



## Northland Community & Technical College Division Chair Meeting November 29, 2006

Attendees: Mike Normandin, Deb Riely, Brian Huschle, Milt Kinzler, Renee Kringlen, Dennis Wierima. Absent: Elizabeth McMahon  
Visitor: Kent Hanson

Topic		Discussion/Outcome
1. Approval of Minutes		Any changes should be sent to Renee Kringlen.
2. Budget FY07 (Current Budget)		Mike handed out the Actual Expenditures vs. Spending plan (General Ledger Accounting System) pointed out that the departments need to spend their equipment money.
3. FY08 Schedules		Posting summer schedules need to be implemented by December 11. FY08 Fall & Spring schedules need to be ready to post to web by February 2007.
4. Equipment-supply request form – form due date	Dennis Wierima	Due December 22, 2006. You only need to do the supply request if you are requesting more then last year.
5. Advising		Advising was discussed with Kent Hanson. Kent is going to clarify with the MnSCU on the Advising and get back to the faculty by e-mail or meeting.
6. Expo		<p>Janet is working on the Expo to be scheduled first week in March. Trades are interested in participating, health will help and Liberal Arts will have a display. Business department is not going to participate as much but Deb said that Kit Brennan is very interested in participating in the Expo.</p> <p>Would like to see the TRF &amp; EGF combined in the fall. Waiting till spring might be too late as students are making choices earlier. One day in the fall would work the best if the sister campus will work with us Mike feels it is the way to go. Hope to see some kind of change next year on the day of the Expo.</p>
7. Next meeting		December 13, 2006
8. Tabled Items		*Learning Services Forms, *Orientation First Day of semester, *Room for Computer Lab

