NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

Division Chair Meeting

March 31, 2014
Noon
Polycom: EGF-Room 301/TRF-Room 662

M I N U T E S

Attendees: Brian Huschle, Jodi Stauss-Stassen, Steve Crittenden, James Retka, Kari Koenig, Dorinda Sorvig, Andrew Dahlen, Andy Mueller, Erin Almlie, Brian Suckow, Justin Berry, Karl Ohrn and Lori Johnson, Recorder

Absent: Curtis Zoller

Topic	Responsible Party	Discussion/Outcome
Call to order		Noon
1. FY15 Budget Discussion		Brian stated that the budget outlook was not good.
2. MS Office Suite Upgrade		Brian notified chairs that IT would be upgrading MS Office Suite to version 2013 over summer. He noted that this was not a change in the operating system. He asked if there were any concerns regarding update. • Andrew Dahlen wondered if the cost of the update would be a justified due to the current budget shortfall. • Erin Almlie also voiced concern about the cost of the upgrade and would it be worth it if it involved budget cutting in other areas that were more crucial.
3. FY15 Integrated Budget Planning		Brian provided a priority worksheet with the FY15 budget requests. The equipment budget has not been set yet but it should be at least $189,000 which is the approximate amount of the State match. Discussion was held on how to start on prioritizing the requests. Some ideas/questions regarding process: • Are any companies donating yet?

		- How to prioritize list? - Matching funds first? - Do matching funds need to match same program? - Look at what we <u>need</u> first. - Is there anything we could "borrow" vs. buy? - What can programs function without? Chairs need to know what the budget cap will be before they start prioritizing. Chairs will talk to their programs to find out what they actually need to function and what they can do without and be ready to start prioritizing requests by the next meeting.
4. FY14 Supply Budgets		Brian asked chairs to check with where programs stand with regard to this year's budget allocations. If they are using it this year, it should be purchased soon. Supply budgets are generally for use for supplied within the academic year.
5. Next Meeting		The next meeting will be held on Monday, March 31st at Noon via Polycom: EGF-Room 301/TRF-Room 662.
Agenda for Next Meeting		Prioritize budget requests.
Adjourned		12:55 pm.