



Northland Community & Technical College TRF Campus Management Team Meeting

April 10, 2007

9:00 am.

Room 545

MINUTES

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

Topic	Discussion/Outcome
Call to order	Jeff Thomas called meeting to order at 9:05 am.
1. Columns by Theater	<p>Julie Olson indicated the columns by the theater lobby area were in need of attention. The paint is chipped off and they don't look good. This is a very visible area in the college and is in need of an update.</p> <p>She also pointed out that the television monitors around the campus were very dusty and needed to be cleaned. Clinton will put on the maintenance "to do" list.</p> <p>The need for better bulletin boards around the campus was brought up again and Clinton indicated that the Facilities Committee is working on a college wide plan to address the bulletin board issue.</p>
2. Accuplacer Testing	Dean Dalen talked about the accuplacer testing. The test has switched to a new platform. The test is basically the same but the look has changed. The college will have one site instead of one for each campus. A math test has been added.

3. Cut Score Report	<p>Dean provided information on recommended cut scores:</p> <p><u>Writing Group Report</u> Reading test cut score – 78 for placement into first year college writing courses. Scores below 78 on the reading test will automatically take the sentence skills test. Cut score on sentence skills test – 80</p> <p><u>Reading Group Report</u> Reading test cut score – 78 for placement into college level reading courses.</p> <p><u>Math Group Report</u> Cut score criteria are based on entrance into College Algebra. Students must have a minimum score of 76 on Elementary Algebra test AND 50 on College Level Math tests.</p>
4. Books from 645	Cynthia Jorstad had a question on a collection of books housed in Suite 645. The matter was taken care of prior to the meeting.
5. Management Team Project	Jeff Thomas asked for recommendations from the committee on a project that could be completed with the funds remaining in the committee's budget. It was decided that the funds would be used to update the theater lobby area. Linda Samuelson will head a group to come up with a plan to present to the committee by next month's meeting. She will check with the athletic department and student senate to get their input.
6. Ag Conference Update	Ron Dvergsted reported on the success of the Ag Conference that was held in Mahnomen last week. He said there were over 400 attendees from northwest Minnesota. Over 200 were farm management students. The conference was good publicity for the college.
7. Credit Card Purchasing	Jerry Schulte indicated that the cut-off date for credit card charging for faculty members, without prior supervisor's approval, is April 13 th . This is to maintain budget and to ensure all receipts and documentation are turned in prior to the end of the semester.
8. AFSCME Representative	Michelle Benitt reported that no one responded to her request for a new AFSCME representative. Note from Dennis Bendickson after the meeting – Marie Sandsmark will represent AFSCME at future meetings.
9. White Earth Registration	Gene Klinke reported that registration for White Earth will begin tomorrow, April 11 th . He also indicated that his department will be very busy within the next few weeks holding career fairs around the area.

10. Next Meeting	The next meeting will be held on April 24 th at 9:00 am in room 545.
Adjourned	Meeting adjourned at 10:00 am.