

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Division Chair Meeting

February 4, 2021

3:00 pm

Zoom Meeting

MINUTES

Attendees: Jodi Stauss-Stassen, Shamani Shikwambi, Dorinda Sorvig, Kari Koenig, Linda Samuelson, Jeff Bell, Brian Suckow, Justin Berry, ADawn Nelson, and Lori Johnson, Recorder

Absent: Brian Huschle, Curtis Zoller, Bob Wold

Topic	Responsible Party	Discussion/Outcome
Call to order		3:00 pm
1. FY22 Budget Requests	Jodi	Budget requests for FY22 – Brenda Bruggeman sent out an email notifying faculty that the FY22 Budget Request process was open. Jodi asked the chairs to let faculty know that if they have any technology needs now, they should put in a request for them. There may be some money available for this. There probably won't be Leveraged Equipment funding available but there may be some "Carissa" money available. This would be like the COVID "CARES" funding. This funding would be available to ALL areas.
2. 2021 Northern Valley Career Expo – Tentative October 26, 27	Jodi	The fall Northern Valley Career Expo is typically held at the Alerus Center in Grand Forks. This event was cancelled last fall, but it will hopefully be held Fall 2021. They are tentatively going to offer a day for the 10 th grade students and one for the 11 th grade students. Tentative dates are October 26 th and 27 th . Please share these dates with faculty and encourage participation. This is a big event and Northland usually has good representation.
3. Division Chair Structure	Group	Division Chair Structure – Group Discussion <ul style="list-style-type: none">• Addition of Business group<ul style="list-style-type: none">○ Possible restructuring the divisions to include a separate Business group○ Brian H is working on updating the Division Chair structure document• RCE assignment expectations<ul style="list-style-type: none">○ Possible reworking the RCE document

4. Virtual Career Fair	Jodi	Jodi indicated that an initial meeting was held about possibly holding a virtual career fair. She will send an email out with more information.
5. Perkins Update	Curtis	N/A
6. Current Year Academic Schedule Status		Current Year Academic Schedule Status. <ul style="list-style-type: none"> • Summer rotation process is underway.
7. Upcoming Academic Year Schedule Status		<ul style="list-style-type: none"> • Upcoming Academic Year Schedule Status: <ul style="list-style-type: none"> • Fall 2021 schedule was sent out to Division Chairs for review. <ul style="list-style-type: none"> ○ Fall 2021 schedule updates have been made and schedule is ready to share with Student Services for review. <ul style="list-style-type: none"> ▪ Brian H will share the schedules ○ Fall 2021 schedule will post to web on March 1st with registration opening on April 1st • Spring 2022 and Summer 2022 – Lori is working on the schedule entry <ul style="list-style-type: none"> ○ Spring 2022 Liberal Arts has been entered and sent to the Liberal Arts Chairs for review
8. Faculty Concerns		COVID safety guidelines reminder emails will be sent out tomorrow, February 5th. There has been a noticed increase of noncompliance regarding mask wearing, completing the daily assessment “green screen”, social distancing, etc. Jodi will be sending out emails for students and for faculty reminding them that we need to continue following the safety guidelines so that COVID cases don’t increase on campus.
9. Campus Specific Items		N/A
10. Next Meeting Agenda for Next Meeting		<p>The next meeting will be held on Thursday, February 18th at 3:00 pm via Zoom.</p> <p>1. Division Chair Structure – Continue Discussion</p> <ul style="list-style-type: none"> • Update spreadsheet outlining the divisions, faculty, and FTE • Where do the online faculty fall? • Reworking the RCE document duties/responsibilities
Adjourned		3:40 pm