Northland Community & Technical College
Shared Governance Council Meeting

Thursday, February 14, 2008
EGF Campus, Room 106
2 p.m.

MINUTES

Attendees: Tim Reuter, Tony Sorum, Kerry Jaeger, Kate Schmalenberg, Anne Temte, Norm Halsa, Norma Konschak, Mike Normandin, Verena Samson, Danie Packard, Barb Weber, Mark Johnson, Al Shervold, Bonnie Stewart, Cynthia Jorstad, Milt Kinzler; Cindy Cedergren, recorder.
Absent: David Christian, Kent Hanson, Linda Samuelson; Guests via polycom: Becky Lindseth, Dennis Paesler

Topic	Responsible Party	Discussion/Outcome
Call to order	Tony Sorum	
1. Additions to Agenda	Anne Temte	Position Descriptions for Dean and VP Positions
2. Organizational Structure Update	Anne Temte	President Temte reported that there was good participation and several ideas and questions shared at the employee input meetings held over the last week. She noted that the Student Services group will meet to further define the roles of the Dean positions in Student Services. She requested that the faculty task group formed to discuss organizational structure continue to meet with administration to further discuss potential options for changes in the academic administration structure for future consideration. Faculty agreed to meet and Cindy Cedergren will arrange the meeting. Faculty raised questions about the Dean of Workforce Development and Business Outreach position, and asked for the rationale for placing this position at a Dean's level. President Temte stated that the position will overlap roles in COI and Academics, and will likely supervise some faculty. The position description is being developed and will be shared with faculty. It was noted that it is important for the college to have someone making contacts and building relationships with business and industry in order to develop new programs. The current deans do not have sufficient time to make these contacts and continue to build on those relationships. Not Resolved.
3. Administrative Position Descriptions	Anne Temte	Dean of Academic Affairs – Faculty stated they did not have sufficient notice to review and obtain much feedback since position descriptions were just distributed to the SGC members. Edits were suggested and incorporated into the position purpose and concept. Questions were raised and discussion held about minimum and desired qualifications. Faculty voiced no opposition to posting the position now, with the recommended changes.

		Vice President of Planning and Administrative Services – Some of the same changes were made to the position purpose and concept as the Dean's position. Becky Lindseth was asked to consult with other colleges to see what degree is required for this position at other MnSCU colleges. Becky noted that we had received a number of applications when this posting first was advertised earlier this year. Resolved.
4. Higher Learning Committee	Anne Temte	It was reported that we have received faculty names for the committee, a chair, and writers for the Self-Study. These faculty will attend an HLC accreditation conference in Kansas City in late February, along with Kent Hanson and Norma Konschak. Resolved.
7. Division Chair & Dept. Head Compensation	Anne Temte	A task group met on Feb. 13th and will meet again in February to discuss the issues. Not Resolved.
8. Policy Review: First Reading: a) Personal Enrichment Courses b) Drop/Add/Withdrawal – Revised Policy	Anne Temte	a) Personal Enrichment Courses: President Temte (in the absence of Kent Hanson) presented a draft policy for discussion that would allow individuals to enroll in activity courses for non-credit, according to varying rates. A list of courses and proposed fees was reviewed. Faculty requested that a statement be added in regard to the music and theater courses, that due to the service to the college community these participants provide, the fees could be used at the program's discretion. b) Drop/Add/Withdrawal: The proposed changes were accepted. Discussion was held on the fact that due to the nature of Management Education, many college policies and procedures do not meet the needs of that dept. and its students. It was suggested that the Deans of Management Education and Student Services meet to identify policies that do not apply to Management Education students, or to create a disclaimer statement.
10. FY08 & FY09 Budgets	Dennis Paesler	Dennis presented a summary of FY08 revenue and expenses. He is currently projecting a deficit of $103,277. He reported no change in the FY09 budget since last presented. Faculty requested that an update on the Air China proposal be given at the next all-employee meetings.
11. FY09 Budget Requests	Dennis Paesler	Dennis reported on the requests received to date in the following categories: Equipment - $310,000 Increases in dept. budgets- $67,500 Requests to expand or develop new positions - $475,000 New initiatives/college improvements - $15,000
12. Historical Data on COI and Foundation	Bonnie Stewart	Tabled until next meeting. Faculty inquired about receiving a projected 3-5 year budget plan.
13. Board of Trustees Award for Excellence		No report was available. A college-wide announcement will be made soon.
14. Next Meeting		Thursday, March 20, 2008; TRF Campus, Room 217; 2 p.m.