



Northland Community & Technical College Shared Governance Council Meeting

February 11, 2010
TRF Campus, Room 735
2 p.m.

MINUTES

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

| Topic | Responsible Party | Discussion/Outcome |
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| Call to order | | |
| 1. Additions to Agenda | | None |
| 2. Introduction & Budget Reports | Temte | Shannon Jesme was formally introduced to the Council, as the Interim CFO until June 30. It was noted that until this week, she has had difficulty obtaining access to all the data she needs to run desired reports. She will be able to provide updated budget reports by mid-February. |
| 3. On-Line Support Positions | Hanson | Kent reported that the only applicants for the positions were from one campus. Since it is the desire to have one position on each campus, it was recommended that the position posting be reopened and the deadline extended for one week. Kent will communicate this to employees. Not Resolved. |
| 4. Faculty Mentoring Positions | Roehrich | Hank reported the position description is awaiting feedback from faculty; the position then needs to be classified by MnSCU. Feedback must be submitted to either Paul Werner or |

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| | | Jennifer Dahlen in one week. Not Resolved. |
| 4. Faculty Leave Balances | Samuelson | Faculty reported they recently received updated leave balances, and will receive them every semester. Resolved. |
| 5. Program Sustainability Update | Hanson | Kent reported that the subcommittee met to review the measures currently in the process; changes being discussed or considered are overall program costs – breakout of personnel/supplies/equipment; incorporating distance education courses; ITV; clarification of information. Faculty inquired about the implementation of improvement efforts for the orange and yellow category programs – who is responsible for seeing that projects that are decided on are getting done. It was recommended that timelines and persons responsible need to be included in the sustainability documents. Discussion was held on the make-up of the Sustainability Committee. It was suggested that specific individuals in various areas (such as marketing, PR, student services, etc) be assigned to the committee, rather than sending an available representative to the meetings. It was also recommended that the program's advisory committee chair be invited to the meetings for their respective program. The subcommittee will bring back their recommendations for changes to the Council. Not Resolved. |
| 6. Program Sustainability for Liberal Arts Program | Hanson, Samuelson | Discussion was held on the formation of a Liberal Arts Advisory Committee. The Liberal Arts Sustainability task group was asked to define the purpose and mission of the proposed committee. Not Resolved. |
| 7. Two-Year Class Schedule Update | Hanson | Kent reported on the development of a 2-year class schedule. It is the goal to have schedules released prior to the April 1st registration date. The Deans are currently working on summer rotation schedules. Faculty inquired about the possibility of creating new courses to fit into the schedule later on. Kent stated that the core schedule is being developed, but will be flexible enough to add/delete courses as deemed necessary. |
| 8. Academic Calendar-Orientation Day; Final Exams | Hanson | Kent led a discussion about setting aside an Orientation Day that would be held on one class day, possibly during the second week of the fall semester, to allow more students to participate than currently do, since orientation is held prior to the semester start. Faculty presidents will bring this recommendation to their associations for discussion and report feedback at the next meeting. Not Resolved. Faculty reported that there were no concerns raised from faculty regarding the split schedule in the 2010-11 final exam schedule. Resolved. |
| 9. Policy Review | | First Reading: Campus Signage Policy & Procedure – questions were raised and one change was recommended for the first reading. Not Resolved. |
| 10. Budget | Hanson | Kent reported a current FTE of 179.05, and projected 2,939 FYE for the year. The number of credits between campuses is similar. Headcount is up; management |

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| | | registrations are included in the faculty/student ratio calculation. President Temte stated that a 5% tuition increase cap is being adopted by the Board of Trustees. There are still many unknowns regarding the unallotments. The faculty matrix /budget update will be distributed within two weeks. |
| 11.Foundation Update | Klug | Dan Klug addressed questions from faculty on various aspects of the Foundation. He reported that the Foundation Board has aligned their strategic plan with the college's strategic plan and has reorganized their committees into three Lead Measure Teams to accomplish those goals. He stated that they will be refocusing their main emphasis from small fundraising events to developing major gift and planned giving efforts. He stated that alumni are our greatest untapped resource. He thanked the faculty for their support of the Foundation through payroll deductions or direct gifts. Faculty inquired about new contributions recently acquired. Dan reported that 2/3's of the Foundation's current assets were given by two or three people. We need to strengthen awareness through referrals from employees, businesses, etc., to build relationships with potentially large donors. A few suggestions for potential donors were made at the meeting. He reported on the Commercial Vehicle Operations Program supplemental funding, by businesses with a vested interest in the program. He reported that approximately \$10,000 in small grants were awarded to faculty and staff this past year, a program initiated by the Foundation Board. He is working with Bremer Foundation for possible future funding of the Dislocated Worker scholarship program. |
| Meeting adjourned at 3:40 pm | | |
| Next Meeting | | Thursday, March 18, 2010; EGF Campus, Room 115, 2 p.m. |