



Northland Community & Technical College TRF Campus Management Team Meeting

March 6, 2007
9:00 am.
Room 545

MINUTES

Attendees: Jeff Thomas, Linda Samuelson, Norma Konschak, Clinton Castle, Jerry Schulte, Michelle Benitt, Rocky Ammerman, Stacey Hron, Dean Dalen, Julie Olson, Cynthia Jorstad, and Lori Johnson, recorder.

Topic	Discussion/Outcome
Call to order	Jeff Thomas called meeting to order at 9:10 am.
1. Northland Basketball – National Division III Tournament	Jeff proposed making a donation towards funding for the trip to the Division III Tournament in New York by the men's and women's basketball teams. Discussion was held and it was determined that the teams have come up with some funding for their trip. The committee approved making a donation if additional funding is necessary.
2. Freight to our college	Jerry Schulte reported on the procedure for handling freight delivered to our college. The bookstore will receive the freight items. If the item is small, employees will be asked to pick up at the bookstore. If large or multiple items are received, the maintenance department will deliver.
3. Central stores	The Central stores will now be handled through the bookstore beginning on March 19 th . All items that had previously been available through the business office will now need to be purchased through the bookstore.

4. Facilities Update	<p>Clinton Castle gave an update on the construction projects: Phase I of the construction project is behind schedule with a projected completion date of April 8th. Phase II is on track to begin on May 1st and May 15th.</p> <p>Clinton also talked about keys for the building. Master keys will be available in three locations around the campus to be checked out by employees as necessary when they do not have their keys available. He also reported that the college will be converting to a swipe card instead of keys. This will be a 5-year conversion process.</p> <p>Clinton also reported that the Welding/Electronics Technology project will start on June 1st.</p>
5. Surveys Veteran's Center Update	<p>Rocky Ammerman reported that the student satisfaction surveys had been distributed and completed last week.</p> <p>The institutional priorities surveys were distributed to administrators, staff and faculty last week to be completed. Only about 50% have been completed and returned to date. Rocky requested that the surveys be completed and returned by March 7th.</p> <p>Rocky also reported on the Veteran's Center. He indicated that the regional veteran's representative would be here today and would be providing flags from the different branches of service.</p> <p>The Photoshop class is working on posters to be used in decorating the space. They are holding a competition where the entries will be judged and the three top choices will be framed and put up in the space.</p> <p>Marty Collins (Budget Electronics) has donated a fridge and microwave to use in the space.</p> <p>Jeff Hendrickson (Poppler's Furniture) has looked at the space and is considering a donation of furniture.</p> <p>March 27th is a possible date for the grand opening.</p>
6. Speakers in Commons Area	<p>Linda Samuelson proposed the addition of a second pair of speakers to be installed in the commons area. They would work with the pair that is currently installed on the fireplace wall and would improve the acoustics in the space for assemblies as well as musical performances. She will check on costs and will bring a proposal back to the committee.</p>

7. Earth Day Activities	Cynthia Jorstad asked the committee to provide funding for the public performance fee for showing the movie "An Inconvenient Truth" as part of the Earth Day activities planned by Kathy Huschle.. It was suggested that Margarita Bracamonte on the EGF campus be notified of Kathy's plans. Rocky moved to approve request for funding, Jeff seconded and motion was approved.
8. Next Meeting	The next meeting will be held on March 27 th at 9:00 am in room 545.
Adjourned	Meeting adjourned at 9:50 am.