



Northland Community & Technical College TRF Campus Management Team Meeting

November 21, 2006

9:00 am.

Room 545

MINUTES

Attendees: Jeff Thomas, Dennis Bendickson, Ron Dvergsten, Clinton Castle, Jerry Schulte, Michelle Benitt, Rocky Ammerman, Kirsten Melby, Dean Dalen Julie Olson, Gene Kliinke, Cynthia Jorstad and Lori Johnson, recorder.

Topic	Discussion/Outcome
Call to order	Dennis called meeting to order at 9:10 am.
1. Approval of Minutes	Minutes from October 24 th approved.
2. Cleanliness of cafeteria tables.	Julie brought up the issue of the cafeteria tables not being kept clean. The person in charge of cleaning is from the "Experienced Worker" program. The matter was discussed and a recommendation was made by Cynthia Jorstad and seconded by Ron Dvergsten that the committee recommend the current contract not be renewed and that they look for a replacement from the Experienced Worker program.
3. COI move to Swenson House	Kirsten reported that the COI move to the Swenson House was complete and everything was operational. Jennifer Sundberg will remain in the Testing Center. Nursing students will still need to contact Melrene Kaiser to register for assessment testing. The testing will be done on campus.

4. Roseau update	<p>Jeff reported that the classes have moved to the new site as of Monday of this week and the phones are now working. Jeff also indicated that math classes will be offered "on-site". A practical nursing cohort is being planned for Fall 2007.</p> <p>Julie indicated that an advertising campaign has just started for spring courses including newspaper inserts and radio broadcasting.</p> <p>Ron talked about proposed open house ideas to possibly include very basic computer lessons.</p>
5. Purpose of Campus Management Team	<p>Jeff distributed the minutes from the November 16th Campus Management Team Subcommittee meeting for review. Jeff asked what decision making responsibilities the team wanted and the purpose of the committee was discussed. Ron suggested that any requested expenditures for campus be limited to \$10K per instance.</p>
6. GWAVA email blocker	<p>Ron was wondering if the new email blocker that is now being used could be modified so that replies to sent emails would not be filtered. Stacey will be consulted on what filtering modifications are possible.</p>
7. Noel Levits	<p>Rocky indicated that the Noel Levits surveys would be conducted in the spring. Student Satisfaction survey and Institutional Priority survey. Possibly in March. The TRF and EGF campuses will each conduct their own surveys.</p>
8. Management Education	<p>Ron indicated that the Annual Prairie Grains Conference will be held on December 13th & 14th at the Alerus Center in Grand Forks. This is a joint project with Minnesota Wheat Growers, Barley Growers and Soybean Growers Associations and the North Dakota Grain Growers. The staff will sponsor four breakout sessions and will have a booth set up.</p>
9. Suggestion Box	<p>Kirsten asked about a suggestion box for submitting ideas to the committee. It was discussed by the committee and Jeff indicated that he would send an email to TRF employees to let them know that they should submit any ideas or requests to the committee for consideration.</p>
10. Facilities	<p>Clinton updated the committee as to the Facilities committee that will start in January. They are still working on membership.</p> <p>The Student Senate office will be located next to Rocky's office.</p> <p>They are still looking for a space for the Veterans Lounge area on the campus. He asked for suggestions as to where this area could be located. It was recommended that this go to the Facilities Committee to find a space for the Veterans Lounge area.</p> <p>New date for Phase I (Workforce center) completion moved from March 8th to March 22nd. Phase II (Remodel) is set to start May 1st and be completed by sometime in September.</p> <p>Sally Grand, from MnSCU visited campus and had some suggested changes for the commons area and the paint scene on the campus.</p>
11. New committee members	<p>Cynthia and Gene, new committee members, were welcomed. Jeff will send out notice to the TRF employees of the committee membership and ask that any ideas or requests of committee be submitted to them.</p>

12. Registration for Spring	<p>Rocky indicated that registration is slow for spring. Jeff asked for suggestions for an activity to get the students in to register.</p> <p>Cynthia suggested having an activity for registration similar to what they did last year for current students.</p>
13. Set next meeting date	<p>The December meeting date has been set for December 5th at 9:00 am in Room 109. Jeff indicated that the PAC had suggested that the committee meet twice a month. It was discussed and decided that beginning in January the committee will meet twice a month.</p>
14. Adjourned	<p>10:20 am.</p>