



**Northland Community & Technical College
Division Chair Meeting
Room 129 12:00-1:00
January 13, 2010**

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

Topic		Discussion/Outcome
1.		
2. Security of Mailroom		Since the mail room was moved from room 150 to 233 people are worried the anyone can go into the mailroom and it is not securied. Hank is to meet with Bob Gooden.
3. Workload sheets for FY10		Deadline Jan. 19, 2009 to Renee by Thursday, Jan. 21.
4. Scheduling update		Brian has updated summer schedule and have submitted the changes to Renee to correct.
5.		