



Northland Community & Technical College Shared Governance Council Meeting

May 6, 2010
EGF Campus, Room 129; 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 Tente, Cynthia Jorstad, Linda Samuelson, Beth McMahon, Danie Packard, Andrew Dahlen, Adam Paulson.
Guests: Shannon Jesme, Mary Fontes

Topic	Responsible Party	Discussion/Outcome
Call to order	Sponsler	
1. Additions to Agenda		New 16A Process – Becky Lindseth
2. New SGC Members	Sponsler, Samuelson	Dan and Linda introduced the new membership or change of officers for the 2010-11 Council: EGF – Justin Berry replacing B. McMahon as at-large member; Beth McMahon (new Grievance Rep); TRF: Pres.-Tishara Melcher, Vice President-Joel Ziegler (not present), Treasurer- Andrew Dahlen, Adam Paulson (at-large)
3. Program Sustainability Update	Hanson	Kent Hanson distributed the latest changes made to the Sustainability document by the task group. He reported that one standing Program Sustainability Committee will be formed and will maintain the same membership for all programs. The committee will meet every other month throughout the academic year. The task group will resume their work on the document in the fall.

		Dan Sponsler reported on concerns expressed by HVAC faculty on problems getting things done that the Sustainability Committee recommended and being told there were not sufficient marketing funds to support the recommendations. Kent Hanson will look into that concern. President Temte stated that with the budget crisis the college is facing in FY11 and beyond, there may have to be program reductions, even to healthy programs. Not Resolved - will resume discussions next fall as needed.
5. Division Chair, Program Director Update	Hanson, Temte	President Temte and Kent Hanson reported that the plan for release credits and Division Chairs has not changed since last month. Kent Hanson reported there will be three Division Chairs at EGF: Liberal Arts/Business, Health, and Trades. The Health Division Program Directors will receive 3 credits per semester for fall & spring; 1 credit for summer. TRF Dept. Heads: Auto Body, Automotive Service, Cosmetology, Massage Therapy (all programs with resale accounts) Revolved.
6. Cosmetology Program Update	Hanson	Kent Hanson reviewed the letter recently sent to The Times regarding the status of the program. He reviewed MnSCU Policy on Suspension of Programs. Faculty inquired about discussions with an outside vendor to provide instruction. Kent reported that representatives from Josef's Hair Design had visited the cosmetology lab last month. No proposals have been discussed or developed at this point. The idea of investigating the possibility of an outside vendor was the suggestion of a cosmetology advisory group, made up of local salon owners and NCTC administration. President Temte stated that the cosmetologist workforce in this area is large at this time without a high number of vacancies each year. She stated it is difficult to maintain this program when workforce needs are generally being met. Resolved.
7. Swenson House Update	Temte, Lindseth	President Temte reported the college has made a commitment to dispose of the property and must follow MnSCU policy in doing so. We have acquired one appraisal, and are awaiting a second one. The next step will be to develop an RFP to contract with a real estate firm to sell the property. Becky Lindseth projected that by fall 2010, action could be taken by the Board of Trustees, allowing the college to proceed with efforts to sell the property. Resolved.
8. 2010-11 SGC Meeting Schedule	Sponsler	A draft schedule was reviewed. A June meeting date was set. (see details at end of minutes). It was determined that dates and locations for meetings that fall

