



Northland Community & Technical College Shared Governance Council Meeting

April 8, 2010
TRF Campus, Room 703; 2 p.m.

MINUTES

Attendees: Jennifer Dahlen, Barb Forrest, Norm Halsa, Kent Hanson, Kathy Huschle, Kerry Jaeger, , Norma Konschak, Ruth LeTexier, Tishara Melcher, Tim Reuter, Hank Roehrich, , Kate Schmalenberg, Dan Sponsler, Anne Temte.

Absent: Cynthia Jorstad, Linda Samuelson, Beth McMahon, Danie Packard

Alternates: Adam Paulson, Andrew Dahlen, Don Fischer

Guests: Shannon Jesme, Steve Crittenden

Topic	Responsible Party	Discussion/Outcome
Call to order	Melcher	
1. Additions to Agenda		Faculty added the following new business items: Stimulus Funds/Review process for continuing positions; Review of Human Resources job duties/intended improvements.
2. Faculty Mentoring Positions Update	Roehrich	Hank reported he is still waiting for classification from the Office of the Chancellor. He reported that these positions will be filled and will begin their duties prior to the start of fall semester. Not Resolved.
3. Program Sustainability Update	Hanson	Kent reported the task group should have a document to review at the May meeting. A suggestion was made that perhaps programs could be compared to other programs nationwide. Faculty raised concerns that the programs currently in the orange category should be, but are not, meeting regularly. Kent will look into this concern. Not Resolved.
4. Liberal Arts Sustainability Update	Hanson	Kent reported the task group hopes to have a draft mission and goals to share at the May meeting. Discussion was held on the term "area of emphasis" in several Liberal Arts programs, and the confusion that it often raises for students. A suggestion was made to call them "areas of interest" instead of emphasis. President Temte referred this issue to

		the Academic Affairs and Standards Council for discussion and resolution. It was suggested that a cross-section of faculty (beyond AASC members) should be brought together to discuss this issue. Sustainability – Not Resolved; Emphasis - Referred to AASC.
5. Division Chair Update	Sponsler	President Temte and Kent Hanson reported that the proposal shared last month has not changed. Some changes will be phased-in over the next year. President Temte stated that reorganization/restructuring of some program areas may result from the acceptance of BESIs (Board Early Separation Incentives) that have been offered to 10 support staff in various areas. The college will fund up to eight BESIs to support staff in FY10, if accepted by the eligible employees. She stated that administration would be willing to meet with Shared Gov. Council sometime over the summer to update faculty on changes in program structure. Not Resolved.
6. 2010-11 Committees	Melcher	Tishara made recommendations for changes in the committee chart from FY09. Changes will be made to: Assessment & Program Review, Distance Ed, and Safety. Resolved.
7. Student Engagement - Student Success	Crittenden	Steve reviewed the results of the Community College Survey of Student Engagement (CCSSE) and how Northland compares to the consortium (colleges similar to NCTC on a number of characteristics) and cohort (all two-year colleges participating in the survey). Student Services Deans are starting the process of developing strategies to improve in areas that the college ranked lower than desired by sharing these results with all employee groups. The next step will be to gather ideas and feedback on the data. This topic will be included in the fall in-service activities.
8. SGC Meeting with Higher Learning Commission	Melcher	It was announced that the meeting will be held via polycom at the following times/locations: Monday, April 26; 2-3 p.m., EGF 115; TRF 735. All faculty who are available at that time are encouraged to attend.
9. Summer Rotation	Sponsler	Discussion was held on the process of selecting faculty for summer teaching assignments for courses that require specific certifications and recency of teaching the course (for example, First Aid and CPR). Dan noted that some of the faculty on the rotation list are no longer employed. It was recommended that the common course outline include certification requirements for teaching the course. Another rotation list issue brought up was regarding faculty who may not be trained to teach on-line classes, but are offered the assignment because of their placement on the rotation list. This topic was referred to AASC for further discussion and resolution.
10. Rationale for canceling classes for fall semester	Sponsler	Dan asked that rationale be given for each class that has been canceled for fall semester. Kent Hanson stated that administration is planning for a budget deficit in FY11, and he is working with the Deans to reduce sections. Some classes are on

