



NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Division Chair Meeting

December 10, 2015

3:00 pm.

Polycom: EGF-Room 301/TRF-Room 662/AC-Room 13B

MINUTES

Attendees: Brian Huschle, Jodi Stauss-Stassen, Mike Curfman, Curtis Zoller, Carey Castle, Kari Koenig, Linda Samuelson, Kent Wagner, Erin Almlie, Brian Suckow, Justin Berry, Karl Ohn and Lori Johnson, Recorder

Absent: Dorinda Sorvig

| Topic | Responsible Party | Discussion/Outcome |
|-------------------------------|-------------------|--|
| Call to order | | 3:00 pm |
| 1. Leveraged Equipment Status | | <p>Jodi gave an update on the Leveraged Equipment Budget</p> <ul style="list-style-type: none">• Funds secured for purchase of a Fire Truck for EGF Fire Program. George is working with the program director to finalize.• \$80k left to use for other equipment purchases plus an additional \$30k from FY15 funds not used• Curtis will clarify his request for the Precision Ag program• Review matching funds• There is an additional \$30k in Perkins funds available for tech & trade programs• Chairs will talk to their program faculty regarding their Priority "1" equipment needs and potential donation resources• The Priority "1" requests will be reviewed at the January 20th meeting• Curtis will forward a list of what was awarded last year• Karl will provide a list of the Perkins funds awarded• Linda asked for a list of what has been awarded for the last three years <p>Brian forwarded the FY16 Priority Worksheet to the committee members for review at the January 20th meeting.</p> |

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| 2. Set Spring Meeting Schedule | | The spring meeting schedule was discussed and set. Meetings will be held every other week on Wednesday afternoon at 3:00 pm beginning January 20 th and continuing through May 11 th . Lori will send out meeting appointments to the committee members. |
| 3. Current Year Academic Schedule Status | | The deans will be looking at possible class cancellations for the spring semester on Monday, December 14 th . There may be a need to open a reserve Comp II on the EGF campus. |
| 4. Upcoming Academic Year Schedule Status | | Lori is entering the Fall 2016 schedule: <ul style="list-style-type: none"> • Liberal Arts has been completed • Working on Allied Health programs • Tech program schedules still need to be turned in for: <ul style="list-style-type: none"> ○ ETAS on the TRF campus ○ Precision Ag on the TRF campus ○ All aerospace schedules ○ Tech programs on the EGF campus |
| 5. Faculty Concerns | | <ul style="list-style-type: none"> • It was reported that the Internet was running very slow on the TRF campus • The airport campus also reported having issues with the internet • The Telepresence rooms were having connection picture quality issues as well <p>These issues were reported to Stacey Hron and she is working on correcting the problems:</p> <ul style="list-style-type: none"> • Stacey is working with the wireless provider to fix a firmware issue that is causing the wireless access points to restart. The company is unable to provide a timeframe for this fix so she is looking at upgrading the access points to a newer model that doesn't have the same firmware issue. • The number of access points that IT will be able to upgrade this budget year will depend on the cost and upgrade options given by the wireless provider. • Stacey would like the committee to remind faculty to immediately report ALL IT issues to the IT department so that they can take appropriate action to correct the problems. |
| 6. Next Meeting | | The next meeting will be held on Wednesday, January 20 th at 3:00 pm via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 13B. |
| Agenda for Next Meeting | | 1) Review FY16 Leveraged Equipment Priority List (Brian sent out Priority Worksheet) |
| Adjourned | | 3:40 pm |