Northland Community & Technical College
Shared Governance Council Meeting

December 11, 2008
2 p.m.
TRF Campus, Room 217

M I N U T E S

Attendees: Jennifer Dahlen, Cynthia Jorstad, Tim Reuter, Barb Forrest, Norma Konschak, Hank Roehrich, Al Shervold, Norm Halsa, Ruth LeTexier, Verena Samson, Kent Hanson, Anne Temte, Mark Johnson; Alternates: David Christian, Kerry Jaeger

Absent: Dan Sponsler, Danie Packard, Kate Schmalenberg
Guests: Becky Lindseth, Dennis Paesler

Topic	Responsible Party	Discussion/Outcome
Call to order	Samuelson	
1. Update on Liberal Arts Program Sustainability	Samuelson Hanson	This task group is meeting again the week of December 15th. They are collecting data to develop the framework to be used in the process. **Not Resolved.**
2. Class Caps	Hanson	A chart with proposed class caps for Fall Semester 2009 was reviewed. Changes and/or errors were discussed – all changes should be submitted to Kent Hanson. All but two courses were agreed upon with faculty and administration (Introduction to Natural Resources and Concepts of Physical Fitness). Linda will consult with the faculty of these two courses and will contact Norma Konschak on their feedback. Questions were raised about Medical Terminology class caps – this topic needs further discussion with the faculty teaching that course. In regard to class caps, all "language" related courses should be reviewed and discussed at some point. Class capacities for clinical and internship courses will be corrected to match the listed course capacity for lab courses in each program. **Resolved.**

3. Board of Trustees Award for Excellence in Teaching	Samuelson Hanson	Faculty went on record as being opposed to this award. Since it is the college administration's obligation to the Board of Trustees to solicit nominations, Kent reported he had sent a memo to all employees asking for nominations. President Temte indicated she is uncertain as to whether the Board will be continuing to provide this award in future years. It was noted that there are other colleges that have chosen not to participate in the nomination process. If a faculty member is nominated and is willing to prepare the required nomination materials, administration will submit the nomination. **Resolved.**
4. On-Line Class Caps	Hanson Roehrich Konschak	Kent and Hank presented data from various colleges for on-line class caps. They explained the financial implications as it relates to the Distance Ed. Consortium. Norma presented projected revenue data for increasing class size. Faculty did not support the proposed increase in on-line class sizes from 25 to 30. Faculty and administration agreed that class sizes are already set for all courses; online is a delivery method. Therefore, it is not contractually required to establish class caps now for Fall 2009. In the next few months, the Distance Education Committee will continue to discuss the increase in enrollment for online classes for Fall Semester 2009 and beyond. **Not Resolved.**
5. Required Safety Training	Halsa	Norm expressed concern that the college is in an "overkill" mode for requiring faculty professionals to complete safety training for courses they currently teach in their program areas. He referenced information contained in the OSHA standards that would exempt them from this requirement. He stated that faculty should be compensated for the training time if it is offered beyond the normal work day. Becky Lindseth responded to his concerns, relating to the information provided to her from the OSHA Consultative Division inspector who had just completed 2.5 days of inspection at both campuses. She reported that, based on faculty's response to the classroom training, all future training will be conducted on-line, and time will be allotted for faculty to complete the training sessions on their own during the bi-annual in-service workshop schedules. She stated that the college has no liability protection if the required training is not provided for the employees. **Resolved.**
6. Process for Establishing Programs Across Campus	Hanson McMahon	Discussion centered around the Medical Secretary program and the need to resolve some issues. The Chairs and Deans will meet and discuss a process. **Not Resolved.**
7. Summer Rotation List	Konschak	Norma shared information about the process used in assigning faculty for summer work. She noted that faculty must select the list/field of their choice (for those qualified to teach in multiple fields) by the end of December. Questions from faculty were addressed. **Resolved.**
8. Policy Review: Resale Policy & Procedure	Paesler	Faculty asked for clarification on what the price list must contain, and expressed concerns about requiring a signed work order from the customer before work can be

First Reading		started. As a result of these concerns, some revisions to the policy/procedure were discussed. Second Reading in January. **Not Resolved.**
9. Institutional Approach to Budget Reductions	Temte	President Temte reported on a projected state deficit of $426 million in FY09, which could go as high as $500 million. She reviewed a draft document that will be used as a guideline for financial management for the remainder of FY09. The document contained assumptions on which the administration is working. She explained the process of using an "Idea Forum" to solicit ideas from all employees on ways to reduce spending and enhance revenue. The mechanism for collecting ideas will be ready by January 7th. She will be releasing this information to all employees early next week. The goal is to develop a draft FY10 budget by April 15th.
10. January SGC meeting date	Samuelson Temte	Discussion was held on whether or not (and if so, when) to conduct a January meeting. The In-Service Workshop schedule was shared and does not have open time for a faculty pre-meet and an SGC meeting. The faculty presidents and President Temte will determine whether there are pressing issues for a January meeting, and if so, will determine a new date during the week of January 12th. **Not Resolved.**
Meeting Adjourned at 4:20 p.m.		