



Northland Community & Technical College Division Chair Meeting

February 1, 2006
11:00 am
Room #106

Attendees: Dennis Wierima, Deb Riely, Milt Kinzler, Beth McMahon, Brian Huschle, Mike Normandin, Renee Kringlen

| Topic | Discussion/Outcome |
|------------------------|---|
| 1. Call to order | 11:12 AM |
| 2. Budget Process | <p>Budget discussion:</p> <ul style="list-style-type: none"> • There is no longer a need for Health Information Technology program • Sue Field mentioned that there is no need for a RN budget for EGF she will use the TRF • Distance education Administrative Support budget is missing (Mike will check on this). • There were questions on cost center numbers #321121, #344421, & #347721. Are these really needed? <p>Overload assignments have been sent to Human Resources. The estimated amount of \$220,000 is base salary only. This does not include FICA. Mike spoke with Jeff Thomas, and Jeff was not sure of numbers for Thief River Falls.</p> <p>Mike stated that the Dean of Academic Affairs budget has been lowered by 50% from last year.</p> <p>Milt is not sure how to find out what the Thief River Falls budget is for the library. Mike was going to try and get that information to Milt. Milt is unsure how to budget for the license agreements.</p> <p>Mike emphasized the enrollment decline is going to affect the budget.</p> |
| 3. FY07 class schedule | <p>Renee will be sending out an e-mail to faculty who have been assigned to teach a summer course. They will have a choice to accept or decline the assignment. Mike has directed the Division Chairs to inform their faculty of the availability and capacity of the Heritage building (church). The church will be needed on a full time bases. There are whiteboards, but no computer hook ups and is not handi-cap</p> |

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| | <p>accessible. There could be a chance of computer hook ups in the future.</p> <p>Deadline for schedules to Brian is February 8. The liberal arts deadline is February 15.</p> |
| 4. Summer ITV schedule | <p>Brian is going to get Milt a schedule for the ITV. Milt is not sure where Thief River Falls is on the scheduling process. Need the Pharmacy program ITV times.</p> |
| 5. FY07 ITV schedule | <p>The question is still out there about room 217. Should it be budgeted to make it a full blown ITV? Would like to see it as ITV and regular classroom. It would cost \$20,000 to make it a full ITV room, but could we still use it as a regular classroom? This was a question from the December meeting. Some things work well with ITV and some things do not work. This question cannot be answered at this time. We need to see where the ITV schedule is at.</p> |
| 6. Information Literacy or Technology STSK | <p>The new library system is at a point where they need to teach the students on how it is run. So many more features to learn, so Milt would like to see some kind of orientation for all students. Maybe offer it as a 1 credit course. This will help with retention. Milt approached Maureen about maybe teaching the course. Mike asked for Milt to develop an outline of what needs to be taught/orientated in a 16 hour course.</p> |
| 7. EGF Expo | <p>March 1st is the date for the EGF Expo.</p> |
| 8. Approval of minutes | <p>Approved</p> |