



# Northland Community & Technical College

## Division Chair

October 14, 2004

3:00 pm

Room #106

Attendees: Mike N., Steve A., Dennis W., Milt K., Beth M., Deb R., Diane R.

Topic		Discussion/Outcome
1. Call to Order		3:15
2. Approval of Minutes		approved
3. FY05 Equipment Budget		<p>Orley wants the Truck Driving program to run – cohort with TRF for spring semester. They are working towards having Truck Driving at both sites at the same time. There will be a shared budget for program development.</p> <p>Perkins budget – only \$2,500 allowed for equipment. This is too low – should be about \$15,000 for Perkins equipment. The budget is tighter this year. With EGF now serving Liberal Arts students, certain fully funded student service personnel will be moved to 95% Perkins funding. The funds saved will be moved to equipment funding.</p> <p>Specialized software and special computer equipment should come out of the program budgets, and not the tech budget, according to Shari Olson.</p> <p>The 2005 equipment budget requests were discussed and accepted with the following adjustments made to the spreadsheet:</p> <ul style="list-style-type: none"> <li>• <b>Library:</b> 3000 Lumens Projector to Technology budget.</li> <li>• <b>Distance:</b> LCD Monitor to Supply or Technology budget.</li> <li>• <b>Fire Technology:</b> Propane-fired Training Props-\$5,000 contingency and \$3,000 from the supply budget.</li> <li>• <b>Clinical Lab Science:</b> Phlebotomy Arms to Supply budget.</li> <li>• <b>OTA:</b> Computer Assistive Technology – Split \$5,000 with the strategic plan goal.</li> <li>• <b>Carpentry:</b> Trade skid steer loader – Hold for now – wait until May 2005.</li> <li>• <b>Plumbing:</b> Trades Division pickup and a pipe threader – not accepted</li> <li>• <b>Truck Driving:</b> Trailers and Shift simulator – not accepted</li> </ul>
4. Furniture Rotation List		<p>We need to look at getting faculty office furniture into a rotation for updating. A suggestion was made to pool left over funds at the end of the year from supply budget, general Academic Affairs funds, end of the year program funds and remaining contingency funds to help fund the furniture. The process of the rotation would need to be established. It was suggested to update by looking at the seniority list, or the condition of inadequacy of the existing furniture. A comparative tour of the campus should be done.</p>
5. Other		
6. Adjourned		4:30 pm

Handouts:

- Agenda
- Minutes
- FY05 Equipment Requests