Northland Community & Technical College
Shared Governance Council Meeting

November 12, 2009
EGF, Room 115
2 p.m.

M I N U T E S

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

Topic	Responsible Party	Discussion/Outcome
Call to order	Sponsler	
1. Additions to Agenda	Sponsler	Old business: 1) Meeting scheduling; 2) Swenson House update; New Business:1) Social networking; 2) Email Security; 3) Mixed messages
2. Reductions in Unlimited Faculty	Hanson	Kent Hanson reported the following lay-off notices had been issued to unlimited faculty prior to November 1st : (2) full-time and (1) part-time in Cosmetology; (2) full-time in Administrative Support; (1) full-time in New Media. Resolved.
3. Faculty Mentoring	Roehrich	Hank Roehrich reported the task group has developed a proposal that will first go to the Cabinet for review. Hank requested that the faculty presidents and the committee meet together to discuss the proposal after the Cabinet has reviewed it. He was very pleased with the way faculty are working together on this project. Not Resolved.
4. On-Line Support	Roehrich	Hank Roehrich reported this task group is developing a proposal to establish an on-line facilitator position. They are working on establishing minimum qualifications for the position. The Cabinet also needs to review this proposal. Not Resolved.
5. Pandemic & COOP Plans	Lindseth	Becky Lindseth reported this task group will meet next week. She noted there is now a self-reporting link on the website for students to report H1N1 cases. President Temte reported on a recent emergency planning meeting that she and Bob Gooden attended in Moorhead. She reported that when MSCTC closed campuses in the Fargo-Moorhead area due to flooding, they left it up to individual faculty to work out alternative methods and schedules for students to complete their coursework. MSUM had a mutual agreement with faculty to extend the calendar to make up days they were closed.

		President Temte is expecting to receive more information from MSCTC regarding the process used to work with their faculty to make up coursework. She noted that the MnSCU system (D2L) does not have the infrastructure capacity for all courses to be administered on-line. Not Resolved.
6. Tentative Plans for New Programs	Sponsler	Dan Sponsler asked if the document that was shared in June had been updated. Kent Hanson reported that a task group within AASC(along with the new Academic Coordinator) is working on developing a formal process for new program development. Kent noted that any employee is encouraged to submit ideas for new programs to this task group or to administration. Dan asked that the SGC be updated periodically on the process and progress being made on new program development. Resolved.
7. Meeting Scheduling	Sponsler	Dan Sponsler asked that there be a more common approach/practice in scheduling meetings for faculty to attend, giving the participants multiple dates and times to choose from, rather than sending out a meeting notice without giving options. Resolved.
8. Swenson House Update	Sponsler	Dan Sponsler asked for a progress report on the Swenson House. President Temte reported she met with Office of the Chancellor officials about three weeks ago, and they are available to work with the college when we're ready to sell or lease the property. She also reported that conversations are occurring with the Swenson family members. She stated that one party might be interested in leasing the facility, which would create a revenue stream. Resolved.
9. Board of Trustees Award for Excellence in Teaching	Hanson Temte	When asked if faculty would support faculty participation in a nomination for this award, the faculty went on record that, at this point, they would not support faculty participation. Kent Hanson reported that the Board of Trustees expects all colleges to submit nominations. Dan Sponsler stated that faculty may choose to discuss this further with their membership, and will be brought up again at the December meeting. The information received from the OOC will be distributed to all SGC members. Not Resolved.
10. Board Early Separation Incentive (BESI)	Sponsler Lindseth	Dan Sponsler asked if the deadline established to accept a BESI offer was firm, due to a situation involving a faculty member who may have workload available next year and wants to know that for certain before accepting or rejecting the BESI offer. Becky Lindseth stated if the deadline were changed, it would be extended for all those offered a BESI, not just for one individual. She asked if the request was an official request from MSCF. Dan will have further discussion with the faculty members involved. Not Resolved.
11. Social Networking	Sponsler	Dan Sponsler reported that faculty have expressed concerns about the directive to discontinue use of Facebook on employees' computers due to the vulnerability of acquiring a virus. He stated that faculty were treated inappropriately by IT staff in handling infected computers. More communication between the employee and IT staff needs to occur. Discussion was held on whether or not the college's security level is adequate. Becky Lindseth explained the process in which MnSCU has directed colleges to handle virus reports to eliminate risks of compromising data. At this point, MnSCU is covering the cost of dealing with the viruses (by a private company), which is ranging between $5,000-6,000 per computer). The timeframe to receive the computer back is

