



## Northland Community & Technical College Shared Governance Council Meeting

Thursday, December 10, 2009  
TRF Campus, Room 735  
2 p.m.

### MINUTES

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

Absent: Norm Halsa

Guest: Stacey Hron

Topic	Responsible Party	Discussion/Outcome
Call to order	Samuelson	
1. Additions to Agenda	Samuelson	Faculty added the following agenda items: Old Business: Stimulus Budget update; New Business: Space Utilization college-wide; Search Committee make-up.
2. Social Networking	Hron	Stacey reported that a task group made up of faculty, IT staff, and administration had met to discuss concerns expressed by faculty regarding the use of Facebook. She shared a Technology Update which outlined the measures being implemented to reduce/limit the risks of viruses, many of which will be accomplished over the semester break. She reported on the addition of an Alerts webpage on the college website. Resolved.
3. Email Security/Back- 4. up Systems	Hron	Stacey addressed faculty's concerns about losing emails when the system goes down, the process of communicating when systems are down, and when they are restored. She stated that a new back-up system was installed this summer that would prevent emails from being lost whenever the server goes down. Stacey reported that a standard

		operating procedure is being developed that will outline the communication process for various interruptions/malfunctions of technology systems. Resolved.
4. Faculty Mentoring	Roehrich	Hank reported on the progress of this task group and that their proposal will be presented to the Cabinet on Dec. 16. The process for selection of mentors, and the type and amount of compensation are still unresolved. Faculty raised questions about the budgeted amount for mentoring (included in the Stimulus budget), and their concerns about future funding for this initiative Not Resolved.
5. On-Line Support	Roehrich	Hank reported on the work of this task group. Options for filling a position for on-line support are being investigated, such as sharing a position with another college, internships, etc. More information may be available at the Jan. meeting. Not Resolved.
6. Pandemic/COOP Plans	Lindseth	Becky shared a summary of the task group discussions held recently. As a follow-up to the discussion, the COOP Plan will be discussed at a concurrent session during the Jan. 7 in-service day. Julie Fenning will be available to facilitate discussions. A checklist will be developed to assist each program area to determine its course of action in the event of a short-term interruption of classes for various reasons. Kerry Jaeger stated it was important to communicate to students that an individual faculty's expectations of their students may differ drastically between courses or programs. Resolved.
7. Board of Trustees Award for Excellence in Teaching	Samuelson	Faculty stated, for the record, that at the recommendation of their state union, they will not support nor participate in forwarding faculty names for nominations for this award. Resolved.
8. BESI Update	Lindseth	Becky briefly reviewed the process again, and reported that two faculty members, out of those eligible for a BESI, accepted the offer and will retire effective May 14, 2010. Resolved.
9. Stimulus Budget Update	Samuelson	Faculty requested an updated stimulus fund budget – how the funds are being spent, balance remaining, etc., at the January meeting. Administration will provide that information. On another issue, it was noted that the link to the monthly dept. budgets on Virtual Office was not working. Becky will check on this issue. Not Resolved.
10. Class Caps	Hanson	A list of courses with maximum class capacities was presented for review, for courses in Aviation, New Media, Physical Therapy Assistant, and Commercial Vehicle Operations. (list is attached). Following discussion, faculty approved the changes to these class caps. Resolved.
11. Faculty In-Service Agenda	Roehrich	Hank reviewed the draft agenda for the Jan. 6-7 in-service workshop, stating that three guest speakers were on the schedule, at no cost to the college. Other portions of the agenda were discussed; a list of topics will be added to the Jan. 7 aft. concurrent session. Resolved.
12. January SGC Meeting	Sponsler,	After discussion about the in-service schedule, it was determined the meeting would be

