



Northland Community & Technical College Division Chair Meeting

August 24, 2006

2:30 pm

Room #306B

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

Topic	Discussion/Outcome
1. Call to order	2:40
2. Equipment Budgets	Mike has asked that the Division Chairs get with there people and prioritize the list as to what is the most important to least important. Would like to spend \$115,000 right know. Going to check if it would be possible to spend around \$18000.00 of the Perkins money for some of the new programs.
3. Classroom 231 Spring term	Starting in January room 231 will be under construction for the Physical Therapy Lab so Mike has asked that Division Chairs take all the spring classes out of room 231.
4. Credit card issue	Mike noted that he has denied all credit card applications since February 2006. Charges on the credit card do not go against the cost center right away it takes 1-3 months to hit the budget.
5. Spring term course schedule	Renee is going to put spring schedules in mailboxes and send out email message to all faculty to look it over and get back with changes by September 11-14. Mike would like to see Spring schedule posted to web by September 18.
6. ITV schedules	Changes were made on schedule from Thief River Falls.
7. Classroom pads	Liberal Arts, Business department, Health on-line faculty would be very interested in getting one. Maybe go to Technology to pay for these. Will need to add to budget equipment.
8. Drop for non-payment	Karla Anderson created a list by major. She is going to cut up and place in faculty mailboxes so they will have for the first day. Mike is going to send out e-mail to the faculty on how they should address this issue on drop payment. Faculty is to make some kind of announcement the first week of class.
9. Proctor testing	Need move shelving to make more room in library. Only have testing done in one area of the library.
10. Next meeting	Next meeting is on Wednesday, September 06, 2006 in room 106 only on Budget to spend \$115,000.