda</li> </ol>
I	Committee/Workgroup Updates: <ul style="list-style-type: none"> <li>Safety and Security Committee Updates- Clinton</li> </ul>	<ol style="list-style-type: none"> <li>Drills this week went well.</li> <li>One slip and fall on EGF campus and maintenance is working to keep sidewalks as clear and safe as possible.</li> <li>Clinton and Cory and Dave from CJ met with local police in Thief River and East Grand Forks to update maps and facility information for emergency purposes.</li> </ol>
I/D	Information Sharing <ol style="list-style-type: none"> <li>Budget Process</li> </ol>	<ol style="list-style-type: none"> <li>Kalen reviewed the budget process and timelines.</li> </ol>

I/D	Open Agenda <ol style="list-style-type: none"> <li>1. Roofing project update</li> <li>2. Asset Recovery update</li> </ol>	<ol style="list-style-type: none"> <li>1. Roofing project at the Aerospace site. Employees will need to relocate during this time. The timeline is this Summer.</li> <li>2. Asset recovery and storage room clean up. <b>Action Item:</b> Holly will get AR scheduled to come to both campuses.</li> </ol>
I	Future Proposal Requests and Information Sharing <ul style="list-style-type: none"> <li>•</li> </ul>	1.
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 it to Relaxation room. The EGF room will be located where the current sensory room is located (room 140). TRF Relaxation room is recommended to move to Library 255b.	3/21/25	Approved	Completed October 2025
Signs identifying Training Programs	Recommend for approval	2/21/25	Approved	
EGF Disc Golf Signage	Recommend for approval	4/18/25	Approved	Completed September 2025
Designated Visitor Parking	Recommend for approval	9/5/25	Approved 9/5/25	Completed October 2025
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	Info only
Container to replace autobody sheds	Recommend bringing back to the second meeting with additional information on foundation work and budget.	10/3/25		On Hold
EGF – Physical Therapy, classroom and lab updates.	Recommend for approval	12-5-2025	Approved 12-5-2025	Info only

## NEXT MEETING

DATE	TIME	LOCATION
February 6, 2026	9am – 10:30am	EGF 290, TRF 662
March 6, 2026		EGF 290, TRF 662
April 3, 2026		EGF 290, TRF 662
May 1, 2026		EGF 290, TRF 662

### MinnState Operating Budget Due Dates

Budget Activity	Description	Due Date	Notes
Differential Tuition	Review program costs and consider updates or additions to Differential Tuition rates	4/1/2026	Increases of more than 5% or new Differentials need to be submitted by 4/1
Fees	Review Current fee Rates (Parking, Technology, Student Life, Health Services)	4/1/2026	Aggregated increases of 3% or more need to be submitted to SO by 4/1
Student Consultations	CFO will attend student senate meetings to present and discuss budget. Student Senates will be presented with anticipated tuition and fee rates along with total Gen Fund budget projections.	4/29/2026	Student Consultation Lettters must be included with our operating budget submission
Enrollment Projections	Admin reviews enrollment trends to project changes in enrollment for next fiscal year.	4/29/2026	Projections will be through FY29
Tution and Fee Rates	Admin will review current tuition and fee rates to determine if revenue is sufficient to sustain budget. Consultation will take place with employees and the student body	4/29/2026	Budget presentations and updates will be included in upcoming FFT and FSGC meetings. Other meetings with college community TBD

Other Items to Consider	
Instructional Cost Study	FY25 Instructional Cost Study is delayed due to complications in pulling appropriate reports out of Workday. Systemwide solution is being worked on
Personnel Contract Settlements	As of 2/5/26 MSCF and Admin Plan Contracts have not been settled for FY26 & 27
Allocation Model	Appropriations are based on the statewide allocation model. The instructional cost study is important for this model so the release of final appropriations has been delayed. MinnStates Allocation is flat in FY27 compared to FY26

