

# Northland Community & Technical College Shared Governance Council Meeting

December 9, 2010; 2 p.m.  
TRF Campus Room 735; Video to TRF 662, EGF 301

## MINUTES

**Attendees:** Barb Forrest, Norm Halsa, Kent Hanson, Norma Konschak, Tishara Melcher, Danie Packard, Kate Schmalenberg, Dan Sponsler, Anne Temte, Joel Ziegler, Adam Paulson, Ruth LeTexier, Andrew Dahlen, Linda Samuelson (alternate), Don Fischer (alternate) Justin Berry, Becky Lindseth

**Absent:** Kathy Huschle, Jennifer Dahlen, Beth McMahon

**Guests:** Rocky Ammerman, Shannon Jesme

Topic	Responsible Party	Discussion/Outcome
Call to order	Melcher	
1. Additions to Agenda		Faculty added item to new business: Severe weather –arranging remote video connection
2. Distance Minnesota Update	Hanson, Temte	Kent Hanson reported that MSCTC will be out of the consortium as of 7/1/11. The staffing will remain at the Perham location. The college is not expecting to pay more for services than in previous years. Meetings are being held with all remaining partners, to work out all the complexities involved in restructuring the consortium. Progress is going well. The group is looking at potential new members in the consortium. BSU will become the fiscal agent. A marketing plan needs to be developed. Kent stated that he will work with NCTC's Distance Education Committee on various issues needing faculty input. Resolved.
3. Dean of Allied Health Update	Hanson	Kent Hanson reported that due to budget uncertainties, this position is on hold. He will report on this position whenever the status changes. Resolved.
4. Enrollment Update	Ammerman	Rocky Ammerman reported the following enrollment data, comparing previous fall semester figures: Fall 2008: Headcount 4,083; FYE 1,295 Fall 2009: Headcount 4,243; FYE 1,377 Fall 2010: Headcount 4,136; FYE 1,336

		Currently, FY11 enrollment is down by 5% FYE over last year. He reported the following spring 2011 enrollment: Headcount 2,880; FYE 961. It was noted that the FY11 budget was developed on the assumption of 2,722 net FYE (gross 2,834). It was noted that there is a significant amount of outstanding tuition and fees from fall semester (approx. \$400,000). A faculty member noted that some students are not able to register for spring semester due to outstanding fees which they were not aware of until they tried to register. Faculty were asked to encourage their students to register soon to determine whether classes can run or not. Rocky will email a report of each program's current enrollment for spring semester. Resolved.
5. Course Survey Issues	Hanson	Issues centered on the fact that in some cases, there were more responses submitted on a particular course than students enrolled in the course. Shannon Nelson is researching other software programs to administer the survey. Kent will report on any changes to the process prior to the next time the surveys are due to be conducted. It was determined that existing files of this semester's course surveys would have a statement attached to them, indicating that "this term's surveys have been compromised and their validity is questionable". Resolved.
6. Student Success Day Planning Group	Hanson	A list of task group members was shared with the Council. Shannon Nelson will be the lead person to arrange the planning meetings and coordinate the activities for the day, but the content will be faculty driven. Resolved.
7. Reductions in Unlimited Faculty	Hanson	Kent Hanson reported the following reductions were made in unlimited faculty: (1) Construction Electricity; (1) part-time Farm Business Management. Resolved.
8. New Program Committee Update	Hanson	This committee will meet for the first time next week. Resolved.
9. Board of Trustees Award for Excellence in Teaching	Melcher	The faculty went on record that they do not support or plan to participate in this award program. President Temte accepted the faculty's position, but also shared information that was reported at a recent president's meeting – in that out of all the 2-year MnSCU colleges, 13 colleges are participating, seven colleges do not support or plan to participate; and five are unsure. She stated she is disappointed that the faculty does not want to support this Board initiative because there are certainly many faculty who deserve this type of recognition. Resolved.
10. Class Size Changes	Hanson	Kent Hanson presented a list of courses with changes to current class sizes. After a lengthy discussion and a couple of edits, the faculty accepted changes to courses in the following programs: Architectural Technology, Construction Electricity (changes in effect for one year only), Fire Tech, Health & Fitness, Human Relations, Massage Therapy, RN, and Physical Therapy. Discussion centered on Speech (which administration agreed to leave at 25, versus the proposed 28). Faculty did not agree or support the proposal to

		<p>increase class size for developmental education courses from 25 to 28. Faculty stated that students taking these courses are the most at-risk students and increasing the class size could increase their chances of failure. Administration stated that typically the drop-out rate for these courses are high early in the semester, oftentimes for reasons unknown, and therefore the class size is reduced through attrition. Administration stated that increasing class sizes is one method of cutting costs and increasing revenue, and asked faculty for other suggestions on how to assist with that problem. President Temte shared a best practice that had been shared by a two-year college president called "Tutors Linked to Classes" (TLC). Becky Lindseth will contact Century College to obtain additional information on this program that has been successful in increasing student success in developmental education courses. It was agreed that administration would email a final decision on class size for development education before the end of this semester, in order to implement the changes in fall semester 2011. Dan Sponsler will check with the state MSCF office on their interpretation of language regarding the process of setting class sizes, since it is unclear whether or not faculty and administration must agree to proposed changes. Not Resolved.</p>
11. Managed Printing and Copying	Jesme	<p>Shannon Jesme shared a summary of information compiled on the number of copiers/printers per campus and college-wide, and the overall costs associated with leases, paper and printing. She asked for two faculty representatives per campus to participate in a task group to review the data and discuss various methods to reduce costs, waste, and overall usage. Dan and Tishara will seek representatives and submit their names to Shannon by December 15<sup>th</sup>. