Northland Community & Technical College
Shared Governance Council Meeting

October 9, 2008
TRF Campus, Room 217 – 2 p.m.:

M I N U T E S

Attendees: Linda Samuelson, Dan Sponsler, Jennifer Dahlen, Cynthia Jorstad, Tim Reuter, Barb Forrest, Al Shervold, Norm Halsa, Beth McMahon, Mark Johnson, Danie Packard; Cindy Cedergren, Recorder
Absent: Norma Konschak, Hank Roehrich, Anne Temte, Ruth LeTexier, Kate Schmalenberg, Verena Samson
Guests: Becky Lindseth, Dennis Paesler

Topic	Responsible Party	Discussion/Outcome
Call to order		
1. Additions to Agenda	Hanson	New Business: 1) Aviation Director Search Committee Membership (Admin.) 2) Crisis Management Plan (Faculty)
2. Program Sustainability-Technical Programs	Hanson	Kent reported that the minutes of the meetings of programs going through the Sustainability process are now posted on Virtual Office. Meetings are being held with programs that are starting the process this fall, in addition to second round meetings with last year's programs. Faculty asked that the data being collected for both technical and liberal arts programs, and the list of programs involved in the process, also be posted on Virtual Office. Discussion was held on the data used to analyze programs; ie. distance education enrollment should be included. Kent reported it is difficult to track on-line enrollment in programs that have on-line courses incorporated into the curriculum. He stated the overall data is used to form a "trend analysis" more than anything. Concerns were raised about how colleges may report their data differently than NCTC, but we are compared to other colleges in the instructional cost analysis, based on the data. It was suggested that the original group who developed the technical program sustainability

		process, in addition to some of the faculty who have gone through the process, meet together in January. Resolved.
3. Program Sustainability – Liberal Arts	Hanson	Kent and Linda reported on a meeting held to discuss the development of a sustainability process/plan for liberal arts. Discussion centered on how to best gather the data – what kinds of offerings should we have and still maintain the integrity of the liberal arts program. Administration will pull data by discipline. Next meeting is scheduled for mid-November. Not Resolved.
4. Distance Ed. Committee Report – Faculty support issue	McMahon	Beth reported on the first meeting of this committee. It was poorly attended and focused primarily on reviewing and discussing the purpose of the committee. They did not address the faculty support issue yet. The committee will meet again October. The TRF faculty membership for this committee will be re-submitted to Hank Roehrich. Resolved.
5. Development of Dean of Academic Effectiveness Position	Hanson, Samuelson, Sponsler	An initial meeting to discuss this position was held on Oct. 8th. Minutes of the meeting, including a draft list of duties, were distributed and revised by those who attended the meeting. Administration encouraged the faculty groups to discuss the position, and to further offer their input into the position description. Are there other duties not included on this list? Discussion was held on the role of this dean in the assessment committee. Kent stated that the new dean would be involved in guiding programs and working with at-risk programs, together with the existing academic deans. The revised minutes will be emailed to faculty presidents, to share with the faculty union. An inquiry about who this dean will supervise was brought up. The current organizational chart addresses that issue. Not Resolved.
6. Aviation Director Search Committee	Hanson	Kent asked for one more faculty member (outside of the aviation program) to serve on the search committee currently being formed. After discussion, it was agreed that Kent would ask a specific faculty member, and if that person declined, Linda would seek another volunteer. Resolved.
7. Crisis Management Plan	Jorstad	Cynthia expressed concern that the Crisis Management Plan (the multi-colored flip-up style booklet that was developed a couple years ago for all employees) needs to be updated, and expressed concern about the effectiveness of the information and some of the procedures contained in the document (specifically lock-down procedures). She stated that she uses this document when training in new work study students in the library. Becky Lindseth agreed that the booklet needs updating, and the Safety Committees are working on revisions within the next two weeks. She agreed that the format for the booklet is not effective since it is difficult to add or revise information. A new format will be developed. Resolved.
8. Budget: -Monthly Financial Reports	Paesler	Dennis asked faculty to review the format and information in the reports that he could provide employees on a monthly basis. The reports will include general fund and COI

		revenue and expense by cost center. These reports will be posted on Virtual Office approximately one week after each month's end. Faculty may bring questions about the data to Shared Governance Council meetings as needed. Resolved.
-Info on College Reserves		Dennis reported that the college's reserves are currently in excess of the MnSCU requirement. However, the reserve balance includes funds that are designated/earmarked for specific purposes. He noted that the largest employee liability are costs related to retirements – such as severance, sick pay, etc. He reported that MnSCU is considering raising the required reserve balance to a 10% maximum, over a 5-year period. He reported that MnSCU recommends that a college have sufficient cash reserves to run their operation for a minimum of 2.5 months. He stated NCTC could run approximately 1.4 months with the existing cash reserve. Resolved.
9. Adjourned at 3:10 p.m.		
10.Next Meeting		Thursday, November 13, 2008; EGF Campus, Room 106; 2 p.m.; Faculty Pre-meet at 1 p.m. in same room.