



Northland Community & Technical College Shared Governance Council Meeting

December 14, 2006
EGF Campus, Room 106, 2 p.m.

MINUTES

Attendees: Linda Samuelson, Dan Sponsler, Mark Johnson, Al Shervold, Cynthia Jorstad, Norm Halsas, Tim Reuter, Diane Drake, Danie Packard, Kate Schmalenberg, Barb Forrest, Tony Sorum, Mary Lou Novak, Anne Temte, Kent Hanson, Shari Olson, Jeff Thomas, Mary Fontes; Cindy Cedergren, recorder.

Absent: Pam Schorsch

Topic	Responsible Party	Discussion/Outcome
Call to order	Dan Sponsler	
1. Additions to Agenda		1) Board of Trustees Award for Excellence; 2) Class Cap Change; 3) Course Evaluations; 4) Remodeling projects at TRF Campus.
2. January 10-11 In-Service Workshop	Admin.	Administration distributed the tentative agenda for Jan. 10-11. A list of the Liberal Arts groups that will meet together on Jan. 10 th will be included with the agenda. EGF Campus agenda for Jan. 11 was not available at the time of this meeting. Resolved.
3. On-Line Purchasing Training	Shari Olson	Shari distributed a summary of the plan to convert to exclusive on-line purchasing by 7-1-07, including the steps to give all faculty access rights to the ISRS purchasing modules (prior to the training scheduled for Jan. 11-12). She noted that all administrative support personnel should be trained on the system, to assist faculty if needed. Discussion was held. Resolved.
4. Board of Trustees Award for Excellence	Samuelson, Sponsler,	Four nominees selected by the Academic Deans for this award were forwarded to the faculty presidents. Two of the four nominees declined the nomination. Linda and Dan will

	Thomas	meet with Jeff Thomas to discuss the final nomination. Jeff will arrange the meeting. Not Resolved.
5. Strategic Plan Directions for 2006-2010	Shari Olson	The list of Strategic Directions and Goals was distributed and Pres. Temte provided background and history of the document. Faculty presidents will share this document with all faculty for feedback, and will be brought back to the Jan. meeting. Shari showed faculty an example of how the existing goals of individual departments/divisions may link into the college strategic plan and the MnSCU Strategic Plan. Shari will work on linking the plans together and ask employees to update and add new initiatives to the plan by the end of spring semester. Not Resolved.
6. Task Force on Laptops		Faculty and admin. discussed the formation of a task force to study laptop requirements, policies & procedures, etc. Faculty inquired if one of the current Technology Subcommittees could be charged with this topic. After discussion, it was agreed to move forward with volunteers from the faculty, as administration had already requested volunteers, and the Technology Subcommittees have already been charged with numerous other topics. The task force should be soliciting input from faculty, possibly utilizing a questionnaire. Representatives of the task force may be asked to report their progress at a future meeting. Resolved.
7. Campus Management Team Functions	Anne Temte	President Temte explained the history of the teams on each campus and how she envisions the teams to function from now on. They will focus on improving the life and atmosphere of each campus; sharing ideas on improvements needed. The teams have been allocated \$20,000 for each campus to enable them to implement some of their initiatives. Concerns were expressed that the Campus Facilities Committees' functions may overlap with the Campus Management Teams. Pres. Temte stated that the Facilities Committees should be focusing on long-range Master Facility planning and planning special initiatives and capital bonding projects. There are several CMT members who also serve on the Facilities Committee, so communication should be accomplished between the two groups. Resolved.
8. Academic Advising	Kent Hanson	Following discussion, it was determined that a task force would be formed to address this issue, utilizing existing Division Chair members or other existing teams. Grievance reps and faculty presidents, primary stakeholders (1-2 from each campus), Student Services rep, and Academic Deans will be included in the task force. Kent Hanson will call a meeting after semester break. Not Resolved.
9. Course Evaluations	Kent Hanson	Discussion was held on the need to re-work some of the questions contained in the course evaluation survey. It was noted that students with probationary faculty (primarily in technical programs) are not interested in completing the same survey several times for

		one faculty member. Kent will send out the course evaluation survey to SGC members and request feedback. Faculty suggested that a choice of doing on-line and paper surveys be made available. Administration encouraged on-line surveys for a faster turn-around time, but will be flexible if needed. Not Resolved.
10. Class Cap Change	Jeff Thomas	Jeff Thomas reported on a change in class caps for PhotoShop I and PhotoShop II courses from 15 to 24 students to be effective Fall Semester 2007. Faculty approved the change, pending discussion with the faculty member involved. Resolved.
11. Policy Review – First Reading: a) Gifts-in-Kind b) Credit Card Use	Cindy Cedergren	a) Faculty inquired about a minimum cost of a gift-in-kind, since the policy states only a maximum amount that can be accepted without Presidential approval. b) Credit Card Policy was tabled until the Jan. meeting.
12. Policy Review- Second Reading: a) Student ID Badge b) Safety Procedure c) Use of Volunteers d) Student Parking	Cindy Cedergren	a) Accepted Student ID Badge Policy and Procedure b) Accepted Safety Procedure c) Accepted Use of Volunteers Policy and Procedure (A Waiver of Liability form will be used for participants in activities such as community band, theater, etc; where students participate but are not enrolled and do not pay); d) Accepted Student Parking Policy and Procedure
12. Budget: a) EGF Bonding Project b) On-Line FY08 Budget Requests c) Remodeling projects at TRF.	Shari Olson	a) Shari presented a budget summary of the EGF bonding project, with expenditures consisting primarily of architectural fees. A capital budget request of \$9.2 million to construct the project was just submitted to the Office of the Chancellor. Site visits from legislative committees will occur in Fall 2007, for possible funding in 2008-09. It was suggested that building plans, once developed, be accessible to all employees on the college website. Discussion was held on the Facilities Benchmarking trip to Phoenix. Shari Olson and SGC members who also made the trip spoke highly of the information and ideas they acquired in the process that will be useful in planning and designing the EGF capital project. b) On-Line FY08 Budget Requests received to date total \$563,183 (Broken down into the following categories: New Initiative/College Improvement- \$118,500; Equipment - \$39,169; Increase Program/Dept budget- \$48,330; New or Expanded Positions - \$357,184). The deadline of December 22 was noted, and Shari encouraged anyone having difficulty with the on-line process to contact Julie Fenning for assistance. c) Remodeling projects at TRF: Pres. Temte explained the rationale for moving particular offices within the campus, and that the existing budgets are able to cover the remodeling

		costs involved in the moves.
13. Information: Standard Operating Procedure for Committee Minutes	Cindy Cedergren	A recommended procedure for recording and posting college and campus committee minutes was shared with SGC members, and will be distributed to all employees, and posted on Employee Virtual Office.
Next Meeting		Thursday, January 18, 2007 at 2:00 p.m.; TRF Campus, Room 654; Faculty Pre-meet at 1 p.m. in same room.
Meeting Adjourned at 3:30 p.m.		