



## Northland Community & Technical College Shared Governance Council Meeting

Thursday, November 8, 2007  
TRF Campus, Room 225  
2 p.m.

### MINUTES

Attendees: Norm Halsa, Tim Reuter, Verena Samson, Tony Sorum, Diane Drake (for Linda Samuelson), David Christian, Kerry Jaeger, Kate Schmalenberg, Anne Temte, Kent Hanson, Shari Olson, Jeff Thomas, Bonnie Stewart, Mike Normandin, Cindy Cedergren, recorder.  
Guest-Dennis Paesler.

Absent: Linda Samuelson, Milt Kinzler, Barb Weber, Mark Johnson

Topic	Responsible Party	Discussion/Outcome
Call to order	Tony Sorum	
1. Additions to Agenda	Tony Sorum	Walking work station equipment purchase
2. Division Chair/Dept. Head Structure	Kent Hanson	Kent reviewed meetings held with both campuses' division chairs and reported that administration is satisfied with the current structure of division chairs, program directors, and dept. heads and it needs no immediate changes. He stated that eventually they would like to get all division chairs/dept. heads meeting together to discuss college-wide goals. Administration is open to suggestions for improvement. Kent will share the assembled data on this topic with faculty presidents. Resolved.
3. Procedures for Reviewing Programs for Sustainability	Kent Hanson, Kerry Jaeger, Tony Sorum	Faculty presented a revised document for procedures for reviewing academic program sustainability, to which additional changes will be made. Administration presented a draft document for reviewing program effectiveness criteria. Kent reported that program data will soon be available for all programs. The data will be available in the fall of each year. It was determined that the faculty presidents and Kerry Jaeger will meet with Jeff Thomas and Mike Normandin to finalize these documents. It was suggested that a Sustainability Committee (to be defined in the document) be developed to work with the programs that fall into the guarded or at-risk levels within the program effectiveness criteria, to work toward improvement of

		program health. Not Resolved.
4. Bookstore Procedures	Dennis Paesler	Dennis reported that he will be meeting with Rob Jung, Rick Nikunen, Tishara Melcher, and Terry Wilcox to discuss processes, such as textbook ordering, book buy-back, and charge-backs, working toward a goal of having uniform college-wide processes and practices. The results of that meeting will be shared with the Council. Resolved.
5. Campus Activities on Week-ends	Jeff Thomas	Issues discussed at the Oct. meeting have been resolved. It was determined that the TRF Library would not be open on Sundays, and the needs would be met by having the cafeteria open for computer and game room access. Resolved.
6. College Awards of Excellence	Kent Hanson	Kent reported on the criteria added by the Awards for Excellence Committee, which have been incorporated into the proposal application process. This information was distributed to faculty recently. Resolved.
7. Administrative Vacancies	Anne Temte	After discussing available dates, a special meeting was set for Monday, Nov. 26 <sup>th</sup> starting at 2 p.m. in TRF. The meeting will be held via polycom for those not available to travel for the meeting. Minutes of the special meeting will be distributed. Resolved.
8. Reductions in Unlimited Faculty	Kent Hanson	Kent reported that the following positions have been cut from the FY08 budget: (2) aviation; (.5) cosmetology; (1) broadcasting; (2) clinical lab. Resolved.
9. Credentialing Requirements	Deans	It was noted that the academic deans are responsible for the process of verifying faculty credentials. No particular issues were raised regarding this topic. Resolved.
10. Walking work station	Cynthia Jorstad	Cynthia requested information on a proposed walking work station. Shari Olson reported that the idea had been proposed by a staff member. It's in the idea phase and only one discussion has been held on cost, location, and interest at this point. This idea may be proposed in the next budget development process unless special grant funds could be obtained for the purchase. Resolved.
11. Information: Finance Committee Report	Shari Olson	Shari reported that the committee had their first meeting this week. The committee reviewed a large amount of information and set five goals. Complete minutes will be available on virtual office. Resolved.
12. Adjourned at 2:55 p.m.		
13. Next Meeting		Thursday, December 13, 2007, EGF Campus, Room 106; 2 p.m., with faculty pre-meet at 1 p.m. in same room.