



Northland Community & Technical College **Division Chair Meeting** **May 16, 2007** **3:00 pm room 106**

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

Topic	Discussion/Outcome	
1. Approval of minutes		Not approved. Renee will send out in e-mail to have the Division Chairs review and make changes if needed. Once approved Renee will post.
2. Russell Beier Scholarship	Mike	<p>The nominations are:</p> <ul style="list-style-type: none"> • Scott Osowski-Radiological Technology • Andrea Fuchs – Radiological Technology • Adriana Villarreal – Respiratory Therapist Program • Linda LaPlante-Administrative Support • Lee Hendrickson – Associate Accounting AAS.
3. Budget Report	Mike	Mike handed out the report and reviewed by all Division Chairs.
4. FY07 Budget Reductions	Mike	<p>Mike is asking people to stop spending as they want to cut \$50,000 of equipment budget on both campuses. Thief River Falls has reduced their supply budget by 3% which is about \$15,000.</p> <p>The division chairs were asked for input to help with the decisions.</p>
5. Workloads	Deb	<p>Would like to see workload sheets coming in twice a year as Al Shervold and Mike will be meeting on them. Would like to see the first set of workload sheets the 2nd week of September.</p> <p>When the chairs have their division meeting Mike would like to be invited to come.</p>
6. Instructional Cost	Beth	Tabled

Study		
7. Program Cost Information	Beth	Tabled
8. ITV schedule	Beth/Renee	There is still some glitches in the ITV scheduling. When faculty receive e-mail from Mary Jo they need to review and if changes are needed they need to let Mary Jo know so she can change on her schedule. When Renee receive the class schedules to implement they do not always match the TRF's or Mary Jo's class schedule.
9. Clinical Contracts (scanning and linking to database)	Beth	Would like to get all Clinical contracts scanned and put into a database so people can view or print off for their use. Renee is working with Karleen Delorme hope to have this completed by December 2007.
10. Facilities Planning	Beth	Bob is responsible for facilities and Bob likes to get an email on anything.
11. Other		Mike handed out MnSCU Instruction and Academic Support - FY06 Data report and reviewed it with the Division Chairs there was some discussion and went over what it all means. Milt handed out a report of Reasons for Budget Deficit in Library Cost Center 300721. Not enough time to review. Milt will have to get with Mike at a later date.