		reserve, and will be added if enrollment warrants another section. Some classes were removed from the fall semester schedule due to the 2-year rotation schedule. The student registration system now allows the student to be placed on a waiting list for a class that is full. The waiting lists will determine whether additional sections are needed. Resolved.
11. Stimulus Funded Positions Update	Melcher	Faculty inquired about the continuance of the stimulus funded positions that have been filled or will be filled in FY11. Administration stated that positions filled in FY10 will continue through FY11. Each position will be reviewed prior to the end of FY11, with the involvement of supervisors and affected faculty, and the Cabinet will determine whether the positions can be funded through the general fund in FY12. There will be no stimulus funds in FY12. Administration will provide a report at the next meeting on the status of the stimulus budget. Not Resolved.
12. Human Resources Dept. Review	Forrest	Barb Forrest expressed concerns about promptness in processing faculty assignments/payroll. Becky Lindseth was not aware of any of Barb's concerns and will meet with her individually to discuss the issues. Becky stated there is a huge training curve for handling HR transactions and the transition in the HR Dept. is still in progress. Resolved.
13. Policy Review	Melcher	Revised Student Policies/Procedures were presented for first reading: 2020P Admissions Procedure 2025 Ability to Benefit Policy 2050P Registration Procedure 2075 Financial Aid Procedure 2175 Activity Travel Regulations Policy. Faculty had no questions or recommendations for changes.
14. Budget	Lindseth, Jesme	FY10: Becky and Shannon reviewed the updated FY10 budget, stating that amounts are now closer to actual vs. projections. Current enrollment is 2,874 FYE's. Current un-collectables total \$641,000 (over 4%); Projected FY10 budget surplus is currently \$77,532. Employee separation costs are unknown until BESIs are finalized. Dan asked about program budgets, as EGF faculty have not received their budgets since the end of February. Becky and Shannon stated that dept. budgets should be sent to faculty within the first week of each month, and they will check on why this is not always happening. A follow-up discussion from the last meeting regarding credit card purchases was clarified by Shannon. She stated that the current process takes approximately two months for the purchases to be charged back to the program budgets. Changes made in the FY10 budget during the transition between CFO's were clarified.

		<p>FY11: Shannon reviewed the projected FY11 budget, in which the most recent forecast projects an approximate 12.3% reduction in the base allocation, bringing the base to \$10,850,384. The revenue “specials” were discussed and clarified. The FY11 budget is being built on 2,800 gross FYE’s, with 4% uncollectables projected, and a proposed 3.5% tuition increase. Projected ending deficit balance (\$269,083). Additional reductions will have to be determined to achieve a balanced budget.</p> <p>Kent Hanson shared and reviewed the projected FY11 academic reductions per semester. The reductions are subject to change, based on enrollments. Dan Sponsler asked about an administrative reduction plan. President Temte stated there will not be proportional reductions throughout the college, because of existing imbalances. For example, the student to faculty ratio at NCTC is nearly the lowest within the MnSCU colleges, whereas the student to support staff and student to administrative ratios are higher than average. President Temte suggested that if the faculty have specific administrative functions that they feel can be eliminated, they should identify them to her.</p> <p>Administration reported they have been meeting with Student Senates this semester and are proposing a 3.5% increase in tuition.</p>
Meeting adjourned at 4:10 p.m.		
Next Meeting		<p>Special Meeting with Higher Learning Commission: Monday, April 26; 2-3 p.m., TRF 735, EGF 115 (Faculty only)</p> <p>Next Regular Meeting: Thursday, May 6; EGF Campus, Room 115; 2 p.m.</p>