



Northland Community & Technical College

TRF Division Chair Meeting

February 24, 2009

3:00 pm.

Room 545

MINUTES

Attendees: Norma Konschak, Diane Drake, Tishara Melcher, Tim Reuter, Dorinda Sorvig, Dean Dalen and Lori Johnson, Recorder

Topic	Responsible Party	Discussion/Outcome																																																												
Call to order		3:10 pm.																																																												
1. FY10 Budget Requests		<div>The FY10 equipment budget requests were reviewed and prioritized by the committee. Duplicate entries were identified and excluded.</div> <table><tr><th>Item #</th><th>Department</th><th>Item Description</th><th>Item Cost</th><th>Priority</th><th>Funded</th><th>Amount Funded</th><th>Cost Center Receiving \$</th><th>Funded By</th><th>Notes</th></tr><tr><td>I57</td><td>AD Nursing</td><td>We spent \$2500 in FY 09 to begin the candidacy process for national accreditation for the AD nursing program. We are scheduled for a site visit in FY 10. The cost for the site visit is \$835.00 PER DAY for each of 3 visitors. The total for the site visit if \$7515. We also will need to pay a yearly accreditation fee once we are accredited of \$1875.00.</td><td>\$9,390</td><td></td><td></td><td></td><td>111000, 111399, 151000</td><td></td><td></td></tr><tr><td>N102</td><td>Auto Service</td><td>Increase of supply budget</td><td>\$1,075</td><td></td><td></td><td></td><td>112074</td><td></td><td></td></tr><tr><td>N104</td><td>Biology</td><td>Increase budget by \$2,000.00</td><td>\$2,000</td><td></td><td></td><td></td><td>111063</td><td></td><td></td></tr><tr><td>N110</td><td>Welding</td><td>Maintain current supplies budget - \$10,000 (NOT AN INCREASE)</td><td>\$0</td><td></td><td></td><td></td><td>112304, 152304</td><td></td><td></td></tr><tr><td>N</td><td>Aviation</td><td>Nonpersonnel supply budget</td><td>\$ 36,388</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	Item #	Department	Item Description	Item Cost	Priority	Funded	Amount Funded	Cost Center Receiving \$	Funded By	Notes	I57	AD Nursing	We spent \$2500 in FY 09 to begin the candidacy process for national accreditation for the AD nursing program. We are scheduled for a site visit in FY 10. The cost for the site visit is \$835.00 PER DAY for each of 3 visitors. The total for the site visit if \$7515. We also will need to pay a yearly accreditation fee once we are accredited of \$1875.00.	\$9,390				111000, 111399, 151000			N102	Auto Service	Increase of supply budget	\$1,075				112074			N104	Biology	Increase budget by \$2,000.00	\$2,000				111063			N110	Welding	Maintain current supplies budget - \$10,000 (NOT AN INCREASE)	\$0				112304, 152304			N	Aviation	Nonpersonnel supply budget	\$ 36,388						
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		P56	AD Nursing	Realized that the Phlebotomy arms, I only ordered one on the previous slip. We need a total of 4 of the phlebotomy arms - (INCLUDED IN E232)	\$0				111000, 111399, 151000		
		P57	Nursing	We are requesting a full time CL2 lab position for the nursing department at TRF. This position would be for tutoring, open lab supervision, setting and taking down labs, maintaining simulation mannequins, ordering supplies, etc. The lab is used every day of the week and some evenings until 8pm.	\$50,000				111000, 111399, 151000		
		P59	Practical Nursing	FT permanent faculty position in Practical Nursing	\$70,000				112212,		
		P60	Music	Hire a Speech / Theater Instructor (DUPLICATE ENTRY)	\$0						
		P61	Music	Create a choral / vocal music position that would be responsible for choir and voice lessons at both campuses as well as the lecture courses on EGF.	\$50,000						
		P62	Music	Make a 75% contract position to cover choir at TRF	\$50,000						
		P63	Theater	Hire a Speech / Theater Instructor	\$50,000						
		E230	Art	Canon D20 digital SLR camera	\$4,800	1			111042, 905253		
		E231	Art	Pentax ZXM film SLR Camera	\$1,000	2			111042, 905253		
		E232	AD Nursing	Phlebotomy arms (4 ARMS @ \$700ea.)	\$2,800	1			111000, 111399, 151000		
		E239	Auto Body Tech.	Paint mixing booth	\$10,000	1			152051		
		E240	Auto Body Tech.	air tools	\$5,000	2			152051		
		E241	Auto Body Tech.	Wheel Alignment machine	\$5,100	3			152051		
		E245	HPER	Aerobics steps	\$493	1			111441		
		E246	HPER	Aerobics hand weights	\$276	1			111441		
		E255	Practical Nursing	IV pump	\$6,000	1			112212,		
		E256	Auto Service	Wheel Alignment Machine	\$23,380	2			112074		
		E258	Practical Nursing	Feeding Pumps	\$1,050	1			112212		
		E261	Music	Baritone	\$3,500	1					
		E262	Music	Bass Clarinet	\$3,000	2					
		E263	Music	Tenor Saxophone	\$4,000	3					
		E264	Music - EGF	Choir Folders - \$750 (NOT FOR TRF CAMPUS)	\$0						
		E265	Music - EGF	Bass and Guitar Amplifiers - \$750 (NOT FOR TRF CAMPUS)	\$0						
		E266	Music - EGF	Drumset - \$2,500 (NOT FOR TRF CAMPUS)	\$0						

