



## Northland Community & Technical College Shared Governance Council Meeting

Thursday, March 8, 2007

TRF Campus, Room 117 & EGF Campus, Room 106 – Via Polycom due to road conditions

2 p.m.

### MINUTES

Attendees: Linda Samuelson, Dan Sponsler, Norm Halsa, Mark Johnson, Al Shervold, Norm Halsa, Tim Reuter, Diane Drake, Barb Forrest, Cynthia Jorstad, Tony Sorum, Pam Schorsch, Anne Temte, Kent Hanson, Shari Olson, Jeff Thomas), Mary Fontes; Cindy Cedergren, recorder

Guests: Dennis Paesler, Bonnie Stewart

Absent: Danie Packard, Kate Schmalenberg, Mary Lou Novak

Topic	Responsible Party	Discussion/Outcome
Call to order	Linda Samuelson	
1. Additions to Agenda	Linda Samuelson	New Business: 1) Bookstore operations; 2) Business Office Billing Policy Review: Bookstore Policy and Procedure
2. Faculty Advising	Kent Hanson and Dan Sponsler	Kent and Dan reported on the progress of the task force. They will meet again tomorrow. Progress reports will be given at each SGC meeting.
3. Personal Enrichment Course offerings	Kent Hanson	Kent reported that an administrative task force chaired by Dennis Bendickson has been formed to discuss this topic and will bring a proposal to the April Shared Governance Council meeting. Not Resolved.
4. Academic Planning Mtg.	Kent Hanson	Kent provided a summary report of the February 23 planning retreat, which included both short-term and long-term goals. He stated that a 5-year priority list will be developed. Resolved.
5. Course Evaluation Format	Dan Sponsler	Two samples of on-line formats of the course evaluation instrument were reviewed and discussed. It was determined that both formats should be available on-line for faculty to

		choose the preferred format. Resolved.
6. Long-Range Planning	Kent Hanson	Kent provided a progress report on the strategies contained in the previous Strategic Plan. Resolved.
7. Marketing Plan/Outreach & Advancement	Bonnie Stewart	Bonnie provided an overview of the function of the Outreach and Advancement Division, stating that the division will serve in an assistive function to academics, facilities, etc., through seeking increased financial support from business and industry and grant opportunities. She was asked to share information a couple times per year with the Shared Governance Council, or more often if necessary. Bonnie reported that a draft Marketing Plan is located on Virtual Office/Committee Minutes/Marketing Committee and is being reviewed/revised by the Marketing Committee. Resolved.
8. Master Facilities Plan	Shari Olson	Shari provided a timeline/plan for a new College-wide Master Facilities Plan to be developed, indicating the final product must be ready for presentation to the Board of Trustees in December 2007. Resolved.
9. Parking Fees	Shari Olson	Shari provided MnSCU policy on fees, anticipated expenditures to maintain college parking lots over the next five years, and a proposal to increase parking fees to accommodate those expenditures. The proposal is to increase student parking fees by \$.50/credit, and employees' fees from \$75.00 to \$94.00 per semester. Faculty asked to have data provided on what other colleges are charging, how they enforce parking, and whether or not they provide designated areas for employees and students. Information will be provided at the next meeting. Not Resolved.
10. Bookstore Operations	Linda Samuelson	Shari Olson reported that the TRF Campus Central Stores will be moved to the bookstore over spring break, and college practices will be standardized, in terms of pricing, check-out procedure, etc. Administrative Services staff will be communicating the procedure to employees soon. Faculty asked that a list of central stores items also be provided. Resolved.
11. Business Office Billing	Linda Samuelson	Faculty expressed concern about the practice of emailing students for outstanding bills, relating to a recent email sent to employees. It was clarified that previous written statements had been mailed to students, and the email notices were reminders. Faculty's concern was that many or most students do not check their college e-mailbox regularly. Discussion centered around how to improve that – ex: teaching students in class at the beginning of the semester, and also by advisor and student discussions. Resolved.
12. Policy Review	Mary Fontes Shari Olson	First Reading: 1) Student Code of Conduct: A revised version was reviewed and discussed and further revisions will be made by Mary Fontes based on faculty input. 2) Acceptable Use of Computers and Information Technology Resources Policy: A

		revised version was reviewed. One minor change made. It was noted that only minor changes had been made to the Procedure, indicating only title changes. 3) Bookstore Policy and Procedure – no changes made at first reading.
13 Budget	Dennis Paesler Shari Olson	Dennis provided the current status of the 2006-07 budget in all of the general fund cost centers. This information will be placed on Virtual Office for review and updated monthly (faculty requested updates be made by the 5 <sup>th</sup> of the month), and also a paper copy will be placed in the Library. Dennis reported that the FY08 budget will not be finalized until the Legislative Session ends sometime in June.
Next Meeting		Thursday, April 12, 2007 at EGF Campus, Room 106; 2 p.m., faculty pre-meet at 1 p.m. in the same room.
Meeting Adjourned at approx. 4:00 p.m.		