



Northland Community & Technical College TRF Campus Management Team Meeting

September 27, 2006

9:00 am.

Room 545

MINUTES

Attendees: Jeff Thomas, Dennis Bendickson, Ron Dvergsten, Linda Samuelson, Kevin Stuckey, Clinton Castle, Jerry Schulte, Michelle Benitt, Rocky Ammerman, Stacey Hron, Kirsten Melby, Julie Olson and Lori Johnson, recorder.

Topic	Discussion/Outcome
Call to order	Jeff called meeting to order at 9:00 am.
1. Establish meeting schedule for FY07.	<p>Jeff reviewed the purpose of the group. The team will deal with specific TRF campus issues and will have a group decision making process. The group will avoid college wide issues.</p> <p>The group will start by meeting once a month and will set aside a 1½ hr block of time for meetings. It was decided that meetings will be set for the third Tuesday of the month and will be held at 9:00 am.</p> <p>Lori will send out a tentative meeting schedule to team members for review.</p> <p>Agenda items should be forwarded to Lori at least a week prior to meetings.</p> <p>Jeff also asked for any suggestions for a student representative. Names were to be forwarded to Vanessa Martell. (NOTE - Larissa Kajewski, Student Senate President, has been chosen for the student representative - Welcome, Larissa!)</p>

2. IT	<p>Stacey talked about updating the junk email filtering system. One of the dangers of too much filtering is that legitimate emails will be routed to the junk email file. The system will send out a daily digest of filtered emails for review.</p>
3. Registrar's Office	<p>Rocky reported that on-line registration will open on October 15th and Spring semester on October 20th. Linda asked if there were any registration events planned such as a "pizza party". Nothing has been set yet.</p> <p>Drop for non-payment was discussed. Rocky said that approximately 80 students had been dropped for both campuses but that 40-50% had re-enrolled. He also indicated that an earlier "drop date" was being considered.</p>
4. COI	<p>Kirsten reported on COI's move to the Swenson House. The rooms are currently being renovated and the move should be completed by November 1st.</p>
5. Business Office	<p>Jerry indicated that the phone problems had been resolved. "Thank you IT Dept."</p>
6. Facilities	<p>Clinton reported on the construction project. Construction had been delayed a couple days and should start today. A dust barrier and a cold weather barrier will be worked on first. The entry will be blocked off. Water will be shut off in construction area so that sewer system can be updated. Phase I of the construction project should be completed by mid-March. Phase II will start in June, 2007 and should be completed by January, 2008.</p> <p>Space is needed for Student Senate – they are in need of office space as well as space for storage. Dennis indicated that MnSCU dictates that Student Senate be provided with office space.</p> <p>John Leopold is in need of a room to run a printing press that provides adequate ventilation, etc. There is a space close to the Art room that would work but that space is currently being used by Security. Security would need to be relocated in order to use the space.</p>
7. Division Chair/Airport Campus	<p>Kevin indicated that the Security phones were still not working but should be operational again by tomorrow.</p> <p>Kevin also inquired about the ATM to be located on the campus. Jerry indicated that the ATM machine (to be located in the cafeteria) should be installed within the next two weeks. The machine will be provided and maintained by Northern State Bank. The fees for using the machine will be kept to a minimum.</p> <p>It was noted that food service was also available on Fridays at the airport campus.</p>

8. Marketing/Public Relations	<p>Julie reported on the upcoming Homecoming week events.</p> <ul style="list-style-type: none"> • Coronation will be held on Monday, October 9th in the Theater. • There will be a dance on October 12th. • There will be a tailgate party from noon-1:30pm on Saturday. A live band will perform.
9. Faculty Union President	<p>Linda inquired on the cafeteria service. It was reported that it seems to be going ok this year. Linda also reported that the Pep Band will play at the volleyball game tonight and at the Homecoming game. They will have the school song ready to play for the Homecoming game.</p>
10. AFSCME/Foundation Update	<p>Michelle announced that the Foundation would be hosting a brat feed before the Homecoming game and a reception (will serve hors d'oeuvres/refreshments) for alumni after the game. The theme will be "the 60's".</p> <p>The Fall scholarship banquet was held last week and \$26K in scholarships were given out.</p> <p>The announcement for the Foundation Annual Fund Drive will be mailed out next week. The fund drive runs from October – December.</p>
11. Academic Affairs	<p>Jeff indicated that classroom observations/faculty evaluations were starting. Faculty are required to complete a Professional Development Plan.</p> <p>Jeff reported on new programs:</p> <ul style="list-style-type: none"> • Massage Therapy has 13 students. • Pharmacy Tech (ITV course from EGF) has 7 students and is off to a good start. • Early Childhood also seems to be going well. <p>Electronics Tech. enrollment is up. Computer Animation has a full class.</p>
12. Adjourned	9:45 am