



## Northland Community & Technical College TRF Division Chair Meeting

October 6, 2009  
2:30 pm.  
Room 545

### MINUTES

Attendees: Norma Konschak, Linda Samuelson, Andy Mueller, Tishara Melcher, Tim Reuter, Sue Field, Dorinda Sorvig, Ron Dvergsten, Dean Dalen and Lori Johnson, Recorder

Topic	Responsible Party	Discussion/Outcome
Call to order		2:40 pm.
1. Faculty Workload Sheets		Faculty workload sheets have been prepared by Norma and will be emailed out to individual faculty for review. Any corrections should be forwarded to Norma/Lori. A copy of each faculty workload sheet will also be provided to Norman Halsa.
2. Equipment Budget Requests (Perkins Funding Available)		<p>There is Perkins funding in the amount of \$14,351.98 available to use towards equipment purchases. The committee's recommendations of the FY10 equipment budget requests were reviewed and it was decided that the top three Priority 1 requests be funded:</p> <ul style="list-style-type: none"><li>• AD Nursing: Phlebotomy Arms \$2,800</li><li>• Auto Body Tech: Paint mixing Booth \$5,000</li><li>• PN: IV Pump \$3,000</li></ul> <p>Departments will prepare necessary purchase requests to encumber money and order equipment. It will then be decided what any remaining funds will be used towards.</p>

3. Right Sizing		<p>The capital bonding request for the “Right Sizing” project did not score high enough and was “shelved”. Could resubmit for FY12 bonding.</p> <ul style="list-style-type: none"> <li>• Right Sizing communications will be coming out from Administration.</li> </ul>
4. Capital Bonding Money (725,000)		<p>Committee feels there needs to be more involvement in decision making processes.</p> <ul style="list-style-type: none"> <li>• Facilities Committee</li> <li>• Open to a “budgeting priority” type meeting</li> </ul> <p>Norma will bring concerns to Cabinet meeting tomorrow.</p> <ul style="list-style-type: none"> <li>• Follow-up: Dr. Temte has referred the capital money to the Facilities Committee.</li> </ul>
5. New Programs Startup Costs		<p>New Programs:</p> <ul style="list-style-type: none"> <li>• Education Program – AS degree</li> <li>• New Media*</li> <li>• Wind Turbine</li> </ul> <p>Is it possible to get a report on applications?</p> <p>*A report on applications for the New Media program has been requested from Admissions.</p>
6. Commercial Vehicle Operations Program-COI		<p>Cost effectiveness of this program was discussed</p> <ul style="list-style-type: none"> <li>• Cost of \$262 per credit</li> <li>• 18 credit program</li> <li>• 16 students enrolled</li> <li>• Donation from Strata Corp of Grand Forks of a “Static Display” (non road-worthy semi tractor) to be used as a learning object during lab.</li> <li>• Substantial Corporate support</li> </ul>
7. Programs on Orange List		<p>Program sustainability – list of “orange” programs?</p> <ul style="list-style-type: none"> <li>• List will be completed by Kent Hanson’s office the week of October 16<sup>th</sup>.</li> </ul>
8. APR Committee Meeting		<p>The Assessment &amp; Program Review Committee will meet on October 20<sup>th</sup> at 3:00 pm in place of Division Chair meeting. If something comes up that needs the committee’s attention prior to that date, a special meeting will be held or matter will be handled via email discussion.</p>
9. Liberal Arts Rotation between Campuses		<p>Tabled until next meeting.</p>

10. Next Meeting		The next meeting will be held on Tuesday, November 10 <sup>th</sup> at 3:00 pm in room 545.
Agenda for Next Meeting		Liberal Arts Rotation between Campuses.
Adjourned		3:15 pm.