



Northland Community & Technical College Shared Governance Council Meeting

Tuesday, August 18, 2009; 3 p.m.; TRF Campus, Room 217

MINUTES

Attendees: Jennifer Dahlen, Barb Forrest, Norm Halsa, Kent Hanson, 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; Absent: Kate Schmalenberg; Guest: Becky Lindseth

Topic	Responsible Party	Discussion/Outcome
Call to order	Samuelson	
1. Additions to Agenda	Samuelson	None
2. Faculty Mentoring Update	Roehrich	Hank Roehrich reported that a group of faculty had just met with him and had generated many excellent ideas to consider in the development of a faculty mentoring program. He asked the faculty presidents to seek two faculty from each campus to serve on a task force to continue to work on this project. Not resolved.
3. 2009-10 Committees	Council	A draft chart of current and new committees was reviewed, discussed and will be revised as requested. Faculty presidents will seek faculty reps for the committees, as soon as the new committee info is available. Names of actual committee members will be added to the chart once memberships are all determined. Not resolved.
4. Background Studies/Policy Development	Hanson	This item was tabled until the Sept. meeting. Not Resolved.
5. On-Line Faculty Support Position	Roehrich	The Distance Education Committee will continue to discuss the needs, the roles, job description, etc. of this proposed new position. Not Resolved.
6. Process for Further Reductions	Temte	<p>President Temte stated that additional cuts will need to be made in order to balance the budget and beyond. She asked that an additional Shared Governance Council meeting be held between the Sept. 10 & October 8th meetings to give the Council an opportunity to react to administration's recommendations before the Nov. 1st deadline for issuing faculty lay-off notices for 2010-11. Administration will be bringing forward reductions in release credits and possible program reductions.</p> <p>A member asked if administration was considering any retirement buy-outs (officially called Board Early Separation Incentives or BESI), which was recently approved by the MnSCU Board of Trustees. Becky Lindseth and President Temte explained the process</p>

		the college must follow in order to utilize that retirement incentive, and that the entire cost would be solely paid by the college, with no special MnSCU funding. Administration may consider offering this incentive to employees, but only if it is in the best interests of the college. Kent Hanson stated that the Program Sustainability process currently in place will continue to be used to make program viability decisions. Discussions will continue on this topic. Not Resolved.
7. Audit Report	Temte	President Temte reported that the audit report from the Office of the Legislative Auditor is still in draft form and cannot be released until the OLA grants permission to do so. Administration must respond to the draft report first, and after any changes are made, the official report will be released to the college and the public. Becky Lindseth had addressed the faculty during in-service on some of the most critical areas that need to be improved. If the report is ready for distribution by the Sept. meeting, it will be placed on the agenda. Not Resolved.
8. SGC Administrative Membership	Temte	Faculty responded to a request from administration to add one more administrator to the Shared Governance Council. Faculty stated their wishes were to follow the MSCF contract language, which allows for the President and three appointed administrators to participate in the meetings. President Temte indicated that, if this was a firm position of the faculty, she would appoint Kent Hanson, Becky Lindseth and one of the two campus-based academic administrators. After discussion, faculty decided to table this decision and bring this topic back to their faculty groups for further consideration. A decision will be reported at the Sept. meeting. Not Resolved.
9. Policy Review		<p><u>Second Reading:</u></p> <ul style="list-style-type: none"> -Bookstore Policy/Procedure – no changes -Employee Use of College Property Policy/Procedure – no change, but faculty requested a delay in implementing the personal appliances fees (for EGF employees) until a staff lounge room is made available for faculty use. Faculty felt it unfair to charge fees to individuals when there is no other option than to provide their own appliances. -Student Loan Code of Conduct – no changes - Vehicle Use – no changes <p><u>First Reading:</u></p> <p>Employee Selection Procedure – no changes at first reading.</p>
10.FY10 Budget Update	Temte, Lindseth	<p>President Temte reported that trying to balance the FY10 budget has been a challenge. Currently the budget is balanced within \$100,000. Administration is revising revenue projections to reflect the increase in enrollment. Uncollectible tuition for FY09 was higher than expected. Administration hopes that more PELL grant funding this year will decrease the amount of uncollectible tuition in FY10.</p> <p>Timely and clearer monthly reports will be made available to faculty once appropriate employees in Fiscal Services are trained in running Brio reports. It is administration's goal to have a reconciled budget every two months, and a goal of Nov. 1 was set for starting to issue new and improved departmental budget reports.</p>

		A faculty member asked about current construction project budgets and bonded indebtedness. President Temte stated that the construction projects were staying within their budgets, and bonded indebtedness will increase between now and 2013.
11.Meeting adjourned at 4:05 pm		
12. Next Meeting		Thursday, September 10, 2009; EGF Campus, Room TBD; 2 p.m. (faculty pre-meet at 1 p.m. in same room)