		during in-service workshop days will remain as TBDs for now. Faculty presidents and administration will determine whether a meeting is needed on Aug. 18, or to wait until Sept. 9 for the first 2010-11 meeting. The same process will be used for the January meeting date. Not Resolved.
9. Higher Learning Commission Follow-Up	Temte, Hanson	Administration was pleased to report that the preliminary recommendation from the accreditation team was for a 10-year accreditation, with no follow-up action required. That's the best results the college could have achieved. Kent and Anne thanked everyone who played a part in the accreditation visit, and in developing the self-study. President Temte stated that the ideas shared with the accreditation team were valuable to the team. The final report from HLC will be shared college-wide when received. Resolved.
10. Articulation Agreement Report	Hanson, Korschak	Administration shared and reviewed a list of agreements currently in place, including their length of terms. Faculty were asked to contact Shannon Nelson if any agreements were missed on this list. Resolved.
11. Dean of Nursing Position Update	Hanson	Kent Hanson reported that the position will be for a Dean of Nursing and they are waiting for classification from MnSCU. The position will be posted as soon as that is received. He reported that administration met with all nursing faculty last night in Warren. Resolved.
12. Organizational Chart	Lindseth	Becky Lindseth reviewed changes made since the last revision. Questions were addressed, and additional revisions to names were made. She noted that additional positions will be added within the next month related to UAS Grant-funded positions. An updated chart will be posted on Virtual Office. Resolved.
13. Class Caps	Sponsler	Dan Sponsler expressed concern that there appears to be frequent discrepancies between the master class cap document and caps listed on semester class schedules. Kent Hanson asked faculty to forward their concerns or questions to his office for resolution. A plan for all academic support personnel to clean up the data and to discuss how (and who) is responsible for updates will be developed. This topic will be deferred to AASC for discussion, and will be reviewed with SGC next fall. Not Resolved.
14. Mahnomen Site Status	Hanson	Faculty had submitted a list of questions for administration to address regarding the Mahnomen site. Administration presented their responses to each question in writing. (document attached to minutes). Resolved.

15. Process for handling disruptive students	Jaeger	Kerry Jaeger relayed concerns from faculty on how certain issues related to student conduct are handled on the campus. Mary Fontes addressed faculty questions and concerns about the various processes followed for violations of the Student Code of Conduct. She stated that the Deans need the most accurate information when submitting a complaint about a student, and as quickly as possible, in order for them to act on the complaint quickly. There is a limited amount of information that can be shared with a faculty member regarding the outcome of disciplinary actions taken against a student, just as limited information can be given to a student about a complaint lodged against an employee. This process may be added to the fall In-Service topic list for further discussion with faculty.
16. Access to Class Waiting List	Sponsler	Faculty inquired as to who has access to the waiting lists. Mary Fontes reported that the academic deans and their administrative assistants, registrar, assoc. registrar, and dean of students currently have access to those lists. The registrar's office works closely with the academic deans to determine when to open another class section, which is ultimately the deans' decision. Resolved.
17. Syllabus Dissemination Agreement	Sponsler	Dan noted that faculty are requested to submit course syllabi to the academic dean, and some colleges have agreements in place outlining the purpose of sharing the syllabus, and restrictions on its distribution. Dan stated he would share a sample of an agreement with Kent Hanson, and if faculty are interested in utilizing an agreement, this topic will be brought back in the fall. Not Resolved.
18. 16A Process in Purchasing	Lindseth	Becky Lindseth shared a Standard Operating Procedure outlining a new process for handling 16A notices, and the consequences of repeated violations of the policy. She reviewed the purpose of the 16A process as it relates to the financial audit and addressed questions from faculty. The SOP states that if an employee receives (3) 16A letters within any 12-month period, their purchasing authority is suspended for one year. This process will be implemented July 1, 2010. A new policy/procedure will be reviewed at the June meeting. Resolved.
19. Policy Review	Melcher	<u>Second Reading:</u> No Changes made 2020P Admissions Procedure 2050P Registration Procedure 2175 Activity Travel Regulations Policy 2025 Ability to Benefit Policy 2075P Financial Aid Procedure

