



Northland Community & Technical College Shared Governance Council Meeting

Thursday, May 8, 2008
TRF Campus, Room 217

MINUTES

Attendees: Linda Samuelson, Tony Sorum, Al Shervold, Anne Temte, Barb Weber, Danie Packard, Norma Konschak, Kate Schmalenberg, Kent Hanson, Mike Normandin, Tim Reuter, Cynthia Jorstad; Cindy Cedergren, Recorder.

Absent: Milt Kinzler, Norm Halsa, David Christian, Kerry Jaeger, Verena Samson
Guests: Jennifer Dahlen (new 08-09 SGC member), Dennis Paesler

Topic	Responsible Party	Discussion/Outcome
Call to order		
1. Additions to Agenda	Samuelson Temte	Faculty added a policy issue and administrative structure to the agenda. President Temte added closing comments to the agenda.
2. Department/Division Coordinator Positions	Temte	President Temte distributed and reviewed a document that outlined the structure which was agreed upon with the Task Group. The document, which was gleaned from existing and past documents, detailed the tasks and responsibilities that will be assigned to each division coordinator. Some questions were raised and a thorough review of the numerical details of the document will take place prior to implementation before the start of fall semester 2008. This document will be considered an "operational" document for FY09. This structure will be discussed again in March 2009 for any necessary changes for FY10. Faculty presidents will seek nominations from faculty and will forward names to the President for these positions by May 14. Assignments need to be made by May 15 th . Resolved.
3. Scholarship Funds for EGF Students	Temte	President Temte reviewed the history of the NCTC Foundation. She stated that in order to change the existing agreements with their donors, the Foundation will need to contact the donors to seek approval to award their individual scholarship funds to students at the EGF Campus. She stated it will be an expectation of the new Foundation Director to build the scholarship fund for the EGF Campus. Faculty asked for information about the existing EGF scholarship fund, such as how much is in the account and how much more is needed to start issuing scholarships. They asked that all employees be informed of this information, since many employees are questioning why scholarships are not being awarded. President Temte will share faculty's concerns with the Foundation staff. Resolved.

4. Proposed 08-09 SGC Calendar	Samuelson	A proposed list of meeting dates was reviewed and revised. It was decided to change the January meeting date to Jan. 7 th or 8 th , during in-service, and assuming that the in-service will occur on the TRF campus (due to construction at EGF), the location was also changed. Consequently, the remainder of the meeting locations will also change. Cindy Cedergren will email a revised schedule to members. Resolved.
5. Policy Inquiry	Jorstad	Cynthia Jorstad inquired about whether or not past due library accounts are considered when placing holds on students' registration or release of transcripts. Dennis Paesler reported that ISRS checks a student's account for any unpaid balances and consequently places a hold on future class registration and release of transcripts. If the business office is provided information about unpaid library accounts and they are entered into the system, the program should work. Resolved.
6. Administrative Structure	Samuelson	This topic was tabled since EGF employees have not received the document from President Temte. She will present the document at the May 9 th EGF All-Employee meeting. Resolved.
7. EGF All-Employee Meetings	Faculty	Al Shervold requested that President Temte consider switching the EGF All-Employee Meeting day to something other than Friday. She will take this request under consideration. Resolved.
8. FY09 Budget	Paesler Temte	President Temte reviewed FY09 budget adjustments in detail. She stated the budget was built on the assumption of flat enrollment growth and that state allocation figures cannot be considered final until after the Legislative Session. She stated that non-personnel budgets were reduced by 1% college-wide. The proposed budget deficit for FY09 is currently \$74,091.
9. Closing Comments	Temte	President Temte stated she was pleased with the progress that faculty and administration had made this year. She stated it has been a satisfying year and the Shared Governance Council has been a good group to work with. She noted that the sustainability document/process, all the changes to the administrative structure, and changes to the division chair structure have all been very time-consuming this year, but the results of these projects are helping to move the college forward in a positive and "forward thinking" mindset. She thanked all the members for their hard work and positive attitudes in resolving these delicate issues.
10. Next Year Topics		Some of the topics that should be addressed next year were identified: 1) COI Structure/Budget 2) Liberal Arts Sustainability Process 3) Re-examine Division Chair Structure (spring semester '09) 4) Strategic Planning
11. Adjourned at 3:25 pm		
12. Next Meeting		Thursday, Sept. 11, 2008; EGF Campus, Room 106, 2 p.m. Faculty pre-meet at 1 p.m. in same room.