



Northland Community & Technical College Shared Governance Council Meeting

Thursday, January 17, 2008
TRF Campus, Room 217
2 p.m.

MINUTES

Attendees: Tim Reuter, Tony Sorum, Linda Samuelson, David Christian, Kerry Jaeger, Kate Schmalenberg, Anne Temte, Norm Halsa, Kent Hanson, Norma Konschak, Mike Normandin, Danie Packard, Barb Weber, Mark Johnson, Al Shervold, Bonnie Stewart, Cynthia Jorstad; Cindy Cedergren, recorder.

Absent: Verena Samson

Topic	Responsible Party	Discussion/Outcome
Call to order	Linda Samuelson	
1. Additions to Agenda	1) Interim Positions 2) Division Chair & Dept. Head Compensation	1) Faculty added to agenda 2) Administration added to agenda
2. Process for Reviewing Academic Programs for Sustainability	Kerry Jaeger	One minor change was made to page 1. It was noted that a Sustainability Committee will be developed for any program identified in the orange category, as the need arises, and will be formed with the membership included in this document. Resolved. Linda Samuelson inquired about developing a similar document for liberal arts programs. It was determined that faculty and administration would work on a draft document for review by 2008 fall semester. A task group can begin the process anytime.
3. Administrative Organization Task Group Update	Anne Temte	President Temte referred to the proposed chart and noted that the areas of the college fall into three large categories: 1) Infrastructure to run college operations; 2) Internal customers/services to current students; 3) External relationships. She reported on the meeting held with the faculty task group on Jan. 11 th , and progress made since the meeting. She noted that faculty had proposed the creation of a Dean of Allied Health. Kent Hanson will meet with health program faculty to get their feedback on that proposal. Anne reported that she met with Student Services supervisors. They are discussing ideas on how to organize Student Services and are gathering feedback from their employees. She announced that the college will move forward on nationwide searches for the TRF Academic Dean and Vice President of Administrative Services and Planning in January-February. Discussion was held on various other new positions proposed in the plan; Fund Development Director; Grant writers – will be contracted for projects only as needed; Workforce Development Director – will be funded primarily through COI. Director of Marketing/Recruiting position – questions are still being discussed. President Temte stated that the role of recruiting reaches beyond recruiting potential students. Faculty

		asked for institutional definitions for clarification on the differences between the classifications of Deans, Directors, and Vice Presidents. President Temte fielded questions from faculty about the roles of the V.P. of Outreach and Advancement and the proposed Dean of Workforce Development and Business Outreach. She reiterated that the college must invest in time and people to build relationships with all our external contacts, primarily to build industry partnerships. She noted that the Foundation has contributed \$94,000 this year in scholarships alone, in addition to several other gifts and grants received by the college. The Foundation has experienced significant growth in the past few years. President Temte and Kent Hanson shared information about a pending contract with UND for aviation training.
4. Filling Interim Appointments	Tony Sorum	Faculty noted there should be a more formalized process to use when appointing interim positions. Tony stated that all faculty should be given the opportunity to express their interest before administration makes the appointments.
5. Higher Learning Commission Committee	Kent Hanson	Linda Samuelson reported she had not received any volunteers yet. Kent Hanson will send out an email requesting volunteers. He noted that he is proposing ½-time release credits for a Chair of the committee and ½ time release credits for a writer of the Self-Study. He noted that he would like to send 4-6 people from the committee to a conference in Kansas City on Feb. 29 th . The committee needs to start meeting prior to that date. Not Resolved.
6. Grant Application & Tracking Process	Bonnie Stewart	A draft process for assisting with and tracking grants was shared and discussed. This draft will be shared with the Pres. Administrative Council before implementation. Not Resolved.
7. Division Chair & Dept. Head Compensation	Anne Temte	Some issues have surfaced from faculty regarding the current compensation structure. Administration and faculty presidents agreed to meet in February with the grievance representatives and academic deans to discuss the questions and concerns. Data will be gathered on various aspects, such as job descriptions, current compensation, etc. Not Resolved.
8. FY09 Budget	Anne Temte	President Temte reminded faculty to submit their FY09 budget requests on-line by the established deadline. It was noted that the submittals need to go to Norma Konschak instead of Jeff Thomas. It was noted that the President's salary is now being covered by the Office of the Chancellor to compensate for the decrease in tuition growth. Some concerns were raised about that change.
9. COI 2007 Annual Report	Bonnie Stewart	Bonnie Stewart reviewed the report and answered questions from faculty. Questions were raised regarding COI and Foundation funding. Bonnie will provide a 4-year history for further clarification at the next meeting. Not Resolved.
10. Board of Trustees Award for Excellence	Kent Hanson	Kent Hanson reported he had received some interest from faculty from his inquiry. Faculty presidents will review the list of interested faculty and provide a recommendation to administration. The college can nominate only one faculty member. Not Resolved.
11. Adjourned at 3:40 p.m.		
12. Next Meeting		Thursday, February 14, 2008; EGF Campus, Room 106; 2 p.m.