

# NORTHLAND

## COMMUNITY & TECHNICAL COLLEGE

### Division Chair Meeting

September 14, 2020

2:00 pm

Zoom Meeting

### MINUTES

Attendees: Brian Huschle, Jodi Stauss-Stassen, Curtis Zoller, Linda Samuelson, Erin Almlie, Brian Suckow, Justin Berry, ADawn Nelson and Lori Johnson, Recorder

Absent: Dorinda Sorvig, Kari Koenig, Bob Wold

Topic	Responsible Party	Discussion/Outcome
Call to order		2:00 pm
1. FY21 Equipment Requests	Brian H	<p>An updated FY21 Budget Request spreadsheet was shared with the group for review at meeting.</p> <ul style="list-style-type: none"><li>• No leveraged equipment funds are available this year.</li><li>• There is a limited amount of Perkins funding available.<ul style="list-style-type: none"><li>○ The requirements for approval will be more restrictive this year.<ul style="list-style-type: none"><li>▪ Funding needs to be tied to recruitment</li><li>▪ COVID needs will take priority</li></ul></li><li>○ There is approximately \$18,000 for equipment needs</li><li>○ There is approximately \$44,000 in additional funding</li></ul></li><li>• Curtis reviewed the budget requests and approximately half of the items will be able to be supported with Perkins funding.</li><li>• Curtis will have a report on Perkins funding available at the next meeting.</li></ul>
2. Perkins Update	Curtis	See No. 1 above for Perkins update.
3. Current Year Academic Schedule Status		<p>Current Year Academic Schedule Status.</p> <ul style="list-style-type: none"><li>• Fall – Staffing complete except for:<ul style="list-style-type: none"><li>○ PNSG Clinical I (late start) – has now been staffed</li><li>○ TRF – AVIA Make-Up class (late start) – still holding for instructor</li></ul></li><li>• Spring – Some Staffing still needed – Lori will send out updated Staff TBA list for spring.</li></ul>

4. Upcoming Academic Year Schedule Status		Upcoming Academic Year Schedule Status:
5. Faculty Concerns	Linda	<p>Linda was asked to check if plexiglass could be used around teaching stations in the classrooms instead of masks.</p> <ul style="list-style-type: none"> <li>• This is not an option as of right now <ul style="list-style-type: none"> <li>○ This would require additional time and cleaning between classes to properly sanitize the instructor area.</li> <li>○ Face masks are the requirement for now.</li> </ul> </li> <li>• Any changes would need to go through Shared Governance for approval.</li> </ul> <p>Jodi will send out a reminder to students that they will be notified when they can come back if they are quarantined.</p>
	Erin	<p>Erin asked if PDP's were still due on November 2<sup>nd</sup>. They are. She also asked about the modifications needed this year due to COVID.</p> <ul style="list-style-type: none"> <li>• Brian indicated that faculty making the adjustments to online delivery due to the COVID restrictions would be considered professional development.</li> <li>• Conferences and workshops are moving to Zoom or online presentations, so they should be easier to attend and with no travel required, less expensive.</li> </ul> <p>Travel to adjacent states (Wisconsin, Iowa, North Dakota, South Dakota) does not require approval from the system office. Travel outside of this area does require prior system-office approval so travel requests should be submitted early if going beyond this area is required.</p>
	Linda	<p>Linda wondered if an email or some notification could go out to students attending class on campus that it is ok for them to remain on campus between classes and that they can utilize the library, cafeteria or other study spaces if they practice safe COVID guidelines.</p> <p>The system office is keeping track COVID case counts and they are operating under the same guidelines as K-12.</p>
6. Campus Specific Items		N/A
7. Next Meeting		The next meeting will be held on Monday, September 28 <sup>th</sup> at 2:00 pm via Zoom.
Agenda for Next Meeting		
Adjourned		2:55 pm