



## Northland Community & Technical College Division Chair Meeting January 24, 2007

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

Topic	Discussion/Outcome	
1. Approval of minutes		Corrections from Beth she will meet with Renee to go through the changes.
2. Learning Services Forms	Mike	<p>Mike passed out the forms that TRF uses on their campuses. We are going to table for another meeting.</p> <p>There are some problems with the amount of testing that is being done down in learning services. Need to set up a meeting will need to be done with Mary, Mike and Ellen.</p>
3. Budget	Mike	<p>Budget was passed out and reviewed.</p> <p>Professional Development needs to show a balance of zero end of year so we need to make sure that we using the correct cost center.</p> <p>Make sure faculty are using the travel cost center for travel between the two campuses (EGF/TRF).</p>
4. Workload sheets & overload payment	Mike	Ready to do overloads for faculty. Division Chairs have been working with their people and will get the workload sheets to Renee the week of February 5, Mike will review and the overloads will be completed by February 9 <sup>th</sup> .
5. College wide budget process	Mike	Mike received a memo from Shari Olson on the budgets that were submitted. Reviewed by Division Chairs and changes need to be made as there are TRF faculty on the EGF budget. Also the dollar amounts for fire program were not correct.

		<p>Deadline for Priority Worksheet by Friday, March 2, 2007. <b>Meet with their faculty and meet on the 7<sup>th</sup> of February on Divisional Priorities.</b></p> <p>Cheryle Iverson is not returning and that leaves the lab position open but Mike is working with Barb Forrest they feel this position needs to be reviewed as the TRF does not have a Lab assistant they have a position (Administration Office Specialist Senior). Mike is working with Barb Forrest on this position.</p>
6. Student schedules	Beth	<p>FYI ISRS schedule Students schedule does not show notes. Horrible looking paper. Student schedule from Alex much better format why can't ours look like this one. How come the notes are not showing on students schedule?</p> <p>Stacey Hron question Mike will bring this to Stacey. Web master (Chad) maybe can help us out on this one.</p>
7. Summer start dates	Beth	<p>Issue with summer start dates. Shared Governance mention of summer dates. Limit start and end dates are a problem. There is more ITV courses in the summer. Need common start and end dates. Liberal Arts have most of land classes and thought it was a good place to start. Changed back to the dates that was brought to Shared Governance.</p>
8. Proctor Guidelines	Milt	<p>Milt passed out the proctor guidelines they were reviewed and approved.</p>
9. Student ID's & work badges (handouts)	Milt	<p>Every semester the students are going to need to update there ID badge for clinicals. There has been miss use of the ID's for health programs. By doing this each semester it will control the miss use of the ID's.</p>
10. Tabled items		<ul style="list-style-type: none"> <li>• Room for Computer Lab</li> <li>• Orientation First Day of semester</li> <li>• Management Team update</li> </ul>
11. Agenda for next meeting		<ul style="list-style-type: none"> <li>• Meeting on Feb. 7 on Divisional Priorities.</li> </ul>
12. Meeting dates scheduled		<ul style="list-style-type: none"> <li>• February 7 room 106 at 3:00 pm.</li> <li>• February 21 room 306B at 3:00 pm</li> <li>• March 7 &amp; 21 room 106 at 3:00 pm</li> <li>• April 4 &amp; 18 room 106 at 3:00 pm</li> <li>• May 2 room 106 at 3:00 pm.</li> </ul>

		<ul style="list-style-type: none"> <li>Do we want to have anymore after this date as the next week to be scheduled is graduation week May 16?</li> </ul>
13. Other	Beth	<ul style="list-style-type: none"> <li>Beth asked the question about the busing that is provided for student athletics – Why do they bus athletics and not clinical students?</li> </ul>