		<table><tr><td>E267</td><td>Music - EGF</td><td>World Percussion - \$1,000 (NOT FOR TRF CAMPUS)</td><td>\$0</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>E271</td><td>Music-EGF</td><td>Choir Folders (DUPLICATE ENTRY)</td><td>\$0</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>E272</td><td>Music-EGF</td><td>World Percussion (DUPLICATE ENTRY)</td><td>\$0</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>E273</td><td>Music-EGF</td><td>Bass and Guitar Amplifiers (DUPLICATE ENTRY)</td><td>\$0</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>E274</td><td>Music-EGF</td><td>Drumset (DUPLICATE ENTRY)</td><td>\$0</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>E275</td><td>Music</td><td>Loading Ramps</td><td>\$750</td><td>3</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>E283</td><td>Welding</td><td>tubing bender</td><td>\$3,500</td><td>2</td><td></td><td></td><td></td><td>112304, 152304</td><td></td></tr><tr><td>E284</td><td>Architectural Tech</td><td>HP Plotter</td><td>\$6,525</td><td>1</td><td></td><td></td><td></td><td>152028, 112028</td><td></td></tr><tr><td colspan="3"></td><td>New Initiative/College Improvement Budget Total</td><td>\$ 9,390</td><td colspan="3"></td><td></td><td></td></tr><tr><td colspan="3"></td><td>Nonpersonnel Supply Budget Total</td><td>\$ 39,463</td><td colspan="3"></td><td>0</td><td></td></tr><tr><td colspan="3"></td><td>Personnel Budget Total</td><td>\$270,000</td><td colspan="5"></td></tr><tr><td colspan="3"></td><td>Equipment Budget Total</td><td>\$81,174</td><td colspan="5"></td></tr><tr><td colspan="3"></td><td>Total</td><td>\$400,027</td><td colspan="5"></td></tr></table>	E267	Music - EGF	World Percussion - \$1,000 (NOT FOR TRF CAMPUS)	\$0							E271	Music-EGF	Choir Folders (DUPLICATE ENTRY)	\$0							E272	Music-EGF	World Percussion (DUPLICATE ENTRY)	\$0							E273	Music-EGF	Bass and Guitar Amplifiers (DUPLICATE ENTRY)	\$0							E274	Music-EGF	Drumset (DUPLICATE ENTRY)	\$0							E275	Music	Loading Ramps	\$750	3						E283	Welding	tubing bender	\$3,500	2				112304, 152304		E284	Architectural Tech	HP Plotter	\$6,525	1				152028, 112028					New Initiative/College Improvement Budget Total	\$ 9,390									Nonpersonnel Supply Budget Total	\$ 39,463				0					Personnel Budget Total	\$270,000									Equipment Budget Total	\$81,174									Total	\$400,027					
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2. Perkins FY09 Equipment Budget		Dean reported that there was approximately \$13,000 remaining unspent in the Perkins Equipment Budget for FY09. Dean will send out a reminder to the departments that have not spent their allocated funds for FY09. If the funds are not encumbered by Friday, March 6 th they will be used towards the “priority 1” FY10 equipment requests.																																																																																																																																		
3. Date for Next Meeting		The Finance Committee has scheduled a meeting that conflicts with our March 17 th meeting. We will come up with an alternative meeting time.																																																																																																																																		
4. Next Meeting Agenda for Next Meeting		The next meeting will be held on Tuesday, March 17th at 12:00 noon in room 545.																																																																																																																																		
Adjourned		3:55 pm.																																																																																																																																		