Northland Community & Technical College
Shared Governance Council Meeting

March 19, 2009
TRF, Room 217
2 p.m.

M I N U T E S

Attendees: Jennifer Dahlen, Cynthia Jorstad, Tim Reuter, Kate Schmalenberg, Barb Forrest, Norma Konschak, Hank Roehrich, Al Shervold, Norm Halsa, Verena Samson, Kent Hanson, Beth McMahon, Linda Samuelson, Anne Temte, Mark Johnson, Danie Packard.
Guest – Dennis Paesler
Absent: Ruth LeTexier, Dan Sponsler

Topic	Responsible Party	Discussion/Outcome
Call to order	Samuelson	
1. Additions to Agenda	Samuelson	Senior Citizen policy review regarding rates/fees; April 10 In-Service plans
2. Summer Rotation Update	Roehrich	Hank reported that only one area is not resolved in the summer assignments (PNSG). Linda relayed a concern from a faculty member who, due to the rotation schedule, is likely to have to wait several years before being able to teach an online summer course. Administration stated that the contract is currently being followed, and the rotation process works for the vast majority of faculty. The Deans and Division Chairs will continue to work on issues regarding claiming and online courses. Resolved.
3. On-Line Class Caps	Hanson, Temte	Kent stated that administration has determined that online class caps must increase from 25 to 30 students and President Temte stated this will be in effect Fall Semester 2009. Discussion centered around the need for additional assistance to faculty teaching online. The Distance Education Committee, and other interested faculty, will meet to identify the needs and determine strategies to meet the needs. It was suggested that perhaps

		WebEx technology could be utilized more to communicate with students. Resolved.
4. Release Credits & Division Chair Structure	Hanson	Kent stated that administration was not prepared to propose any reductions to the release credits, but they will be examined carefully. He asked that he and the academic deans meet with the faculty presidents sometime in the next two weeks to discuss suggestions for reductions. Various questions were raised about the data that was distributed to the Council regarding grant funded assignments, NCA credits not listed; Faculty requested that salary be deleted from future charts released. Faculty asked if a report regarding College in the High School could be provided to the SGC. Not Resolved.
5. Open Discussion about campus identities and futures	Temte	President Temte stated that recent discussions have brought out the best and the worst of us. She stated that some people believe that the TRF Campus is losing out, and EGF is growing. She related to the campus differences, in enrollment trends, as well as cultures. She stated that EGF has a strong credit enrollment from primarily traditional students. The TRF Campus has different strengths, such as Management Education, Custom Training, etc. She stated that times are changing and we must think more innovatively in order to grow. We have to generate ideas to strengthen each other's campuses – not compete against each other. She stated that the Strategic Plan needs to be our guide, and not just sit on the shelf. Faculty offered feedback and stated that opportunities should not be viewed as threats to faculty; trust is needed among faculty college-wide. Resolved.
6. Federal Stimulus Bill funding opportunities & State's March budget forecast	Temte, Hanson	President Temte stated that administration is attending meetings regarding the impact and utilization of the Stimulus Bill. The Stimulus Bill may lower the state's deficit to $4.6 billion, but it is a one-time only funding and we cannot add it to our base funding. We are waiting for direction from MnSCU on how the college can and should use the stimulus funds. President Temte also stated there are other grant opportunities being researched, through Perkins, Dept. of Employment and Economic Development, Private Industry Council, etc. Resolved.
7. April 10 In-Service	Konschak	Norma briefly reviewed the tentative schedule for the April 10 In-Service, stating that 2-hour blocks are being developed for the following topics: Appreciative Inquiry – continuation of the strategic planning process; Assessment, and Safety/Security Training. Resolved.
8. Policy Review		#7031 & 7031P Resale Activity Policy/Procedure – third reading - Accepted #7055 & 7055P Gift Card Policy/Procedure – second reading - Accepted #2095 Laptop Computers Policy– first reading – no changes suggested Senior Citizen Policy – Faculty stated that the current policies regarding senior citizen

		enrollment needs clarification. There is conflicting (or incomplete) language in current policies relating to fees. Kent Hanson will bring the questions and concerns to the attention of the Student Services policy review team and ask them to revise the policies as needed, to be brought back to SGC for review. Not Resolved.
9. FY09 College Budget Update	Paesler	Dennis presented and reviewed an updated tuition calculation for FY09. He stated that the current enrollment total is 2,713 FYE's. The updated budget is based on 2,623 **paid** enrollments, allowing for non-collectibles. Dennis presented the revenue and expenditure funds 110 and 830; the report indicated a projected budget deficit of $397,004. He stated there is a significant amount of unspent budgets, which will lower the deficit if they remain unspent at year end.
10. Organizational Charts	Samuelson	Faculty asked for clarification and purpose of the AFSCME Work Area information contained on page 1 of the charts. Resolved.
11. Other	Temte Konschak, Samuelson	President Temte stated that the Office of the Legislative Auditor has just released a report related to MnSCU occupational programs. The report refers to the importance of utilizing advisory committees in planning programs, as well as the importance of informing prospective students about placement data. She will forward the link to the report to Council members for their review. Calendar Committee needs to schedule an initial meeting soon.
Adjourned @ 3:30 pm		Recorder, Cindy Cedergren
Next Meeting		Thursday, April 9, 2009; EGF Campus; 2 p.m., Room 106