		unknown. Members asked what other colleges are doing to prevent viruses through the use of Facebook and other social networking sites. Stacey Hron will be asked to develop a summary response to all employees, addressing concerns expressed by faculty. Don Fischer and Kent Hanson are willing to participate in further discussions regarding this topic, in addition to others in technology or marketing. It was suggested that the OOC develop a directive on this issue. This topic will also be covered at the January In-Service. Not Resolved.
12. Email Security & Back-up	Sponsler	Dan Sponsler reported on the lack of communication from IT staff related to email being down at EGF over the week-end. He reported that once the system was up and running, employees were not notified on what they needed to do to access it again (resetting passwords was required). He asked if there was a way of monitoring the system on week-ends, giving IT staff the opportunity to fix the problem before Monday morning. Becky Lindseth will recommend that a standard operating procedure be developed to communicate problems, and the use of alternative forms of communication when email is not available. It was suggested that a notice be posted on the website, since that was accessible during the down-time. Not Resolved.
13. Mixed Messages	Sponsler	Dan Sponsler stated that faculty feel they are getting mixed messages from administration, specifically related to reductions in release credits, and which decisions are considered intents vs. negotiable items. Discussion centered around the topic of bringing in an outside facilitator for developing a plan for nursing coordination. Administration remained firm on hiring a Dean of Nursing or Allied Health, but the duties of the position are open to discussion. President Temte reviewed the rationale for this decision and didn't believe that faculty offered any other compelling arguments or alternatives to this decision that would reach the goals established by administration. Administration stated that nursing faculty should have been involved in the ideas proposed by faculty in their response to administration. Other members stated that all faculty had been given a chance to respond to faculty's proposal before it was submitted to administration. Administration stated that they need faculty in leadership roles in the nursing program and it is important for all the nursing faculty to be involved in the development of a Dean position. Administration stated that the faculty's proposal changed the goals of administration and did not address the budgetary and organizational issues the college is facing. Discussion was held to clarify the need to increase the student/faculty ratios. Administration stated that many of the duties assigned as faculty release credits could possibly be done by other bargaining unit employees. The number of release credits drives the student/faculty ratios down. President Temte stated that it appears that release credits started to get out of balance after the merger in 2003. Resolved.
14. Budget Topics: FY10 Budget Update	Lindseth	Becky Lindseth presented an updated summary dated 10/31/09 which indicated a deficit balance of ($81,455). She reported there may be another unallotment by MnSCU for FY10. More information should be known by early December. Other questions on the budget report were addressed.

FY11 Budget Forecast		Becky Lindseth presented an FY11 budget forecast with scenarios reflecting decreases in state allocation ranging from 7.5% to 14%. She reported that insurance costs will increase in FY11. The projected deficit balances ranged from ($410,993) to ($1,239,959). President Temte stated she is meeting with the Student Senates to discuss the budget and the need for tuition increases. Questions were addressed about the new positions being funded by stimulus funds.
Monthly Budget Reports		Faculty stated that the newly designed monthly departmental budget reports are helpful and easy to understand.
15. Organizational Chart	Temte	A revised chart was reviewed. The only significant changes were made in the marketing dept. Dan Klug will supervise the Marketing Director and other marketing/public relations staff.
Meeting adjourned at 4:05 p.m.		
Next Meeting		Thursday, December 10, 2009; TRF Campus, Room 735; 2 p.m. (faculty pre-meet in same room at 1 p.m.)

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