



Northland Community & Technical College Shared Governance Council Meeting

Thursday, October 8, 2009
TRF Campus, Room 735; 2 p.m.

MINUTES

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

Topic	Responsible Party	Discussion/Outcome
Call to order	Samuelson	
1. Additions to Agenda	Samuelson	Minutes from the 9/24/09 Special meeting; Update on mentoring.
2. Minutes from 9/24 Meeting	Sponsler	Dan stated he had requested a change to the minutes regarding a statement that President Temte had made at the meeting. President Temte did not agree to the exact statement, but added a similar statement. She stated that the intent was clear that \$700,000 would come from reductions in faculty assignments. Resolved.
3. On-Line Faculty Support Position	Roehrich	Hank reported that the survey responses were due on Oct. 7 th and the task group will meet next week to review the feedback and make recommendations to administration. He noted that minutes of these meetings will be posted on Virtual Office. Not Resolved.
4. Update on Mentoring	Roehrich	Hank reported that attendance at meetings regarding this topic has been limited. He is waiting for feedback from the task group on their next meeting. Not Resolved.
5. Selection of Faculty for Advising	Hanson	Kent shared a document which outlined the current process of assigning an advisor to a student. He stated there are issues yet to be resolved, such as: cross-campus advising and retired or separated faculty still on the advisor list. A member asked that the responsibilities/roles also be clearly defined. Kent asked that feedback on the current process be brought back at the next meeting. The following faculty volunteered to work with Kent on this task: Kate S., Ruth L., Barb F., and Tishara M. Not Resolved.
6. Course Evaluation Process	Konschak	Norma reported that the generic course evaluation that administration had proposed is not technologically feasible, so the proposal was retracted. Resolved.
7. Budget Reductions for FY11	Temte	President Temte reviewed the goals of the administrative plan presented at the Sept. 24 th meeting, and stated that although she couldn't say exactly what the budget shortfall will be at this time, she anticipates at least a \$700,000 shortfall. She stated that restoring equipment budgets, increases in employee benefit costs, and a debt service of

		<p>approximately \$375,000, will have a major impact on the FY11 budget. Administration and faculty discussed faculty, staff and administration ratios. Beth McMahon asked if there were specific programs that need help in terms of ratios. She stated that programs with high ratios are getting cut release credits. She stated that the workload of division chairs has doubled from ten years ago. President Temte stated that the ratio of 17/1 faculty FTE is an overall college-wide goal. It doesn't mean that each program will be able to reach and maintain that ratio.</p> <p>Cindy Cedergren will email the Council a set of documents including institutional profiles from other peer colleges. Becky Lindseth will post and distribute various documents on the network for employees to access, many of which the Finance Committee had reviewed last year.</p>
8. Proposed Program Suspensions	Hanson	<p>Kent reviewed the plans to suspend the following programs in FY11:</p> <ol style="list-style-type: none"> 1) Administrative Support (TRF)-resulting in 2 FTE lay-offs 2) Cosmetology-resulting in 2.75 FTE Lay-offs; 3) New Media -resulting in 1 FTE Lay-off (will be rescinded if curriculum is developed and approved by a specified date.) <p>Once program reduction determinations are made, administration will review the possibility of establishing groups of faculty to whom Board Early Separation Incentives (BESI) may be offered where financial savings can be achieved. Those offers will be made between December 1-Jan.15.</p> <p>Norm Halsa expressed concern about losing programs that typically attract students from the region.</p> <p>Kent reviewed the breakdown of Division Chair, Department Head, and Program Director release credit reductions. Dan Sponsler recommended a Business Division Chair in EGF be retained. Ruth LeTexier relayed concerns about the mandatory requirements and responsibilities of the Health and Human Services Division Chair.</p> <p>Discussion was held on the budget reserve balance. President Temte stated she would not consider going below the Board of Trustees' reserve balance recommendation. She stated that the Board may push for up to 10% reserves, in anticipation of decreased funding in FY12 and FY13.</p> <p>Linda Samuelson stated that, even with all the information provided, it's difficult for faculty to respond to the proposed reductions. She stated that some of the decisions being made seem rash and uninformed. Administration may not know the full impact of the reductions – such as, how will the work of those whose credits are being reduced get done? Administration agreed they may not know all the impacts, but are open to consider alternative solutions to the needed budget reductions.</p>

		<p>Norm Halsa suggested an alternative plan to make up the \$700,000 budget shortfall. He stated that the proposed cuts in positions may result in approximately \$40,750 per person in unemployment compensation; increase tuition by 2.5%, restore the equipment budget to \$150,000 (versus the proposed \$300,000); Cut one administrator (\$115,000 cost), and take \$95,000 out of the reserve balance.</p> <p>Tishara Melcher expressed her concerns that there are no jobs locally for students in the new programs being proposed – such as Unmanned Aerial System Technician and Wind Turbine Technician. These new programs do not serve the area, opposed to Administrative Support and Cosmetology programs which do serve the local workforce needs. She asked if the resale revenue in Cosmetology had been factored into the cost analysis of the program.</p> <p>President Temte responded to the concerns raised about the development of new programs, including UAS Technician and other emerging technology. She stated that the likelihood of outside funding is strong and administration has a clear idea of emerging job opportunities in the newly proposed programs.</p> <p>Norm Halsa stated that he believes administration hires people for specific jobs and then they morph into something else. How much are we willing to spend to get money?</p> <p>Norma Konschak stated that the campuses must support each other.</p> <p>Dan Sponsler made a comment that administration appears to be pitting bargaining units against each other, based on comments he heard from staff members.</p>
9. Policy Review		<p>First Reading:</p> <p>#1060 Tobacco Policy (revised) – brief discussion was held regarding the enforcement of the policy; It was suggested that signs be posted 50 feet from the entrance so smokers know the required distance. No changes to the revisions were recommended by faculty.</p>
10. Meeting adjourned at 4:00 pm		
11. Next Meetings		<p>Next Special Meeting: Tuesday, October 27, 2009; TRF Campus, Room 735; 2 p.m.</p> <p>Next Regular Meeting: Thursday, November 12, 2009; EGF Campus, Room 115; 2 p.m.</p>