



## Northland Community & Technical College TRF Campus Management Team Meeting

October 24, 2006  
9:00 am.  
Room 545

### MINUTES

Attendees: Dennis Bendickson, Ron Dvergsten, Linda Samuelson, Clinton Castle, Jerry Schulte, Michelle Benitt, Rocky Ammerman, Stacey Hron, Kirsten Melby, Dean Dalen and Lori Johnson, recorder.

Guest: Kent Hanson

Topic	Discussion/Outcome
Call to order	Dennis called meeting to order at 9:00 am.
1. Approval of Minutes	September 27 <sup>th</sup> minutes reviewed and approved.
2. Class cancellation notification.	Dean inquired about the class cancellation notification by means of the college web site. Stacey reported that the new system was up and ready to go. Rita Wald and Renae Seibel on the TRF campus and Karen Meine on the EGF campus will be trained on the system. Instructors can call and report class cancellations to them or they will be able to log in to fill out cancellation notice themselves. The system will generate an email that will be sent to the Deans and to administrative support to notify them of the cancellation so that signs can be posted on the rooms. Campus closing notice will be restricted to administrators with security clearance to issue such notices.

3. Roseau site.	Stacey reported that the Roseau site was up and running. Employees are moved to the new site. The phones are not hooked up yet. The classes that are currently being held at the high school will continue there for now.
4. Holds.	Jerry talked about Holds. There will be a hold put on for anything \$30 or more.
5. Budgets.	Jerry talked about copier, phone and postage charge-backs. The supply cost center for each department will now include these charges.
6. Vehicles.	Dennis distributed a hand-out of the State policy on vehicle use and asked everyone to review prior to the next meeting so that it can be discussed. It was noted that there was a cell phone available for check-out with Margaret to take with when using a state vehicle (for use in reporting an emergency situation). Jerry reminded to watch out for deer at this time of year. There have been two deer hits recently.
7. Registration problems.	Rocky talked about some problems with registration for the spring semester. EGF campus was having problems with prerequisites for some courses.
8. Next meeting.	The next meeting will be held on November 21 <sup>st</sup> at 9:00 am. In Room 545.
9. Adjourned	Meeting adjourned at 9:30 am.