



Northland Community & Technical College TRF Campus Management Team Meeting

February 6, 2007

9:00 am.

Room 545

MINUTES

Attendees: Jeff Thomas, Ron Dvergsten, Linda Samuelson, Clinton Castle, Michelle Benitt, Rocky Ammerman, Dean Dalen, Julie Olson, Norma Konschak and Lori Johnson, recorder.

Topic	Discussion/Outcome
Call to order	Jeff Thomas called meeting to order at 9:05 am.
1. Handicapped Parking	Michelle Benitt brought up an issue with winter handicapped parking. It has been brought to her attention that ice is a problem in some of the handicapped parking areas. The matter was discussed and Clinton will talk to the groundskeeper to monitor the handicapped parking areas and keep them clear of ice.
2. Enrollment	Rocky Ammerman gave an update on the enrollment "headcount" as of February 2 nd . TRF campus has 1,873 enrolled with 691 full-time and 1,182 part-time. EGF has 1,662 enrolled with 1,148 full-time and 514 part-time. Distance Ed. Has 498 enrolled. TRF has 16,395 total credits. EGF has 19,804 total credits. Distance Ed has 2,303 total credits.
3. Roseau Site Update	<p>Ron Dvergsten gave an update on the Roseau site. An invitation has been made to targeted Roseau area businesses and NCTC representatives to attend a meeting on February 15th at the Roseau City Center to help develop an advisory committee to represent the interests and needs of the community. The committee will look at marketing/promoting the facility and will try to meet once every semester. They will also look at developing a steering committee to meet on a regular basis.</p> <p>The possibility of publishing a quarterly newsletter promoting upcoming events at the site is being considered.</p>

Student Laptop Taskforce	<p>Some seminars planned for this spring: Farm Business Management "Grass Seed Production" and Going into Business "Developing a Business Plan". It is anticipated that there will be 20-25 students participating.</p> <p>Ron also gave an update on the student laptop taskforce. Stacey Hron will set up an on-line survey for students and faculty. This will be open from February 12th-21st. Jim Staite (broadcasting class) will set up a promotional site on February 13th at EGF and on February 14th at TRF. The goal is to have a plan by the end of the spring semester and the new policy into effect by the fall semester.</p>
4. Facilities	<p>Clinton Castle gave an update on the Facilities Committee. The committee met for the first time at the end of January. They discussed updating the commons area and the theater lobby area.</p> <p>Clinton and Bob Gooden (EGF campus) will review all areas of the campuses and will come up with a schedule for necessary updating. This will include paint, carpeting and office furniture.</p> <p>The Veteran's Center was discussed. The committee will look for ideas on what can be done to furnish this area to meet the needs of the veterans.</p> <p>The computer lab will be moved into the cafeteria area over the summer.</p> <p>Part of the Lowell Swenson hanger will be leased to the City for storage of the freight plane.</p>
5. Membership Update	<p>Jeff Thomas introduced Norma Konschak as the new member from the Division Chairs. She is replacing Kevin Stuckey.</p>
6. Academics	<p>Jeff Thomas talked about course section offerings for next fall. The numbers are being looked at and some sections may be cut if the numbers do not justify.</p> <p>Fall schedule is being finalized and will be posted March 1st.</p> <p>Division Chairs are holding a special meeting on February 12th to review budget requests.</p> <p>Jeff reported that two students from Northland had been named to the All-Minnesota Academic Team. Congratulations to Marit Dalen and Brandon Fontes.</p>
7. Noel Levits Surveys	<p>Rocky Ammerman reminded everyone that the Noel Levits surveys will be February 28th. Reports will be generated by campus as well as college wide, for comparison.</p>
8. Next Meeting	<p>The next meeting will be held on February 20th at 9:00 am in room 545.</p>

Adjourned	Meeting adjourned at 10:15 am.
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