



## Northland Community & Technical College Shared Governance Council Meeting

Wednesday, August 22, 2007

TRF Campus, Room 735

3 p.m.

### MINUTES

Attendees: Linda Samuelson, Mark Johnson, Al Shervold, Norm Halsa, Tim Reuter, Verena Samson, Barb Weber, Tony Sorum, Cynthia Jorstad, Milt Kinzler, David Christian, Kerry Jaeger, Anne Temte, Kent Hanson, Shari Olson, Jeff Thomas, Bonnie Stewart, Cindy Cedergren, recorder.

Guest- Dennis Paesler

Absent: Danie Packard, Kate Schmalenberg

Topic	Responsible Party	Discussion/Outcome
Call to order	Linda Samuelson	
1. Additions to Agenda	Cynthia Jorstad	Managed printing was added as an information item.
2. Program Suspension Process	Kent Hanson & faculty	Kent reviewed the proposed procedures/process for reviewing and determining program suspension recommendations. Discussion was held about the process and criteria list. Academic Deans will be categorizing and working with programs that need to be examined for efficiencies, and work to enhance the program wherever possible. Faculty were concerned that the class fill rates not be used as a high-priority criteria. Faculty requested that a corrective action plan be developed for programs being reviewed or considered for suspension. It was suggested that the AASC be assigned to develop action plans to implement program improvement. Not Resolved, but discussions will continue with Academic Affairs and Standards Council.
3. Merging of Campus Management Teams and Facilities Committees	Anne Temte	President Temte explained the rationale and background for the decision to disband the Campus Management Teams. A memo is being prepared for all current CMT members and the two Campus Facilities Committees, and will be shared with SGC members also.

4. Differential Tuition	Kent Hanson	Kent provided a list of (89) courses in which students will be charged an additional \$20/credit starting Fall 2007. It is estimated that this increase will generate approximately \$200,000 of revenue. Kent noted that many MnSCU colleges have charged differential tuition for high cost programs for several years. This year was the first for Northland. Resolved.
5. Bookstore Operations & Budget	Dennis Paesler	Dennis provided a combined FY07 revenue and expense summary for both campus bookstore operations, and a summary of how bookstore profits had been used to fund various college activities and campus improvements, totaling \$307,268. He noted that to date approximately \$70,000 has been requested to fund various student life activities/club advisor salaries from FY08 bookstore profits. Administration proposed an idea of developing a subsidy for students for food purchases in the cafeteria(s). The proposal could subsidize food purchases anywhere between 10-20%. This proposal will also be brought to the President's Administrative Council for discussion before any decisions are made. Some faculty were in favor of the proposal, due to the high cost of food items. A suggestion was made that maybe the college should host special events periodically with a free meal for students, instead of providing a subsidy. After consultation with other groups, a decision will be made by administration. Resolved.
6. Faculty Reps on Committees	L. Samuelson Tony Sorum	Faculty presidents will submit names of faculty for each college and campus committee within the next couple of weeks. Resolved.
7. ITV/On-Line Class Size	Kent Hanson	After discussion, it was suggested that the newly developed Distance Education Committee could be charged with the task to establish class sizes for all distance education courses. Not Resolved.
8. October Meeting Date	Anne Temte	President Temte requested to change the October SGC meeting date due to a conflict with a conference in Bismarck that she and Kent, and possibly others, would like to attend. It was agreed to change the October SGC meeting date to Tues, Oct. 9 <sup>th</sup> . Resolved.
9. Division/Dept. Chair Structure	Kent Hanson	Kent reported that administration has been reviewing the current structure and wants to work with faculty in developing a new structure that is conducive to the operating budget into the future. It was suggested that current Division Chairs meet with Kent Hanson and Becky Lindseth (and possibly others) to review current structure and historical growth in credits assigned. Meeting results/updates will be provided at future SGC meetings. Not Resolved.
10. Policy Review	Linda Samuelson Tony Sorum	<b>First Reading:</b> 1) Accounts Receivable Policy & Procedure: Most changes are due to changes in MnSCU Policy.

		<p>2) Facilities Use by External Organizations Policy/Procedure/Rates: The major change to the policy is to charge all external organizations rental fees, and to require proof of liability insurance. Discussion was held on the rationale for this change.</p> <p><b><u>Second Reading:</u></b></p> <p>1) #7050 Bookstore Operations Policy &amp; Procedure: Faculty suggested adding language regarding the inclusion of Student Senate requests for bookstore funds into the Integrated Budget Development Process established this past spring.</p>
11. FY07 Budget	Dennis Paesler	<p>Dennis reviewed a revenue and expense summary for FY07, with a projected surplus of \$333,494. He stated that \$195,000 of that surplus is earmarked for FY07 projects that were incomplete at the fiscal year end, leaving \$138,000 going into reserves. Final accounting for FY07 will be available in late Sept. or early October.</p> <p>FY08 Budget Assumptions: The FY08 budget was built on 2670 paid FYEs (taking into account uncollectibles, tuition waivers, and any other non-paid credits). Currently we have \$240,000 in uncollected tuition/fees for FY07. The current FY08 budget projects a deficit balance of \$71,918.</p>
12. Information: Master Facility Plan	Shari Olson	<p>Shari reviewed the status of the planning process. She shared information from the Office of the Chancellor's Facilities Division on a right-sizing initiative, to be presented on the TRF Campus either on Sept. 19 or 20.</p>
13 Information: Marketing Task Force	Anne Temte	<p>President Temte reviewed the structure and purpose of the Marketing, Recruitment, and Enrollment Management Task Force, in which faculty members are involved.</p>
14. Information: Expansion of Pres. Administrative Council	Anne Temte	<p>President Temte distributed a list of PAC members for 07-08, making note that all managers and supervisors were added, plus representatives from each of the bargaining units, and students.</p>
15. Managed Printing	Cynthia Jorstad Milt Kinzler	<p>Cynthia reported on behalf of a task force that was charged with developing a process of tracking and managing printing costs and usage. Students will be allotted \$12 each semester (equates to 400 pages) to be used toward printing; additional printing can be purchased in increments of \$3.00. A process of managing printing for employees is still in the development stage.</p>
Next Meeting		<p>Thursday, September 13, 2007 at TRF Campus, Room 225; 2:00 p.m.; Faculty pre-meet at 1 p.m. in same room.</p>
Meeting Adjourned		<p>Adjourned at 4:50 p.m.</p>