



Northland Community & Technical College TRF Division Chair Meeting

January 22, 2008
11:00 am.
Room 545

MINUTES

Attendees: Jeff Thomas, Diane Drake, Kevin Stuckey, Tim Reuter, Sue Field, Dorinda Sorvig, Ron Dvergsten, Dean Dalen and
Lori Johnson, Recorder

Guests: Dennis Paesler, Julie Fenning

Topic	Responsible Party	Discussion/Outcome
Call to order		11:00 am.
1. Budget Planning & Request process	Dennis Paesler/ Julie Fenning	Dennis and Julie reviewed the budget request process. Dennis distributed a memo outlining the Integrated Planning and Budgeting Process for FY2009. Julie gave a demonstration and provided an instruction sheet on completing the budget requests. <ul style="list-style-type: none">• Need to complete request only if you have changes to current budget.• If an error is made on request you will need to contact Scott, Julie or Stacy to make correction.• You will receive an email confirmation of submitted request.• Deadline for completion is February 15th.• Division Chairs have "view only" rights and are asked to keep tabs on requests.
2. Grant Opportunities	Jeff Thomas	Jeff provided a handout with some of the "2008-2009 Combined Grants" grants available. Please contact Norma Konschak for more information.

3. Summer Schedule		The Division Chairs were asked to make a final review of the summer schedule for omissions/errors. Lori will send via email both on campus and distance schedule for review.
4. Fall Registration Schedule	Tim Reuter	Tim was wondering when the fall schedule would be open for registration. April 1 st is the target date. He was wondering if this date could be moved up as some of his students were already asking about registering for fall.
5. Notice of Classes Available	Tim Reuter	Tim would like to see the classes/activities available to students posted around the school and not just posted on the website. Students don't always check on the website and may not even know that a class/activity is being offered.
6. Roseau Site Update	Ron Dvergsten	<p>Ron announced that a new site coordinator has been hired for the Roseau site. Nicole Hagen will replace Kristin Ostercamp.</p> <p>Rosie Gustafson will be temporarily assigned as Admin. Assist. in the Management area beginning next Wednesday, January 30th.</p> <p>Plans are being made to hold a fundraiser in March for Charlene Abrahamson. A tentative date is March 11th. Charlene is slowly improving and will be moving to a rehab center shortly.</p>
7. Next Meeting Agenda for Next Meeting		The next meeting will be held on February 5 th at 11:00 am in room 545.
Adjourned		11:45 am.