



Northland Community & Technical College Special Shared Governance Council Meeting

November 26, 2007

EGF, Room 106 & TRF, Room 635 – 2 p.m.

MINUTES

Attendance:

EGF: Tony Sorum, Al Shervold, Mike Normandin, Barb Weber, David Christian, Kerry Jaeger, Kate Schmalenberg.

TRF: Anne Temte, Kent Hanson, Bonnie Stewart, Danie Packard, Linda Samuelson, Norm Halsa, Tim Reuter, Cynthia Jorstad; Cindy Cedergren, recorder

Absent: Verena Samson, Mark Johnson, Milt Kinzler, Shari Olson

Topic	Responsible Party	Discussion/Outcome
1. Response to Faculty's Concerns and Questions regarding vacant administrative positions	Anne Temte	President Temte gave an overview of faculty's concerns expressed in an email dated 10/16/07. She stated her first observation to the concerns raised as well as the tone of the document was that faculty did not value or trust administration. She stated that she felt that perhaps faculty do not believe the information administration has provided them. There was clarification from the faculty that their document was an unedited collection of questions and comments from faculty. President Temte stated that mutual respect for each others' roles and trust are essential for the organization to survive. And in that spirit, she would address all questions fully.
		President Temte summarized the administrative responses contained in the document forwarded to faculty prior to the meeting. She cited data on various NCTC ratios and how NCTC compared to peer colleges with multiple campuses.
		<p>Tony Sorum made the following comments regarding the filling of the Vice President position: We should consider in-house talents; EGF doesn't see the Vice Presidents on the EGF Campus often so they don't really know what the V.P's do. He didn't dispute the value of what Shari Olson has done in this position. He stated sometimes faculty are hearing things at Shared Governance Council before the Deans know about them. Anne stated that the academic deans and deans of students will be added to the President's Cabinet for better flow of communication. Tony noted that Custom Training is not as visible on the EGF Campus as it has been in the past. They lack information.</p> <p>Questions to ask ourselves: Should the college be structured differently in administration? Has the EGF Campus been served well without Kent Hanson's involvement in day to day operations? We need to have a balance between internal and external connections.</p>

3. Administrative Structure	Anne Temte	President Temte talked about the idea of developing a Dean of Workforce Development position. The current deans cannot afford the time to work regularly and directly with business and industry as much as needed. Al Shervold asked about hiring associate deans. He stated that having deans on each campus works best for EGF. President Temte stated the Deans will be involved in discussions to develop a new model.
		Danie Packard stated that with the two vacancies, now is the best time or opportunity to re-arrange the organizational structure to meet the needs of the college. President Temte stated she is aware of holes in the organization compared to other colleges.
		The college vision needs clarification. We need to clarify what the Vice President's roles are within the organization, as well as the roles of the deans. Currently the deans are not involved in upper level decision making. It seems hard to keep communications flowing with vice presidents and deans.
		Current administrative vacancies (Vice President of Administrative Services and Planning and Dean of Student Services) are both on hold at this time. President Temte wants to have conversations about how to fill both positions. Should the V.P. position be strictly college-wide or tied to a campus?
		President Temte will supervise MMA positions in administrative services with monthly meetings during the next six months.
		Dean of Student Services: Kent Hanson reported he met with the Student Services Deans and the supervisors in Student Services on how to split up Dennis Bendickson's current duties during the interim until a decision is made on filling the position. They will look at all current positions also. Student life functions and staffing are being reviewed.
9. Vice President of Outreach and Advancement	Anne Temte	President Temte stated that the COI's 2007 annual report clearly indicates the activity and growth in COI during the 06-07 year. Bonnie Stewart also explained numerous staffing changes in COI during that timeframe. President Temte explained the role of this V.P. position.
10. Evaluation of administrators	Anne Temte	President Temte stated that administrators are evaluated by the President based on their annual goals and objectives. Faculty asked if administrators should also be evaluated by faculty and staff. President Temte agreed to work with faculty on developing an on-line survey instrument to evaluate administration. It was noted that TRF faculty developed their own evaluation of administration last year, but results were not shared with administration.
11. Next Steps: – Form a Focus Group	Anne Temte	After discussion, it was determined that a focus group of faculty and administration should be formed. President Temte stated she would meet with other bargaining unit representatives parallel with the faculty focus group. She will provide current or proposed position descriptions of the two vacant positions prior to the first meeting so the group is prepared to discuss them. The focus group would be charged with looking at the organization as a whole. Tony and Linda will appoint faculty to serve on the focus group. It was suggested to have 2 or 3 from each campus. President Temte will prepare

		a draft organizational structure for discussion at the first meeting. Linda suggested that a list of tasks that need to be handled (without position titles) might be helpful.
12. Timeline	Anne Temte	It was recommended the first meeting be held before semester break. President Temte will send out points for focus groups to work on by the end of this week.

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