

Northland Community and Technical College - TRF
DIVISION CHAIRS MEETING
June 2, 2005 – 9:00 p.m.

MINUTES

Present: Kristina Keller, Sue Field, Linda Samuelson, Deb Jacobson, Ron Dvergsten, Dorinda Sorvig, Kevin Stuckey, Jeff Thomas
Absent: Frederick Johnson

Minutes of May 4, 2005 were approved.

I. NEW HIRES

The English, Accounting (TFT), and Auto Mechanics (TFT) positions have been filled. Interviews for the RN position will take place Friday, June 3rd with a hire anticipated by Monday, June 6. Interviews for the Criminal Justice faculty position have been conducted and the committee's recommendations for hire have been submitted to Dr. Gunderson.

II. BUDGET FY06

There will be a 6% tuition increase for academic year 2005-2006. A 5% decrease in program/department supply and equipment budgets has been proposed for FY06 to prevent personnel layoffs.

III. SUPPLY BUDGETS

Jeff asked for the committee's thoughts on decreasing supply budgets across the board by 5%, or if they would prefer to identifying programs that are not reduced, and others that are reduced in excess of 5. Committee chose to review each budget request individually. A list of the committee's FY06 budget recommendations is attached.

IV. FINANCE WORKSHOP - JUNE 8th

Jeff encouraged the Division Chairs to attend the Finance Workshop scheduled for June 8 at EGF Campus. An e-mail from Cindy Cedergren regarding this meeting was sent to Division Chairs, along with Managers and Supervisors on June 2.

V. STUDENT HANDBOOK PROOFS

It was recommended that all calendar information that does not pertain to students and the campuses semester schedules will be removed from the Student Handbook.

VI. PRE-SERVICE AGENDA

- On-line Purchase Requisitions (Business Office Personnel)
- Data Privacy Training (Jeff and/or Becky)
- New Technology Demonstrations (IT Personnel)
- Diversity Committee and Seed informational meeting. (Kristina)
- Combined EGF/TRF Inservice Day at EGF campus due to its ability to accommodate the large group of employees
- Liberal Arts combined meeting requested.

VII. OTHER

Three Centers of Excellence proposed:

- 1) Homeland Security
- 2) Health and Human Services
- 3) Lean Manufacturing

Meeting adjourned.

Recorder of Minutes:
Charlene Abrahamson