



**Northland Community & Technical College**  
**Division Chair Meeting**  
**August 21, 2008**  
**1:30 pm room 106**

Attendees: Hank Roehrich, Deb Riely, Brian Huschle, Elizabeth McMahon, Barb Forrest, Dennis Wierima, Renee Kringlen

Topic		Discussion/Outcome
1. Welcome		
2. Update on room available for Spring semester & building project.		Invite Bob Gooden to our next meeting September 3, 2008 regarding room schedules for Spring.
3. Distance scheduling for FY2010		September 12 meeting Hank needs information to bring to this meeting. Brian & Beth are going to get with their faculty and get the schedules to Hank by September 10 and visit with what they have and want to put on the schedules.
4. Review of Program Web Pages (semester order plans and program fact sheets)	Hank/Barb	Career programs: Get together with
5. Budgets		Handed out the Budgets for FY09 and Division Chairs are to look over and if problems to address them to Renee and Hank.
6. Status of proctoring in library in fall 2008. (due to personnel changes/ loss)		Library tech was put on hold. Aubrey's position will not be hired until the end of September. The job description has changed. Actually they are in the process of hiring a new person and should be completed by the end of September.

7. Schedules		Tabled til September 3.
8. Meeting times for FY09		Meetings will continue every two weeks on Mondays at noon. Renee will book the rooms and times and bring to next meeting.
9. Other		Signs for the 500 block. Workload sheets