	Samuelson	held on Jan. 7 at the EGF Campus, starting at 3 p.m. Resolved.
13. Space Utilization College-wide	Samuelson	Linda asked that the Facilities Committee be consulted for topics dealing with changes to purposes of spaces on the campuses, such as student use areas, classrooms, etc. Comments were made about the need to consult with faculty when new construction, remodeling, or office relocations are planned. Discussion followed regarding office locations for recent and future new employees. Becky indicated that, for the Facilities Committee to be effective in such matters, it would have to meet more frequently than once per month. President Temte stated that as opportunities arise, administration will try to balance out the number of administrators/supervisors on each campus. For some positions it is beneficial in attracting candidates for positions when they are given an option of the office location. Resolved.
14. Search Committee make-up	Samuelson	Linda asked if there were guidelines for search committee chairs to follow, in terms of the make-up of the committee, who makes the final decision on the composition of the committee, etc. Faculty expressed concerns that the make-up of the Director of Marketing Search Committee did not include any members of the MET Team. Becky explained the process of forming search committees, and that the chair of the committee determines the actual members, based on the volunteers. President Temte stated that the current Interim Marketing Director will have a role in the search process, and open forums and/or dept. meetings in Marketing will give employees the opportunity to visit with the candidates and to provide their input. Resolved.
15. Budget	Temte	President Temte stated that the budget forecast for FY12 and FY13 indicates a possible \$5.6 billion shortfall in the state's budget. More information should be available from MnSCU next week. Resolved.
16. HR Staffing Update	Lindseth	Becky reported on staffing changes in Human Resources, as outlined in an email sent today to all employees. Resolved.
Meeting adjourned at 3:35 p.m.		
Next meeting		Thursday, January 7, 2010; EGF Campus, Room 115; <b>3 p.m.</b> (pre-meet from 2:30-3 pm in same room)

**College**

<b><u>Caps</u></b>	<b><u>Course Number</u></b>	<b><u>Course Title</u></b>	<b><u>Credits</u></b>	<b><u>Area</u></b>
50/25	AVIA 1101	Aviation Basics & Intro	6	Technical
50	AVIA 1102	Math & Physics	2	Technical
50/25	AVIA 1104	Weight & Balance	2	Technical
50/25	AVIA 1105	Basic Electricity	5	Technical
50/25	AVIA 1107	Inspection & Treatments	3	Technical
50/25	AVIA 1110	Shop Tools & Hardware	1	Technical
50/25	AVIA 1120	Airframe Inspection	3	Technical
50/25	AVIA 1121	Nonmetallic Structures	5	Technical
50/25	AVIA 1123	Sheetmetal	6	Technical
50/25	AVIA 1125	Hydraulics/Landing Gear	6	Technical
50/25	AVIA 1127	Environ/Assembly/Rigging	6	Technical
50/25	AVIA 2201	Reciprocating Theory/Maint	7	Technical
50/25	AVIA 2203	Turbine Engine Theory/Maint	7	Technical
50/25	AVIA 2205	Ignition/Fuel Metering/Pwrplt	8	Technical
50/25	AVIA 2207	Propellers/Pwrplt Inspec	5	Technical
50/25	AVIA 2223	Fire Protec/Fuel/Instru Sys	4	Technical
50/25	AVIA 2225	Elec Troubleshooting	8	Technical
20	CVOP1100	State/Federak Regulation	4	Technical
20	CVOP1105	Safe Operation/Regulation	4	Technical
20	CVOP1110	Trip Planning	3	Technical
20	CVOP1115	Commercial Op I	4	Technical
20	CVOP1120	Commercial Op II	3	Technical
30	NMED1101	Digital Audio	2	Technical
30	NMED1110	Nonlinear Audio Edit	3	Technical
30	NMED1120	Electronic Media Mgmt	3	Technical
30	NMED1201	Digital Video	2	Technical
30	NMED1210	Nonlinear Video Edit	3	Technical
30	NMED1220	Webcasting	4	Technical
30	NMED2101	Podcasting	3	Technical

30	NMED2110	Remote Broadcasting	3	Technical
30	NMED2111	Sportscasting	3	Technical
30	NMED2201	Video Graphics	2	Technical
30	NMED2210	Video Distribution	3	Technical
30	NMED2220	Social Media	3	Technical
18	PTAS 1101	Introduction to PTA	3	Technical
18	PTAS 1105	Fundamentals of PTA	4	Technical
18	PTAS 1108	Pathophysiology	2	Technical
18	PTAS 1110	Physical Agents	4	Technical
18	PTAS 1114	Kinesiology for PTA	3	Technical
18	PTAS 1116	Therapeutic Exercise I	2	Technical
24	PTAS1118	Clinical Skills Review	1	Technical
18	PTAS 1120	Clinical Introduction	1	Technical
18	PTAS 1130	Clinical Education I	4	Technical
18	PTAS 2101	Orthopedics for PTA	2	Technical
18	PTAS 2105	Neurology for PTA	5	Technical
18	PTAS 2111	Therapeutic Exercise II	3	Technical
18	PTAS 2115	Advanced Techniques	4	Technical
18	PTAS 2125	PTA Ethics and Issues	2	Technical
18	PTAS 2140	Clinical Education II	5	Technical
18	PTAS 2150	Clinical Education III	5	Technical
18	PTAS 2160	Professional Integration	3	Technical

12/8/2009