



## Northland Community & Technical College Shared Governance Council Meeting

Thursday, October 11, 2007  
EGF Campus, Room 106  
2 p.m.

### MINUTES

Attendees: Linda Samuelson, Tony Sorum, Mark Johnson, Al Shervold, Tim Reuter, Danie Packard, Kate Schmalenberg, Barb Weber, Kathy Huschle (substitute for Cynthia Jorstad), Kerry Jaeger, Verena Samson, Milt Kinzler, Anne Temte, Kent Hanson, Shari Olson, Mike Normandin, Bonnie Stewart, Cindy Cedergren, recorder. Guests: Dennis Paesler, Becky Lindseth  
Absent: Cynthia Jorstad, Norm Hals, David Christian, Jeff Thomas

Topic	Responsible Party	Discussion/Outcome
Call to order	Linda Samuelson	
1. Additions to Agenda	EGF All-Employee Mtg. Schedule	Anne Temte
2. Division Chairs/Dept. Head Structure	Kent Hanson	Kent reported on a meeting held with EGF Chairs; some miscoding of assignments are being corrected to clean up data; Administration will meet with TRF Division Chairs on Oct. 16 <sup>th</sup> . When all data is compiled, it will be shared with Shared Governance Council. Not Resolved.
3. Procedures for Reviewing Academic Programs for Sustainability	Kent Hanson	Faculty believed that there should be two documents for this process. Faculty offered to work on a separate program improvement document. Administration will refine the suspension document, but will use this draft for recommendations in this academic year. The second week in November was established as a goal to share these documents with Academic Affairs and Standards Council. The SGC set a goal of February for finalizing these documents. Not Resolved.
4. Administrator Vacancy Search Committees	Anne Temte	Faculty again inquired as to whether any thought had been given to not filling the Vice President vacancy. President Temte stated that some thought has been given, and she will meet and discuss this issue with the search committee. Resolved.

5. Application, Registration, Waiting List Process	Kent Hanson	Kent could not track what actually happened in the Auto Body registration process. But he stated the college will have a college-wide waiting list; Letters will be sent to all applicants; a clearer process will be implemented and a definite cut-off date established for applicants to register. Faculty inquired about the possibility of requiring a deposit from students to confirm their enrollment. Resolved.
6. Book Ordering	Dennis Paesler	Faculty had not forwarded any names or specific issues to Dennis Paesler, as noted at last month's meeting. The following issues were discussed briefly: promptness of book delivery; quantities ordered; shifts in faculty assignments (who may use a different text than the previously assigned faculty); "TBA" faculty assignments create problems in the book ordering process; book buy-back issues; EGF cost centers being charged for unsold books. Certain faculty will be asked to meet with Dennis Paesler and bookstore staff to discuss the issues and develop an improved communication process.
7. Campus Activities on Week-ends	Kent Hanson	Kent reported that a maintenance staff member will be on duty during the open hours on Sundays for activities on the TRF Campus. A workstudy student/part-time employee has been assigned to oversee the gym and fitness center. Other workstudy students have been assigned to oversee the library and computer labs. To-be-hired Success Coordinators will also be assigned to week-end activities; Week-end activities on the EGF Campus will increase. Faculty questioned whether the students are using the library for reference materials or mostly for computer access. If they aren't using it for reference, they suggested having the cafeteria open for computer access, games in the recreation room, vending machines, etc. If students are looking for quiet study areas, the theater lobby, as well as other seating areas could be used for that purpose. It was also suggested that using the cafeteria computers could maybe replace the need for having a computer lab open. The open areas could be reduced to the gym, fitness center, and cafeteria. Linda Samuelson was asked to discuss these ideas with Jeff Thomas. Not resolved.
8. Guest Speaker Compensation	Shari Olson	Shari provided written information from the MnSCU Office of Internal Auditing. Based on that information, the college should develop a policy and procedure for handling the issuance of gift cards as thank you gifts to speakers, as well as the purchasing of gifts in the bookstore to give away; promotional items, lunch purchases, etc. should also be addressed. Not Resolved.

9. College Awards for Excellence	Kent Hanson Anne Temte	Administration will encourage the faculty and the Awards Committee to consider setting priorities or general focus areas to consider when reviewing and approving the applications. The committee meets next week. Administration would like to see projects that focus on program improvement, such as new curriculum design, new delivery methods, ways to re-invigorate programs, etc. Faculty expressed a concern that administration should be cautious of not approving projects that may be outside of any priorities established, as long as the project meets the criteria developed by MnSCU for use of the funds. It was noted that the deadline for faculty to be paid from this year's funds is December 31, 2007. Any unfinished projects must be submitted for review and final approval by the committee and the President before they are processed through payroll. A follow-up report will be provided at the next SGC meeting to review the priorities established by the Committee. Not Resolved.
10. All-Employee Meetings in EGF	Anne Temte	President Temte asked if faculty were in favor of changing the 3 p.m. meeting time set for all-employee meetings on Fridays, since only 12-14 attended that session. Faculty and administration agreed that a 9 a.m. meeting would be preferred for Friday meetings. President Temte will change the schedule to 9 a.m. and 12:15 p.m. for the EGF Campus only. Resolved.
11. Policy Review	Anne Temte	Final reading: Facilities Use Policy, Procedure and Rates: Faculty had no comments on the proposed policy and procedure. One change was suggested to the rate chart for consistency. President Temte noted that all the extra time (which equates to expenses) that college personnel spend to accommodate the needs of external organizations using college facilities ultimately falls on the students, through tuition and fees. Resolved.
12. FY09 Budget	Dennis Paesler	Dennis presented a Budget at Summary Level report for FY09. He reported a total projected revenue of \$26,626,723; total projected expenditure of \$26,526,850, ending with a projected surplus balance of \$99,873. This number is very tentative; there are no firm estimates yet for employee salaries and benefits. He noted that debt service will increase dramatically in FY09. Administration reported they are making further adjustments to the FY08 budget to reflect a decrease in actual FYEs than projected. We are currently 30 FYEs short of the projections used to establish the FY08 budget. Resolved.
13. Facilities Update	Shari Olson	Shari reported on the right-sizing initiative meeting held on Oct. 8 <sup>th</sup> with administration and Facilities Committees. Progress is being made to complete the Master Facility Plan with YHR Architects. Meeting minutes and various documents regarding facilities can be found on the college home page under Services/Facilities. Resolved.
14. Next meeting		Thurs, Nov. 8, 2007, TRF Campus, Rm 225, 2 p.m., faculty pre-meet in same room at 1 p.m.