Northland Community & Technical College
Shared Governance Council Meeting

Thursday, September 11, 2008
EGF Campus, Room 106

M I N U T E S

Attendees: Linda Samuelson, Dan Sponsler, Al Shervold, Anne Temte, Dennis Sevigny (sub for Danie Packard), Norma Konschak, Dorinda Sorvig (sub for Tim Reuter), Kent Hanson, Cynthia Jorstad, Jennifer Dahlen, Barb Forrest, Beth McMahon, Mark Johnson, Hank Roehrich, Ruth LeTexier, Norm Halsa Verena Samson; Cindy Cedergren, Recorder.
Absent: Kate Schmalenberg, Danie Packard, Tim Reuter
Guests: Dennis Paesler, Stacey Hron, Jim Retka

Topic	Responsible Party	Discussion/Outcome
Call to order		
1. Additions to Agenda		Introduction of Council members; Tuition and Fees (under Budget item)
2. Aviation Program Status/Plans	Retka, Hanson, Temte	Jim Retka reported on and distributed a variety of information surrounding the aviation program, including all the marketing efforts, an executive summary of the O'Brien AV Group which conducted an analysis of the program and its future, and a summary of how the special funding from MnSCU has been utilized and what funds are remaining. He addressed questions from the faculty. It was suggested that maybe Jim should present some of this information in an open forum sometime in the future so other employees could obtain the same information and have a better understanding of the situation of the program and its outlook for future growth. President Temte reported that an Aviation Director (administrative level position) would be posted in the near future, which will be funded in part by the balance of the MnSCU funds awarded, the sale of surplus equipment, and out of reserves only if necessary. It is essential that the program have strong leadership in order to meet the enrollment goals and to lead the curriculum development work needed during the next year. It was noted that a differential tuition is in place for this program, which will assist in the additional expenses of the program. It was noted that a periodic update on this program be reported at the SGC meetings. Resolved.
3. Marketing Resources	Johnson, Hron	Mark and Stacey provided information on the lessons learned in their marketing efforts for aviation, the efforts made in 07-08 to reduce marketing costs and the increased use of website marketing, Stacey explained the Group Link program that will coordinate all marketing, technology, and creative services needs college-wide. She stated that even though marketing and public relations staff will not be having regular office hours at the

		EGF campus, she assured faculty that the needs of the college will be met by others in the technology & marketing depts., or TRF staff will travel to EGF whenever their presence and assistance is warranted. Resolved.
4. Program Sustainability	Hanson	Kent gave a summary of how the new process/plan worked last year, and the plans for this year. Four programs went through the process last year, and meetings will continue with those programs, as well as others that will soon be identified through data analysis. He reported that the data will be ready in one week, and following the analysis of the data, meetings will be scheduled with the programs falling into the risk categories. It was noted that the prime time for marketing is now, up until November 1st. Resolved.
5. EGF Scholarship Update	Temte	President Temte reported that Dan Klug has been hired as the new Executive Director for the Foundation, and will begin his duties on October 1st. His primary office will be on the EGF Campus, but will also maintain an office at the Swenson House. His focus will be on fundraising, building relationships with businesses and prospective donors, seeking large donors, and in doing so, build the scholarship fund for the EGF Campus. He will meet with current scholarship donors that have supported the Thief River Falls students over the years, and attempt to expand their scholarship criteria to include EGF. Resolved.
6. Sustainability Plan for Liberal Arts	Samuelson, Hanson, Others	Discussion was held on the need for a similar Sustainability Process/Plan to be developed for the Liberal Arts disciplines. A task group was formed to include: Kent Hanson, Norma Konschak, Hank Roehrich, Brian Huschle, Diane Drake, Linda Samuelson, and one other TBD from the EGF Business Division. Kent proposed that a preliminary meeting be held before the next Shared Gov. Mtg. Not Resolved; Progress reports will be provided to Shared Gov. Council periodically throughout the year.
7. Financial Reports	Sponsler	Faculty requested a variety of financial data be provided on Virtual Office every month, and faculty can bring concerns or questions to the Council as needed. He provided a copy of financial reports that were available through Northwest Technical College prior to the TRF-EGF merger. Dennis Paesler provided a sample of what is currently posted on Virtual Office under the Administrative Services link. President Temte suggested that she, Dennis Paesler, Linda Samuelson, and Dan Sponsler meet to further define the information that faculty would like to receive, in addition to what is currently being provided. Not Resolved.
8. Facility Use by Public/Community Organizations	Temte	President Temte explained the rate schedule that was developed last year and the rationale behind the increase in fees from previous years. She stated we cannot afford to continue to offer college resources at little or no cost, and cited several instances where the college incurs large expenditures for events not always related to our mission and purpose. It was reported that in most cases, organizations are not being turned down from using college facilities, but in many instances, they do not meet the liability insurance requirements set forth in the state and college policy for use of state facilities. They find other locations in the community that do not have the insurance requirements. Resolved.
9. Distance Education faculty support	Sponsler, Forrest,	Faculty reported they are in need of instructional design assistance, primarily for the advanced users. Discussion was held and it was decided that the Distance Education

	McMahon	Committee would discuss and work toward resolving this concern, and report on their progress periodically. Not resolved.
10. Review of Class Caps	Konschak, Samuelson	Faculty and administration reached mutual agreement on changes to maximum class size for the following courses, effective Fall Semester 2009: JOUR 1181 – increased from 12 to 16; MFPT 1510 - increased from 25 to 30; HPER 1108 - decreased from 24 to 16; Reduction due to classroom space only; official cap will not change; HPER 1129 – increased from 20 to 30; A request to decrease class sizes in two nursing courses is being reviewed by administration and the RN Director. Not Resolved.
11. College Work Plan	Temte	President Temte reported that a draft work plan had been submitted to the Chancellor's office, and the final plan is due in November. She will share the plan with the Council in October or November when it is nearer to completion. Not Resolved.
12. Budget Updates	Paesler	Dennis Paesler reviewed data and answered questions about the FY08 Fund Results; which indicated a surplus balance of $194,738, and a reserve balance of $3,137,459, some of which is earmarked for specific purposes, as it was received in FY08, and must be spent in FY09 for the same purpose. The FY09 budget scenario was distributed and discussed. This report projected a deficit balance of $127,481, based on projected enrollment of 2,670 FYE's at various rates per credit. President Temte reported on the FY10 budget forecasts from the Office of the Chancellor. Based on a projected $2 billion state deficit, she reported that, if MnSCU suffered a cut commensurate with what happened in 2002, NCTC could potentially see a $1 million decrease in its allocation in the next biennium. Equipment budgets – faculty should now have all the information they need to proceed with purchasing equipment approved in the budget. Tuition and Fees – Faculty inquired about the difference in fees for courses (TRF vs. EGF). It was explained that the difference is because the student life fees differ for each campus. Resolved.
13. Policy Review		Nondiscrimination Procedure: It was reported that the Designated Officers assigned to handle complaints covered in this policy will be Norma Konschak, Hank Roehrich, Steve Crittenden, and Mary Fontes, effective November 1st. Becky Lindseth will no longer be the Designated Officer. Resolved.
13. Adjourned at 4:05 p.m.		
14. Next Meeting – potential new agenda items		COI Status Report Swenson House Utilization discussion
12. Next Meeting		Thursday, October 9, 2008, TRF Campus, Room 217 (Enter through Library entrance); 2 p.m.; Faculty pre-meet at 1 p.m. in same room.