



## Northland Community & Technical College TRF Division Chair Meeting

February 5, 2007  
3:00 pm.  
Room 545

### MINUTES

Attendees: Jeff Thomas, Diane Drake, Deb Jacobson, Norma Konschak, Kevin Stuckey, Norm Halsa, Sue Field, Dorinda Sorvig  
Guest: Dean Dalen

Topic	Discussion/Outcome
Call to order	3:00 pm.
1. Approval of Minutes	January 22 <sup>nd</sup> minutes reviewed and approved.
2. Review Budget Requests	It was agreed by the committee to schedule a special meeting
3. Review Course/Section Spreadsheet	The Course/Section spreadsheet was reviewed by the committee. It was noted that there were some errors recorded on the spreadsheet. Jeff will go through spreadsheet and note corrections needed.
4. Room Usage	The need to clearly list the classrooms used for each class/lab in ISRS was discussed. This information must be complete to accurately reflect the actual room usage for the campus.
5. Workload Process	Norma proposed using new workload worksheet with built-in formula to calculate elapsed time, contact time and class preps. It was agreed to table this proposal and look at it again in May.

6. Campus Management Team Member	Kevin Stuckey will no longer be able to serve as the Division Chair member of the Campus Management Team for the TRF campus. Norma Konschak will take over this position. Thanks, Norma!
7. Perkins Request	Dean Dalen presented an equipment request from the Auto Services Technology in the amount of \$9,799.00. The request was review by the committee and Kevin moved to approve. The motion was seconded by Dorinda and approved by all.
8. Review Budget Requests	It was agreed to schedule an extra meeting to work on budget requests. A meeting will be held on February 12 <sup>th</sup> from 2:00-4:00 pm in room 515.
9. Next Meeting  Agenda for next meeting	The next regular meeting will be held on Tuesday, February 20 <sup>th</sup> in Room 545.
10. Adjourned	4:00 pm