



Northland Community & Technical College Division Chair Meeting

April 5, 2006
3:00 pm.
Room 461F

MINUTES

Attendees: Jeff Thomas, Deb Jacobson, Dorinda Sorvig, Kristina Keller, Kevin Stuckey.

Topic	Discussion/Outcome																		
1. Call to order	3:10 pm.																		
2. Approval of Minutes	March 22 nd minutes reviewed and approved.																		
3. FY06 Equipment Requests	<p>Remaining FY06 equipment budget - \$22,000. Jeff indicated that the FY07 equipment budget would be down \$750,000 from this year. Equipment requests were reviewed and suggested awards as follows:</p> <table style="margin-left: 40px;"> <thead> <tr> <th><u>Request</u></th><th><u>Award</u></th></tr> </thead> <tbody> <tr> <td>• CRJU - \$ 2,000</td><td>\$ 1,000</td></tr> <tr> <td>• FBM - \$ 2,500</td><td>\$ 1,250</td></tr> <tr> <td>• AM - \$ 9,500</td><td>\$ 4,000</td></tr> <tr> <td>• CONE - \$19,000</td><td>\$ 9,500</td></tr> <tr> <td>• WELD - \$ 3,088</td><td>\$ 3,088</td></tr> <tr> <td>• BCST - \$ 7,000(\$5350 w/disc.)</td><td>\$ -0-</td></tr> <tr> <td>• BIOL - \$ 6,000</td><td><u>\$ 3,000</u></td></tr> <tr> <td></td><td>\$21,838</td></tr> </tbody> </table>	<u>Request</u>	<u>Award</u>	• CRJU - \$ 2,000	\$ 1,000	• FBM - \$ 2,500	\$ 1,250	• AM - \$ 9,500	\$ 4,000	• CONE - \$19,000	\$ 9,500	• WELD - \$ 3,088	\$ 3,088	• BCST - \$ 7,000(\$5350 w/disc.)	\$ -0-	• BIOL - \$ 6,000	<u>\$ 3,000</u>		\$21,838
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4. Fall Schedule Corrections	<p>Kevin had some corrections to the Aviation Room assignments. Also, indicated that a music class was to be held at the Aviation site. Dorinda indicted that the new class maximums would go into effect for the Spring semester.</p>																		

5. Budget Information	Reviewed FY07 budget information provided by Jeff. Jeff will attend budget meeting April 6 th and will get more information at that time.
6. Registration Cancellation	New policy for fall discussed: Students will be dropped from class unless payment is made the fifth day of the semester unless they furnish proof that they will have funds available to cover the cost of tuition and fees.
7. Catalog Proofs	The catalog will be for two years. Jeff handed out catalog proofs for review of course description for a two-year plan. Proofs need to be checked for accuracy, corrected and returned to Lindsey Wangberg by April 14 th . Criminal Justice and Practical Nursing were missing.
8. Minnesota Online Review	Minnesota Online site visit next week in EGF. Everyone on list to attend meetings.
9. Other	Jeff indicated the Instructor Schedule Form to use will be the Excel format that he had sent out earlier. Promotion for early registration with bookstore gift certificates will be for this year only. The Liberal Arts phone-a-thon was cancelled. Three certificate programs are ready for online delivery in the Fall.
10. Next Meeting Agenda for next meeting	April 19 th at 3:00 pm in Room 461F.
11. Adjourned	4:15 pm