



Northland Community & Technical College Shared Governance Council Meeting

November 13, 2008

2 p.m.

EGF Campus, Room 106

MINUTES

Attendees: Jennifer Dahlen, Mary Dyrud (for Cynthia Jorstad), Tim Reuter, Barb Forrest, Norma Konschak, Hank Roehrich, Al Shervold, Norm Halsa, Ruth LeTexier, Verena Samson, Dan Sponsler, Kent Hanson, Cassie Hilts (for Beth McMahon), Anne Temte. Mark Johnson (residing as co-chair)

Absent: Linda Samuelson, Danie Packard, Kate Schmalenberg, Beth McMahon, Cynthia Jorstad

Guests: Jim Retka, Kirsten Michalke

Topic	Responsible Party	Discussion/Outcome
Call to order	Sponsler	
1. Additions to Agenda: National economy	Temte	President Temte reported that the national economy will most certainly have an impact on the state's economy; state forecasters are predicting up to \$4-6 billion deficit. MnSCU makes up 5.5% of the state's budget (approx. \$50 million system-wide), NCTC is 2% of that total, and we could conceivably see a reduction of approximately \$1 million in the next biennium. She noted that she will not approve new expenditures this year that would go beyond this year. Resolved.
2. Update on Liberal Arts Program Sustainability	Hanson	Kent reported the group had not met since the last SGC meeting. They are working on gathering data for this process. Not Resolved.
3. Update on Dean of Academic Effectiveness	Hanson	Kent reported that in light of the budget forecast, this position has been placed on hold. Resolved.

4. 2009-10 Academic Calendar	Sponsler	Final approval was agreed upon for the 2009-10 Master Academic Calendar. It was noted that the subcommittee will start developing the 2010-11 calendar in early January. Resolved.
5. Floating In-Service Days	Hanson	Kent stated that administration does not want to go back to requiring a process where faculty must report their activities for use of floating in-service days, but will continue to use the honor system. He and President Temte stated that faculty are considered professional employees and are not granted compensatory time for work or travel over a week-end. Discussion was held. Resolved.
6. COI Update	Retka Michalke	Jim Retka asked for questions from faculty on the COI Annual Report which was distributed with the SGC agenda. Kent Hanson stated that the integration of COI and Academics is working well. Kent stated that MnSCU expects the college to have a strong customized training program. A question was raised about whether COI is monitoring the number of hours COI faculty are teaching, to ensure they do not exceed the limitations as defined by PELRA Law and the MSCF contract. This question will be looked into. President Temte noted there is a specified allocation for customized training in the general fund allocation. Current supervisors are monitoring their budgets closely. She noted that the college expects that the COI will bring in enough revenue to cover all expenses not funded by the allocation and will not fund or bail out COI in the event of a deficit balance. A question was raised about Bonnie Stewart's role in COI. Jim Retka reported that she is serving as an Innovations Specialist, working with a team of leadership trainers, and researching and writing grants for COI. Resolved.
7. Swenson House Utilization	Temte	President Temte reported that COI and Foundation staff are meeting to discuss a marketing/business plan that could potentially support the operation of the House. She will report their progress as it occurs over the next few months. Not Resolved.
8. Reduction in Unlimited Faculty	Hanson	Kent reported that one full-time unlimited and one part-time unlimited faculty had been given notices of lay-off for the 2009-10 academic year. Resolved.
9. January In-Service Preliminary Plans	Roehrich	Hank reported that Jan. 7 will consist of 2-hour strategic planning sessions on each campus (TRF in a.m., EGF in p.m.) for all employees. The remainder of that day will be set aside for miscellaneous training that employees are required to complete. Jan. 8 – all faculty will travel to TRF; CTL has scheduled two guest speakers; Division meetings will be scheduled, as well as other concurrent sessions. Resolved.
10. Club Advisor Pay	Sponsler	Dan inquired as to where advisor pay was paid from, stating that the pay should not come from funds generated by the student clubs. Kent reported that the advisors are paid from bookstore funds. Resolved.
11. Differential Tuition	Sponsler	Dan inquired as to whether the added revenue generated from differential tuition is reflected in the data used in the sustainability process. Kent reported that is added to the

		revenue for the programs. He will check with Dennis Paesler on whether that revenue is reflected in the instructional cost study data that MnSCU generates. Resolved.
12. Maximum Class Size Requests	Sponsler Johnson	Dan requested a decrease in the class size of the following EGF courses: Medical Terminology (reduce from 40 to 25); Introduction to Health Professions (reduce from 40 to 25). Discussion was held on the rationale of these reductions, and the impact on costs since additional sections were needed to accommodate these changes. It was suggested that current pass/completion rates of courses should be considered before reducing class size maximums. Administration did not approve these class size reductions at this time. Additional courses from the TRF campus will be presented for review at the December meeting. Not Resolved.
13. Awards for Excellence Application Process	Sponsler	Faculty members of the Awards for Excellence Committee stated that the current application process is not providing all the information they need to make decisions on the application. It was recommended that the NCTC application and the MnSCU generated application both be made available to faculty. Kent and Norma will communicate this information to all faculty for the next round of applications due in December. Resolved.
14. Board of Trustees Award Committee	Sponsler	Faculty asked to table this issue until the next meeting. Dan stated there are differing philosophical issues within faculty regarding this award and more discussion is needed. Not Resolved.
Next Meeting		Thursday, December 11, 2008; TRF Campus, Room 217; 2 p.m., Faculty pre-meet at 1 p.m. in same room
Meeting Adjourned at 3 p.m.		