



Northland Community & Technical College Shared Governance Council Meeting

Thursday, December 13, 2007
Via Polycom @ TRF - #545, EGF #106
2 p.m.

MINUTES

Attendees: Tim Reuter, Tony Sorum, Linda Samuelson, David Christian, Kerry Jaeger, Kate Schmalenberg, Anne Temte, Kent Hanson, Jeff Thomas, Mike Normandin, Danie Packard, Milt Kinzler, Barb Weber, Mark Johnson, Al Shervold; Cindy Cedergren, recorder.
Guest-Dennis Paesler.

Absent: Norm Halsa, Verena Samson, Bonnie Stewart

Topic	Responsible Party	Discussion/Outcome
Call to order	Linda Samuelson	
1. Additions to Agenda	Tony Sorum Jeff Thomas Linda Samuelson Kent Hanson Cynthia Jorstad	1) Release time credits for Division Chairs 2) Class Cap Change 3) Posting open campus hours 4) Jan. In-Service 5) Distance Ed. Committee
2. Process for Reviewing Academic Programs for Sustainability	Kent Hanson, Kerry Jaeger & team	Further discussion was held on the 12-6-07 version of this document. More clarification is needed regarding reference to the suspension phase. Linda Samuelson requested the group that developed this document meet once more in person to finalize the document and clarify any gray areas. Not Resolved.
3. Administrative Organization Task Group Charge	Anne Temte	President Temte reviewed a draft charge she developed for this task group. The primary charge is to review options for administrative structure in light of recent and anticipated vacancies; to work with administration to determine the best possible configuration to help the college achieve its goals into the future. TRF faculty appointed Linda Samuelson and Mark Johnson to serve as their faculty representatives. Tony Sorum will forward two names from EGF faculty. The group will attempt to have their first meeting the week of Dec. 17 th . President Temte will distribute a draft organizational chart before the meeting for the task group to review and discuss. Not resolved.
4. Higher Learning Commission Task Group	Kent Hanson	Kent distributed a task group outline for a new group to collaborate in the development of the HLC Self-Study and to provide oversight in the demonstration of the college's ability to meet established accreditation criteria. This group will be the primary oversight committee to prepare for and facilitate the Higher Learning Commission site visit in 2009-10. Administration requested one additional faculty member from each campus to serve as either SGC representatives or at-large members. Kent stated he would like to have a faculty member serve as chair. He

		plans to seek a self-study writer from the faculty. Release credits will be provided for the writer. The goal is for the task group to begin meeting in January, and will be active through the 09-10 academic year. Linda and Tony will seek faculty representatives.
5. Release Time for Division Chairs	Tony Sorum	Faculty asked for information consistency in the reports for each campus, regarding credit loads, etc. Salary is not relevant in the reports. Faculty presidents will review the reports received this fall and determine what information is still needed and any desired revisions. It was recommended that the information be placed in Virtual Office once revisions are made. It was recommended that position descriptions and definitions contained in one of the documents should follow the contract language. Resolved.
6. Shared Gov. Council meeting days/times	Tony Sorum	David Christian expressed concerns that the meeting times conflict with his Thursday class. After discussion, it was agreed that when the meeting schedule is set in the spring, consideration will be given to meet on alternate days of the week, such as Tues one month and Wed the following month.
7. Class Cap Change	Jeff Thomas	Jeff Thomas requested approval to change a class cap size for HPER 2244 First Responder course in Criminal Justice from 20 to 30. The request originated from Criminal Justice faculty to meet the needs of the program. This change will be effective Spring semester 2008. Faculty approved the request. Jeff will see that it gets changed in ISRS. Resolved.
8. Posting Campus Hours	Linda Samuelson	Linda requested that campus hours (specifically when students have access to the building) be posted on entrance doors. Hours of operation for computer labs, cafeteria, and library are being posted this week. Administration will work with facilities staff to resolve any issues surrounding the open campus hours. Resolved.
9. Distance Education Committee	Cynthia Jorstad	Cynthia presented a draft purpose of the newly developed Distance Education Committee, which has met once. It was recommended that language regarding technology utilization be incorporated. A previous draft will be compared and merged into one document. Resolved.
10. FY09 Budget Development	Dennis Paesler	Dennis reviewed the FY09 Integrated Planning and Budgeting Calendar. February 15, 2008 was established as the deadline to submit FY09 budget requests. A notice will be sent to employees early next week on how to utilize the on-line budget request process. President Temte reported she plans to serve on a task group formed by the Office of the Chancellor to study and review the allocation model.
11. COI 2007 Annual Report		Due to the absence of Bonnie Stewart, this item was tabled until the January meeting to address any questions. EGF faculty asked for the document in Word format.
12. January In-Service	Kent Hanson	Kent distributed a tentative agenda and indicated changes that have already occurred since it was printed. Tentative plans are for all faculty to meet in EGF on Day 1 (Jan. 9) with a focus on strategic planning; Day 2 (Jan. 10), all faculty will meet in TRF, with various topics on the agenda. Faculty asked to have one hour set aside each day for individual programs to meet.
13. Adjourned at 3:25 pm		
14. Next Meeting		Thursday, January 17, 2008 @ TRF Campus, Room 217 (classroom attached to library); 2 p.m. Faculty pre-meet at 1 p.m. in same room.