



Northland Community & Technical College TRF Campus Management Team Meeting

December 5, 2006

9:00 am.

Room 109

MINUTES

Attendees: Jeff Thomas, Dennis Bendickson, Ron Dvergsten, Linda Samuelson, Kevin Stuckey, Clinton Castle, Jerry Schulte, Michelle Benitt, Rocky Ammerman, Dean Dalen, Julie Olson, Cynthia Jorstad and Lori Johnson, recorder.

Topic		Discussion/Outcome
Call to order		Dennis called meeting to order at 9:00 am.
1. Bulletin Board Request		Michelle inquired about the shortage of bulletin board space available. Clinton indicated that he had talked to Student Senate and is trying to find more space for them to use. He indicated that the posters, etc. needed to be kept on bulletin boards only. Posters are not to be taped on walls. Dennis will take a look at policy and send out for committee to review. Suggestions should be sent to Dennis as far as any changes or additions. Possibly adding a "remove by" date on the items posted was discussed.
2. Information/Receptionist Signage		Michelle also thought that there was a need for a better directory at the main entrances of the building.
3. Student Seating Area		Cynthia talked about the need for a more comfortable student seating area on the west end of building. This will be one of the areas the Facilities Committee will look at.

4. Roseau Open House	Jeff announced that the open house at the new Roseau site would be held on December 6 th from 2:00 – 7:00 pm. The new classrooms are in use but IT is still working on some items with the ITV room.
5. Pizza Party	Rocky reported on the pizza party scheduled from 11:00-1:30pm today in the cafeteria and at the airport campus. All students are invited. He indicated that registration was on-track with last year.
6. Biology Instructor	Jeff announced that a new biology instructor had been hired to begin spring semester. Terrence Wilcox will be coming here from the Mesabi Range Community & Technical College.
7. Multicultural Position	Dennis announced that the position for Director of Multicultural Services position has reopened and they will start reviewing applications and hopefully fill the position by February, 2007.
8. Veteran's Center	Ron brought up that space was needed for the Veteran's Center to be located on the TRF campus. Various spaces were suggested and discussed as possible locations.
9. Dropped for Non-payment	Jerry indicated that there were 421 students on the "drop for non-payment list" right now. He indicated that the date might be moved up to one week before classes start. That would allow more time to get students registered or reregistered before classes start.
10. Airport Food Service	Kevin talked about the food service at the airport campus. He indicated that there was only one person on staff out there and that possibly more help was needed.
11. Work Study	Linda was wondering if all the money had been allocated for work study this year. Finance and Student Services are working on a better procedure for requesting work study. Providing supervisor training for work study was discussed as a possibility. Cynthia thought maybe some formal review for work study was needed.
12. Student Lap-top Policy	Ron indicated that he will be setting up a task force to study student lap-top requirements at the college.
13. Next Meeting	The next meeting has been set for January 23 rd at 9:00 am in Room 545.
14. Adjourned	10:00 am.