



Northland Community & Technical College Shared Governance Council Meeting

March 18, 2010
EGF Campus, Room 115
2 p.m.

MINUTES

Attendees: Barb Forrest, Norm Halsa, Kent Hanson, Beth McMahon, Becky Lindseth, Tishara Melcher, Tim Reuter, Hank Roehrich, Linda Samuelson, Kate Schmalenberg, Dan Sponsler, Anne Temte, Cynthia Jorstad

Substitutes for Members Absent: Adam Paulson, Kim Philipp, Justin Berry, Don Fischer

Absent: Jennifer Dahlen, Danie Packard, Kathy Huschle, Kerry Jaeger, Norma Konschak, Ruth LeTexier

Guests: Shannon Jesme, Jim Retka

Topic	Responsible Party	Discussion/Outcome
Call to order	Sponsler	
1. Additions to Agenda	Sponsler	Faculty added Division Chair discussion; Administration added community relations.
2. On-Line Support Positions	Roehrich	Hank reported that Beth McMahon (EGF) and Linda Samuelson (TRF) had been hired to fill these positions on their respective campuses. Resolved.
3. Faculty Mentoring Positions	Hanson	Kent reported that the position descriptions had been submitted to MnSCU for classification. Not Resolved.
4. Program Sustainability	Hanson	Kent reported that the task group had met and will meet again to resolve questions and concerns raised by faculty in previous meetings. The task group has reviewed several aspects of the sustainability process. The final product will be brought to SGC at a future meeting. Not Resolved.

5. Liberal Arts Sustainability Process	Hanson	Kent reported there is a meeting scheduled next week. Not Resolved.
6. Orientation Day	Sponsler	Dan reported that both faculty groups are in support of setting aside a class day for student orientation activities, with the expectation that the day is well-planned and coordinated to make the best use of faculty's time. Once a procedure for the day is defined, a day will be identified on the calendar. President Temte suggested colleges who have successful orientation days should be consulted and/or visited, either in person or via video. Implementation of an Orientation Day would be planned for Fall 2011, and will be revisited at the Sept. or Oct. 2010 SGC meeting. Not Resolved.
7. COI Update	Retka	Jim reviewed portions of the COI Annual Report and fielded questions from faculty. Resolved.
8. Division Chair Discussion	Temte	President Temte shared a summary of topics discussed with the faculty presidents and administration regarding the current and future division chair structure. Each topic was reviewed and discussed. Linda Samuelson requested that two TRF faculty (one Liberal Arts and one Technical) be added to the proposed college-wide scheduling and academic operations team (with no compensation). It was noted that a Business faculty member could also be added to the team, with no compensation. Kent Hanson reported he will meet with the nursing faculty next week regarding the proposed Dean position. Further discussion will continue at the April SGC meeting. Not Resolved.
9. FY10 Budget	Jesme	Shannon reviewed the FY10 General Fund Budget as of 2/28/10, which indicated a projected surplus of \$1,042 at year-end. Several aspects of the budget were addressed and clarified by Shannon and other administrators present. Questions regarding resale revenue will be researched and resolved by Administrative Services.
10. FY11 Budget	Jesme	Shannon stated that within two weeks we should have a clearer picture of the FY11 budget forecast. She reviewed the current FY11 budget forecast, which indicated a \$1,903,003 deficit if the college experiences a projected 11.5% decrease in the base appropriation. The forecast included the impact of tuition increases ranging from 1-5%. It was noted that each 1% increase generates approximately \$115,000. Administration is meeting with Student Senates in March and April and plan to propose an estimated 3-4% tuition increase for next year. Faculty inquired about other student fees being increased. Administration stated no increases in fees were planned at this time. The FYE projections used for FY11 may be conservative, based on this year's enrollment, but uncollectible tuition is an issue every year. Comments were made that we may need to get tougher on students who do not follow their established payment plan. Questions were raised regarding the college reserves. Administration stated that the Office of the Chancellor considers the current reserve balance to be low.

		Faculty brought up concerns about program budget transactions not showing up in their budget reports in a timely manner, making it difficult to know actual budget balances on a monthly basis. Shannon and Becky stated that a chargeback schedule will be established in the business office.
11. Policy Review		Second Reading: Campus Signage Policy and Procedure – Questions were raised about enforcement of the policy and one additional change was recommended. Resolved.
Meeting adjourned at 3:40 p.m.		
Next Meeting		Thursday, April 8, 2010; TRF Campus, Room 703; 2 p.m.