



**Northland Community & Technical College
Division Chair Meeting
12:00 pm-November 12, 2008, room 106**

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

Topic	Discussion/Outcome
1.	Approval of minutes. Send minutes to chairs and they will review and get back the changes.
2. Campus Wide Program Advisory Committee Meeting	<p>This is what TRF has done: Every spring semester, the Dean works with the Div. Chairs to set a common date for a group advisory dinner, that is typically held on campus on a week-night in April. Not all programs always participate, but it's a good way to get them to meet at least once per year, and all the arrangements for the dinner & such are made by the Dean's Assistant. I did this task for about 30 years, but turned it over to the Dean's office a couple years ago.</p> <p>The group meets altogether for the catered meal (generally from 6-7 pm) and disperses to their respective areas for their meetings at 7 p.m. We sometimes have had a speaker that addresses the group for a short time; but most often we have the Pres. or Dean welcome the group, and make brief comments about the value of advisory committees, etc. etc.</p> <p>We send out invitation letters that require an RSVP, to determine a meal count & set up. The bills for the meal are divided up by the programs participating, and the number of members that attend their respective meeting.</p> <p>Lori Johnson is now handling this event on the TRF campus. EGF would like to do something like this on or around April 16.</p>

3. Career Expo	December 11, 2008 – Chairs send names of what areas would like to go by Tuesday, November 18 to Hank or Renee.
4. Display window (Pioneer 90.1)	<p>What are your thoughts about putting the satellite radio station in our window for advertising?</p> <ul style="list-style-type: none"> • Would like to know what it would look like. • Is this going to be permanent? • Has this been mentioned at student services? • Cost wise is it minimal? • Need to check and see if Margarita and student senate if they are aware of the display being used for Pioneer 90.1? <p>Hank is not sure and will look into. Would like to do it and put it in a good place but the display space after remodeling is going to be where so need to find out from Bob Gooden.</p>
5. In service	<p>January 7- Strategic planning session the first day. EGF will have the morning to work on them and if you already have them done. From 1-3 the EGF will be working on the strategic planning on the EGF campus. 3:00 -4:00 the divisions will meet. TRF will be doing the strategic planning in the morning while EGF will do it in the afternoon.</p> <p>Thursday, January 8 -TRF -Anne Temte Changes need to be made on the meeting. Liberal Arts and Business need two separate rooms. Beth will talk with Hank on the agenda for Thursday. Depending on the agenda it would depend on who to invite or where people fit. Retirement would like to see back on the agenda. NCA team needs a time on the agenda.</p>
6. Summer schedule dates	May 18 – July 30 – Note: Flexible start date - not to exceed 39 consecutive days.
7. Staff for spring	Barb needs to get me the names for PNSG. Brian has a few classes that are staffed and he is working on finding instructors.
8. Update remodeling project	Bob Gooden was present at the meeting to give an update on the remodeling project. Phase I is pushed back to Feb. 5 th . Nursing will stay in room 317 until their area is completed. Don Campbell, Rita Lealos, Veterans office, Susie Dowers & student services will move to room 311 during Christmas break. Once Barb Forrest moves to her new office, Don Campbell will be taking her office down in 222F.