



Northland Community & Technical College Shared Governance Council Meeting

Thursday, January 7, 2010
EGF, Room 115; 3 p.m.

MINUTES

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

Alternates: Faith Rud, Dorinda Sorvig, Andrew Dahlen

Absent: Kathy Huschle, Danie Packard, Norm Halsa, Hank Roehrich

Topic	Responsible Party	Discussion/Outcome
Call to order	Sponsler	
1. Additions to Agenda		Faculty added the following items: 1) Faculty Leave Balances 2) Core of the College discussion 3) Request for future reports- Academic Matrix, Grants Update, COI Update, Foundation Update 4) Program Sustainability Process
2. On-Line Support Position	Hanson	Kent reported that a position description (probably MAPE bargaining unit) will be reviewed once more by the Distance Ed. Task Group for feedback, and will then be sent to the Office of the Chancellor for classification determination. Kent recommended that two part-time temporary positions be posted (one per campus). Faculty agreed with the recommendation. Funding for these positions is included in the proposed Stimulus Budget for FY10 through FY12. Proctoring assistance still needs to be discussed further. Kent Hanson and the Academic Deans will attend the next task force meeting to continue discussions. Not resolved.

3. Faculty Mentoring	Hanson	Kent stated that administration could not agree to either of the proposals presented by the Faculty Mentoring Task Group, due to budget constraints and contractual issues. Discussion was held on ways that current faculty support personnel could assist new faculty with operational tasks, allowing faculty development coordinators and mentors to focus on academic processes. Administration suggested creating one or two part-time temporary faculty development coordinator positions (MAPE bargaining unit) using the same approach as the on-line support positions. Not resolved.
4. Faculty Leave Balances	Sponsler	Dan stated that actual faculty leave balances are not provided on the Employee Self-Service website. Becky explained that the system cannot pull that data into faculty records. Dan requested that leave balance information be provided to faculty more than once per year. Questions were raised about accessing that information on E-Services. Becky will look into that site for accessing leave balances. Not resolved.
5. Stimulus Budget Update	Lindseth	Becky distributed a budget and administration provided status reports for each of the projects included in the budget. Projects that may not spend their allotment were Developmental Education and Content Management. Administration stated that unspent stimulus funds will be used to offset the budget deficit. Funds must be spent by 6/30/10. If not spent, the funds will go into reserves. Stimulus funds will also be used for separation costs for retirements and lay-offs of employees. Resolved.
6. Matrix Update	Sponsler	Dan requested that an updated personnel matrix be available for the February meeting, including faculty/student ratios, FYE's, etc. It was reported that enrollment is up by 173 FYE's over last year. Not resolved.
7. Core of the College Discussion	Sponsler	Dan asked President Temte to expand on her message to faculty during in-service about the core mission of the college. She stated that the college has added components to its operations over a period of years, mentioning such things as accepting the Swenson House, offering facilities free of charge to community groups, adding courses to enhance the breadth of liberal arts. We need to look at each initiative/add-on in terms of the three core missions of a Minnesota comprehensive college: transferability, technical preparation and custom training needs of business and industry. Do more student services become our core? President Temte stated that, if we discontinue doing some things now, hopefully we can add back things as we can afford them. Kerry Jaeger stated there are standards that constitute the core mission. Further discussions will be held on this topic.
8. Future Reports	Sponsler	Dan requested the following updates be provided at the February meeting: 1) Foundation Update – financial report/ scholarships awarded for TRF and EGF. 2) Grant Status Report (quarterly reports) – grants applied for, grants received, etc. Becky noted that grant information will also be available on Virtual Office.

		<p>President Temte reported that the college is engaging a firm to work on individual grants, in addition to utilizing current staff.</p> <p>3) COI Update – financial report, staffing update</p>
9. Program Sustainability	Sponsler	<p>Faculty expressed concerns and raised questions regarding information contained in the sustainability document as it relates to all program costs. Kent Hanson stated that the biggest factor used in the sustainability process is the faculty to student ratios over a period of years. After discussion about the document and the process, faculty and administration agreed to revisit and consider refining it, and identified the following task group: Beth McMahon, Tishara Melcher, Kerry Jaeger, Dorinda Sorvig, Kent Hanson, Hank Roehrich, and Norma Konschak. The task group will report back with proposed changes. Not Resolved.</p>
10.Budget	Lindseth	<p>Becky stated that budget updates will be provided to SGC every two months. She will email the next update with revised faculty matrixes. She noted that the debt service for FY10 is \$257,000, considerably higher than originally budgeted. She projected a \$450,000-500,000 deficit for FY10 based on expenditures that were missed or unanticipated when the budget was developed. She reviewed the transition plan for Business Services due to the recent resignation of the CFO. Resolved.</p>
11. Organizational Chart	Lindseth	<p>Becky reported on recent changes to the chart, primarily in Business Services. The updated chart is maintained on Virtual Office. Resolved.</p>
12.Comments	Temte	<p>President Temte expressed her appreciation for the civility and respectfulness of the Shared Governance Council, particularly in dealing with tough decisions such as program suspensions and other budget reductions.</p>
Meeting adjourned at 4:15 pm		
Next Meeting		<p>Thursday, February 11, 2010; TRF Campus, Room 735, 2 p.m.</p>