		<p><u>First Reading:</u> No changes recommended</p> <p>5110P Information System Rights Procedure 7052/7052P Reg. Canc. Pol. & Proc. 6031P Loss of Property Procedure & Intake 4025P Safety Procedure 5011 Security & Privacy of Info. Resources 2145 Intercollegiate Athletics 5072 Tuition and Fees 5010.1P Cellular & Other Mobile</p> <p><u>Deleting the following policies/procedures:</u></p> <p>5100 Back-up of System Res. 5120 Software License Agreement Policy 6020P Employee Use of College Property & Equipment Procedure</p>
20. Stimulus Fund Update	Lindseth	<p>Becky Lindseth asked members to pay special attention to Procedure #5010.1P regarding use of a college-owned cell phone, and other mobile devices, including laptops, and the monthly review process now required, per MnSCU policy.</p> <p>Becky Lindseth reviewed a 2010 Stimulus Budget Summary and addressed questions from faculty. The budget currently has a \$125,000 balance, which may be used to fund additional Board Early Separation Incentives in FY10. The 2011 Stimulus Budget was reviewed and discussed. Funds totaling \$627,115 are dedicated to support salaries of various positions (\$305,000); Occupancy sensors (\$30,000); and other areas such as: BESIS, Marketing, New Program Development and commuter bus expenditures (\$292,000). Discussion was held on new program development plans, commuter bus information, and various positions funded with stimulus funds. Resolved.</p>
21. Budget Update	Tente, Jesme	<p>President Tente shared administration's strategies and reminders for budget planning for FY11-FY13. The FY11 budget is approximately \$600,000 out of balance as of 5/5/10. She referred to FY12-13 as "The Cliff", considering MnSCU's assumption of a 15% reduction in allocations over the biennium. The FY11 budget is based on enrollment trends over a period of years, and not strictly the current year. She stated that Digi-Key's huge projected growth may have a negative impact on the enrollment. Shannon Jesme reviewed the FY10 budget and FY11 budget forecast. She shared information that clarified the various terms, requirements, and uses of reserve/general fund balances, and how to interpret the figures that are reported to MnSCU. Shannon shared comparison data of other MnSCU colleges' reserves. Resolved.</p>

Meeting adjourned at 4:15 p.m.		
Next Meeting		Thursday, June 24, 2010; TRF –restaurant location TBA; 2 p.m. Faculty Pre-meet at 12 noon.

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1) What number of Practical Nurses were in the first cohort that graduated May 2009?

19 graduated, one is to graduate this May, 2010, which would make 20.

2) What number of those graduates have taken the NCLEX licensure exam?

15 have taken boards (4 have not tested).

3) What percentage of those test-takers successfully passed the NCLEX on the first attempt?

12 passed on their first attempt/ 1 passed on their 2nd attempt. 13/15 passed, 4 did not test yet.

4) What number of PN students were started in the second cohort beginning fall 2009?

We had 17 there in the fall; 15 were Mahnomen students, 2 TRF students.

5) What number of PN students have been retained in the second cohort?

9 will start fall 2010. Spring '10 we had 10 enrolled; 1 withdrew; 1 is a TRF student. 8 currently Mahnomen students. Will be 8 next fall IF they all pass this semester.

6) When does the second cohort graduate?

May 2011

7) When did the original grant monies run out? How is this program being funded during 2009-2010 and 2010- 2011?

The original grant monies will run out in June 2010.

We have no funding for 2010-2011. We will only have 9 students down there, and the building we will use will be the WETCC buildings. We will have no funding for tutors. WETCC has a retention specialist that we could probable ask to assist these students if needs arise.

I do have a grant for \$10,000 to assist the students for funding of gas, NCLEX boards, etc.

8) What are the faculty costs for FY 2009-2010? Faculty costs for FY 2010-2011? The cost of mileage for the academic year? **19 credits instruction, 09-10 - 1454 mileage**

9) What are the remaining costs for FY 2009-2010 and 2010-2011? This would include facilities, supplies, and all monies which go toward invasive retention such as on site coordination, meals, transportation, purchasing resources for students, paying for child care etc...

There are 12 PNSG credits in the fall '10 and 11 cr in the spring '11.

10) Where is the funding coming from for 2009-10 and 2010-11??

General fund & tuition – instructional costs