



Northland Community & Technical College Management Team

9/21/05
3:05 pm
Room 106

Membership: Kent Hanson, Karla Anderson, Mary Fontes, Bob Gooden, Pat Balstad, Ellen Brehmer, Dan Sponsler(A), Mike Normandin(A), Beth McMahon, Deb Riely, Denny Wierima(A), Milt Kinzler, Yvette Schneider, Lindsey Wangberg, Brian Huschle, Bonnie Stewart, Mary Jo Bydal

Topic	Responsible Party	Discussion/Outcome
1. Inter-campus Faculty Needs	Brian Huschle	<p>An issue was raised that there is no space for TRF faculty to call "home", phone, etc. when on EGF campus. Next semester EGF will have faculty going to TRF with same issues. We may need to double up some adjuncts to make space for a TRF faculty. Kent asked Brian to work with Mike on these issues.</p> <p>How do items get billed; copier, phone codes, etc. Need clear policies and possibly packets for each campus for procedures; bad weather for early morning classes, etc. Kent would like Bonnie Andrys to develop the packets.</p> <p>Key cards will be needed for the copier/mail room.</p>
2. Bookstore Services	Brian Huschle	Karla to attend the next liberal arts meeting to discuss the buying and selling back of books.
3. Test Proctoring	Kent Hanson	Jim Davis does not want the library involved with test proctoring any longer. Ellen discussed – handout: Distance test proctoring – major time commitment. It was decided to form a task force to come up with a solution to this issue.

		Task Force Members: Milt, Karla, Beth, Ellen, Mike, Mary (include estimated cost with ideas)
4. ITV Monitoring	Kent Hanson	Jim does not want the library involved with ITV monitoring any longer. He wants them to be available to assist students with research, etc. Kent stated that in time, this will migrate to the ITS staff. It is being worked on by Stacey Hron.
5. ATM Machine	Mary Fontes	Students asked why we don't have an ATM machine. Karla said she looked in to this some time ago and the cost is too high. It is thousands of dollars just for the machine and she was told there is not enough money going through it to make it worth it for the bank. Why does TRF have one and not EGF? Brian to contact Gerald Schulte to follow-up.
6. Student Senator Advisor or Officer on Management Team	Mary Fontes	Make request to the student senate to have an officer on this committee. MJ to send request to Bridget Harlow and copy Brian Huschle.
7. Facilities (Brick/Pictures)	Mary Fontes	A student services staff person suggested we paint the brick walls in the campus to lighten it up...The committee disagreed and said the brick will not be painted. It was also stated that some don't like the art work. If any renovations are being done, consider new art.
8. "House" Higher Ed Bonding Tour	Kent Hanson	<p>The tour will be October 6, 2005.</p> <p>Folks with the most knowledge of particular areas need to be involved with the tour.</p> <p>Kent would like projectors set up in the areas of the proposals to show the area, where it is, and folks with knowledge will discuss it.</p> <p>Health care will be the major focus.</p> <p>Need pictures of busy commons, library, nursing area labs – put into power point in each area.</p> <p>We could have video feeds for the CD's.</p> <p>Kent suggested a smaller planning group.</p> <p>We need media here.</p> <p>Kent invited an Altru employee to discuss the needs from businesses.</p> <p>Make flyers of construction areas available.</p> <p>Arrival – Kent would like all of the Student Senate reps here.</p> <p>Gene suggested showing them the wood ceiling in the commons – fire hazard</p> <p>Gene suggested showing them the boilers – getting old and nearing the end of their usefulness.</p> <p>A Task Force was suggested to work on the visit. They are: Milt, Barb F, Beth, Lindsey, Gene, Bob, Pat, Mike, Karla, Mary. Kent wants them to meet next week Sept 26 @ 10am. MJ to reserve a room and refreshments.</p>

		<p>We need to celebrate our growth, but on the other hand look at space problems. Kent asked Milt to take many pictures when areas are full. Video also. Kent stated that our project is very solid; we need to sell the project to them...</p>
Foundation	Bonnie Stewart	<p>Bonnie has had requests for scholarship money at EGF. She wants to set up a scholarship committee in EGF with college staff and community people. Donna Quam is the co-chair. Bonnie asked for volunteers. Kent asked Bonnie to put out an email requesting volunteers.</p> <p>Also, Bonnie will send out a notice about the appreciation luncheon to be held here on October 6, sponsored by the Foundation.</p>

Next Meeting: Wednesday, October 5, 2005, @ 3:05pm