



Northland Community & Technical College TRF Campus Management Team Meeting

April 24, 2007
9:00 am.
Room 545

MINUTES

Attendees: Dennis Bendickson, Linda Samuelson, Clinton Castle, Rocky Ammerman, Dean Dalen, Julie Olson, Cynthia Jorstad, Marie Sandsmark, and Lori Johnson, recorder.

Topic	Discussion/Outcome
Call to order	Dennis Bendickson called meeting to order at 9:05 am.
1. Library Survey	Cynthia Jorstad talked about an assessment plan for the library. She indicated that she and Milt Kinzler had developed a survey for students. The plan was discussed and it was decided that Cynthia will distribute to faculty and ask that they hand out to students during a specified class time prior to the end of the semester.
2. Backup Receptionist	Rocky Ammerman asked for suggestions on what could be done for a backup receptionist for times when Margaret is gone for a day or longer. Short-term absences are covered by Tara or someone else but there needs to be someone that could be called in to cover for a day or week. The matter was discussed it was decided that Dennis Bendickson will take the matter up at the Deans Meeting on Thursday.

3. Theater Lobby Update	<p>Linda Samuelson reported on proposals for updating the theater lobby. Linda met with a group and they came up with some ideas on what could be done to improve the look of the area and make it a more inviting area for students. Sketches were reviewed on some things that could be done including updating the columns, improving lighting and some seating options. A “Northland” sculpture was also proposed for the big brick wall. This will depend on funds remaining after completion of other proposed improvements. Linda is in the process of getting bids on the project and will submit at the next meeting.</p>
4. Events Update	<p>Julie Olson reported on upcoming events at the college:</p> <ul style="list-style-type: none"> • Little Shop of Horrors – Thursday, Friday & Saturday at 7:00pm. Admission free to NCTC students and employees. • NCTC Athletic Hall of Fame Banquet – Saturday – sold out. • Library Book Reading – S.T. Underdahl “The Other Sister” – Thursday, May 3rd at 12:30 pm. • Foundation Cruise – Saturday, May 5th from 6-10 pm at the Swenson House – Advance tickets \$25. • White Earth Open House – May 9th.
5. Construction Project Update	<p>Clinton Castle reported on status of construction projects:</p> <ul style="list-style-type: none"> • Phase I should be complete by Friday – Workforce center will begin moving on Monday. Customer parking for the Workforce Center will be in the front of the building and will share the visitor parking lot. Workforce Center employees will use the other student/employee parking lots. • Phase II – Farm Management area will begin on May 1st. The parking lot by the welding area will be closed on Friday to provide a construction staging area. • Phase II – Workforce Center area will begin on May 17th. • Phase II – Electronics area will begin on May 22nd. • An emergency funding request has been submitted for the shop areas – five forced air furnaces need replacing prior to the next heating season. • Mahnomen site – The new facility in Mahnomen will need to be set up the first part of May. NCTC will take possession of the space on May 1st with the first class scheduled to begin on May 21st. • Roseau site – A dedication sign will need to be installed at the Roseau facility prior to the May 3rd Foley dedication.

6. "An Inconvenient Truth" Showing	Cynthia Jorstad reported that there was a very good turnout for the showing of "An Inconvenient Truth" last Friday. There were 70 attendees during the day and 45 for the evening showing.
7. Next Meeting Agenda for next meeting	The next meeting will be held on Tuesday, May 8 th at 9:00 am in room 545. Set meeting schedule for next year.
Adjourned	Meeting was adjourned at 10:10 am.