### Non-Personnel Operating Budget Timeline

Order	Step	Opening Date	Deadline	Notes
1	Notification that the upcoming fiscal year non-personnel budget request form has been opened	2/6/2026	2/28/2026	Instructions along with some important reminders will be in the notification email
2	CFO will compile and review requests then enter them into Draft non-personnel Budget Sheet. Draft budgets with requests will be emailed to Cost Center Mangers	3/1/2026	3/9/2026	CFO will include spending trends in document sent to Cost Center Managers as well.
3	Cost Center Managers will review current budgets, analyze prior spending trends, and consider new requests to determine appropriate starting point for next fiscal year. Cost Center Managers will make recommendations on budget changes within their Cost Center	3/9/2026	3/27/2026	Cost Center Manger will document justification for any change in "notes Section". Cost Center Mangers will also be asked to list any "budget manager" if the program budget is managed by another individual
3	Cost Center Managers will meet with staff and faculty that work directly with specific program budgets to discuss any possible budget changes.	3/9/2026	3/27/2026	Cost Centers Managers will document meetings with staff and faculty as supporting documentation for any changes
4	VP's and President will review and consider recommendations from Cost Center and budget Mangers and finalize non-personnel Budgets	3/30/2026	4/17/2026	Any changes will be noted in the justification column.
5	Final Non-personnel Budget will be integrated into the College wide operating budget and submitted to the System	4/20/2026	4/29/2026	
6	Final Approved Non-Personnel Budget will be given to Cost Center Mangers. Cost Center Managers will then disperse information to staff working with specific program budgets	5/1/2026	6/30/2026	
7	New Fiscal year Begins and Workday will be updated with new fiscal year budget	7/1/2025	NA	Most Budgets will be updated through the Adaptive Planning App and integrated into Workday

WD Cost Center #	XXXXXXXX
WD Cost Center Name	XXXX
Superior CCH	XXXXXXXXXX
Position Responsible	XXXXXXXXXX
Cost Center Manager	Dean

Cost Center Manager Proposed FYxx Budget										
WD Driver Tag #	WD Driver Tag Name	ISRS (Legacy) #	Prior Full FY Actuals	Prior FY Budget	Budget Change Request	One - Time Funding Request	Proposed FYxx Budget	Cost Center Manager Recommendation	Justification	Budget Manager
PGXXXXX1	Example Program 1	XXXXX1	\$ 8,000.00	\$ 10,000			\$ 10,000			
PGXXXXX2	Example Program 2	XXXXX2	\$ 21,000.00	\$ 20,000			\$ 20,000			
PGXXXXX3	Example Program 3	XXXXX3	\$ 55,000.00	\$ 55,000			\$ 55,000			
PGXXXXX4	Example Program 4	XXXXX4	\$ 16,000.00	\$ 15,000			\$ 15,000			
PGXXXXX5	Example Program 5	XXXXX5	\$ 25,000.00	\$ 25,000			\$ 25,000			
PGXXXXX6	Example Program 6	XXXXX6	\$ 5,000.00	\$ 8,000			\$ 8,000			
PGXXXXX7	Example Program 7	XXXXX7	\$ 1,250.00	\$ 1,000			\$ 1,000			
PGXXXXX8	Example Program 8	XXXXX8	\$ 48,500.00	\$ 48,000			\$ 48,000			
PGXXXXX9	Example Program 9	XXXXX9	\$ 1,500.00	\$ 2,000			\$ 2,000			
							\$ 184,000			

Budget Requests Submitted					
WD Driver Tag #	WD Driver Tag Name	ISRS (Legacy) #	Budget Request	One-Time Funding	Justification
PGXXXXX1	Example Program 1	XXXXX1			
PGXXXXX2	Example Program 2	XXXXX2			
PGXXXXX3	Example Program 3	XXXXX3			
PGXXXXX4	Example Program 4	XXXXX4			
PGXXXXX5	Example Program 5	XXXXX5			
PGXXXXX6	Example Program 6	XXXXX6			
PGXXXXX7	Example Program 7	XXXXX7			
PGXXXXX8	Example Program 8	XXXXX8			
PGXXXXX9	Example Program 9	XXXXX9			

# NORTHLAND

## COMMUNITY & TECHNICAL COLLEGE

### Budget Requests

FY27 Budget Requests

Hi, Kalen. When you submit this form, the owner will see your name and email address.

1. Name of Program/Department Benefited

Enter your answer

2. Name of Request

Enter your answer

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3. Rationale for Request

Enter your answer

4. Program/Cost Center to Increase

Enter your answer

5. Total Amount Requested (include all costs, such as equipment, annual maintenance, software, installation and other)

Enter your answer

6. 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.

7. 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.

8. 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.

9. 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.

10. Attach any quotes or additional information (Non-anonymous question  )

 Upload file

File number limit: 3 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio