Northland Community & Technical College
Shared Governance Council Meeting

Wed, June 24, 2009
Blue Moose Restaurant, EGF
2 p.m.

MINUTES

Attendees: Linda Samuelson, Dan Sponsler, Jennifer Dahlen, Cynthia Jorstad, Tim Reuter, Kate Schmalenberg, Barb Forrest, Norma Konschak, Hank Roehrich, Kerry Jaeger, Norm Halsa, Ruth LeTexier, Kent Hanson, Beth McMahon, Anne Temte, Danie Packard, Kathy Huschle.
Absent: Tishara Melcher
Guest: Becky Lindseth

Topic	Responsible Party	Discussion/Outcome
Call to order	Sponsler	
1. Additions to Agenda		None
2. 2009-10 Academic Calendar		Calendar was officially approved as amended on 5/14/09.
3. Faculty Mentoring Update	Roehrich	Administration reported that a process is being discussed on a college-wide plan and stimulus funds are being obligated for implementation of a plan. Administration stated they want more feedback from faculty and requested a task group be formed, consisting of two CTL reps and one other faculty from each campus. **Not Resolved. Updates will be presented as progress is made.**
4. 2009-10 Committees	Temte	Administration tabled this item until the August meeting. **Not Resolved.**
5. Joint Development of Faculty In-Service Topics	Hanson, Konschak	Faculty who volunteered to work with the academic deans in planning the August in-service were identified: Barb Weber, Farah Rahnama, Cynthia Jorstad, and Paul Werner. Norma Konschak shared a draft list of potential topics that could be covered during the in-service. Faculty asked that some of the items be kept to a 5-10 minute presentation, and that handouts for all presentations be compiled into one packet if possible. Administration stated that a maximum of 10% of the total faculty unit can be granted personal leave on any in-service day. **Resolved.**

5. Faculty/Student Ratios	Hanson	Administration reported that ratio data is derived from the entire faculty bargaining unit, which includes counselors, librarians, adjuncts, sabbaticals, and faculty leaves of absences. Kent Hanson stated that NCTC administration has asked the Office of the Chancellor to develop and distribute a statewide survey on release credits. The survey will include questions regarding division chair structures and leadership in allied health programs, especially nursing. Administration will share the results of the survey results whenever it becomes available. **Resolved.**
6. Swenson House Update	Temte	President Temte reported that plans are being made to relocate COI and Foundation employees to the TRF main campus, and we will only maintain minimal temperatures for the winter months, to save on utility and maintenance expenses. Administration will work with the Office of the Chancellor to discuss leasing out or selling the property, and will also be working with the Swenson family. She stated that the Inn at Maple Crossing is being considered for future COI leadership programs that were previously held at the Swenson House. **Resolved.**
7. Background Study Service Charge	Sponsler	Faculty expressed concerns about the decision to place the burden of these charges on students. They expressed concern that procedures are not in place to implement this change, and believed that this should have been discussed before being decided. Administration reminded the Council that when the Dept. of Health and Human Services stopped providing this service for free, the colleges had to take on the expense as an unfunded mandate. Colleges have now been given permission to pass this charge on to students. Most or all other colleges are also doing this. Administration stated that a meeting was held on the previous day to discuss the process to collect the charges from students. Students will pay in the bookstores; on-line students who are not typically on campus will be instructed to call Susan Harrie and submit a credit card number for the charge. Faculty expressed the need for a policy on how to handle the background studies. Discussion was held on whether the college could use other vendors other than the Dept. of Health and Human Services to conduct the background studies. Administration will check into faculty's questions and a policy will be drafted. **Not Resolved**.
8. Policy Review		**<u>First Reading:</u>** -Bookstore Policy and Procedure: no changes recommended -Tuition and Fees Policy: (info only); no changes recommended -Employee Use of College Property & Equipment: no changes recommended; EGF faculty noted they have no area on campus for employees to take breaks in privacy, that is equipped with a fridge, microwave, etc. Kent will look into this matter. -Student Loan Code of Conduct: no changes recommended. -Vehicle Use: Faculty plan to research some issues in the policy/procedure and will bring back their recommendations for the second reading. Questions arose about rental vehicles, personal insurance coverage, volunteers driving, and how it is determined whether a driver's license is essential to perform an employee's job duties.
9. FY09 Budget	Temte	President Temte reported that they will not have final figures on the FY09 budget until mid-August. She reported that non-collectibles may be higher than budgeted, but she still anticipates a balanced budget at year-end. She reported that the supervisors,

		wherever feasible, froze expenditures during the past month.
FY10 Budget- Reorganization Revised Org. Chart		President Temte reported on the need for reorganization and reviewed the proposed organizational chart for 7-1-09. She reviewed the rationale for moving Becky Lindseth into an Executive Director of Administrative Services position, adding the responsibility of overseeing the finance and technology divisions of the college. Faculty questioned why a position of this level was not posted and advertised, but rather assigned internally, and whether the promotion would result in a pay increase. President Temte stated that the need for leadership and improvements in this area was immediate, based on audit findings, and that a new position description will be submitted to the Office of the Chancellor to determine the classification and pay level. She assumed that the change in responsibilities would result in a pay increase. Faculty inquired as to why an interim position couldn't have been created for the immediate needs, giving the opportunity for a formal search process. Administration will take faculty concerns under advisement. President Temte stated that Dan Klug will lead the effort of the marketing and enrollment team, in addition to serving as the Executive Director of the Foundation.
EGF Campus Business Manager Position		EGF faculty expressed concerns about the lack of availability of administrators on campus, now being compounded by the elimination of the EGF Business Manager position. Becky Lindseth will meet with a small faculty group to listen to their specific concerns and work toward resolving the issues with current staff.
Positions Eliminated an Financial Impact		Administration presented a list of discontinued positions for FY10 and their financial impact. A brief discussion was held on the management of the radio station due to a position elimination.
Stimulus Funding		President Temte stated that all the requests from faculty and administration have been reviewed, and will be compiled into one document to be shared with all employees in the near future. She reviewed the tentative list of distribution of funds in FY10 and beyond, briefly discussing each of the 19 projects. Discussion was held on the purpose of the proposed Academic Coordinator and Director of Institutional Research positions. The draft position description of the Academic Coordinator will be shared with the Council, in addition to a list of possible new programs that may be considered in the next 1-3 years. Faculty asked if the proposed Academic Coordinator position would be replacing the release credits that administration is trying to reduce. Kent Hanson stated the position is not intended the replace the work covered by those credits.
10. Enrollment Report	Hanson	Kent Hanson distributed a current enrollment report, with comparisons to previous years at this time of year. Enrollment is very encouraging at this time. Faculty inquired about aviation enrollment.
11. Meeting adjourned at 4:05 p.m.		
Next Meeting		Either August 18 or 19; time and location will be based on In-Service Schedule.