Northland Community & Technical College
Shared Governance Council Meeting

Thursday, April 10, 2008
EGF Campus, Room 106

M I N U T E S

Attendees: Linda Samuelson, Tony Sorum, Al Shervold, Anne Temte, Barb Weber, Danie Packard, David Christian, Norma Konschak, Kate Schmalenberg, Kent Hanson, Mike Normandin, Tim Reuter, Verena Samson, Norm Halsa

Absent: Milt Kinzler, Cynthia Jorstad, Kerry Jaeger
Guests: Dennis Paesler, Becky Lindseth – via polycom from TRF

Topic	Responsible Party	Discussion/Outcome
Call to order		
1. Additions to Agenda	Samuelson	Faculty added one item as new business: Scholarships for EGF Campus students.
2. Division Chair/Dept. Head Task Group	Temte	President Temte reported that she and Kent had met this week with faculty presidents to discuss the structure, job descriptions, etc, for each campus. She noted there are grounds for making some adjustments to the structure. They will meet again before the next Shared Gov. Council meeting. Not Resolved.
3. Proposed 08-09 Committees	Faculty	Faculty proposed some changes to the list of committees proposed by administration. . Following discussions, faculty and administration agreed to the following: 1) Delete the Developmental Education Committee, since it appeared to be inactive. 2) Change the Speaker's Bureau to an ad hoc group, not needing to appoint faculty reps; 3) The need and purpose of the Distance Education Committee was discussed, but later determined it may be needed, even though it was inactive since its establishment this year. Mike Normandin will schedule a meeting, and Kent Hanson will also attend the next meeting and the committee will be instructed to compile a list of topics that should be addressed. Administration recommended the committee be chaired by a faculty member, rather than an administrator. 4) An Institutional Review Board was added to the committee list, which had been approved by AASC earlier this year. David Christian noted that the Board will

		only meet as needed. 5) (2) Judiciary Boards (one per campus) were approved. The Boards will meet only when a hearing is requested by a student appealing a decision from the Appeals Committee(s). Faculty recommended that the administrator on the Boards be at least a tie-breaker voting member, since there are an equal number of members without the administrator's vote. It was noted that the administrator on the Board must not have had any involvement in the student's appeal, so the administrator on the Boards could change, based on the cases. Faculty asked for clarification on the Diversity Committee and Subcommittees. The Subcommittees appear to be inactive. It was suggested that the subcommittees be removed from the list and ask the Diversity Committee to select reps within their membership to serve on the subgroups as needed. President's Administrative Council: Faculty Presidents asked if it was really necessary for them to remain on the PAC, since it appears to be primarily information sharing, and most of the information is shared at other meetings they attend. Administration agreed to keep them on the membership list, but it will be their choice to attend or not. Faculty presidents will attempt to seek representation for the remaining and new committees by the end of the spring semester. Faculty noted that many of the committees' minutes are not posted regularly on Virtual Office, and it's also difficult to find items on Virtual Office. It was suggested that anyone sending a notice to employees referring them to a Virtual Office document should email the link within the message.
4. Scholarship Funds for EGF Students	Schmalenberg	EGF faculty inquired about the status of scholarship funds for EGF students. Students inquire about them, particularly when they see publicity about TRF Campus students receiving large quantities of scholarships. President Temte will discuss this matter with the Foundation staff and report at the next meeting. Not Resolved.
5. Budget Topics	Paesler	<u>FY08 Budget:</u> Dennis presented a general fund summary, which indicated a projected deficit of $87,111 (assuming all budgets will be spent by year-end). <u>FY09 Budget</u>: Dennis presented a general fund budget scenario, which indicated a projected deficit of $271,322, assuming no increase in FYE's. President Temte noted that the Board of Trustees has not officially approved any of the proposed tuition and fees for the MnSCU colleges. They are waiting to see what the Legislature determines for the MnSCU budget. <u>Equipment Budgets:</u> Discussion was held on the fact that some departments have not spent their approved equipment budgets. President Temte noted, for some programs,

		we need to create a plan to purchase large-ticket equipment over a period of years, and we also need industry support to acquire such equipment.
6. Information:		
1) COI	Temte	<u>COI:</u> President Temte reported that due to the change in leadership of COI last month, and the fact that the administrative structure reorganization is still in progress, she recommended that any COI financial reports be postponed until fall semester. She stated she has met with the COI supervisors and they project a positive ending balance. She stated that the COI has healthy reserves, so even if they didn't end with a positive balance, no funds will come from the general fund to make up the shortfall. COI positions must be self-supporting, in addition to making a profit. She noted that Testing Center expenses are all being paid from the COI budget.
2) Filling Administrative Positions – Timelines, Search Committees	Lindseth	<u>Search Committees:</u> Becky Lindseth reported that the Dean of Student Development Search Committee will begin screening applications on April 14, with Mary Fontes serving as Chair. The Vice President of Planning and Administrative Services, and the (2) Academic Dean Search Committees will begin screening on April 7th. Becky Lindseth will chair the VP Search; Kent Hanson will chair the Academic Deans' Search. Becky stated the committees will be ready to start as soon as the faculty representatives' names are forwarded to her office. Timelines: Interview schedules will be determined by the committees. It is preferred to give candidates a two-week notice for scheduling and making travel arrangements for interviews.
7. Adjourned at 3:30 pm		
8. Next Meeting		Thursday, May 8, 2008; TRF Campus, Room 217; 2 p.m. Faculty pre-meet at 1:00 p.m. in the same room.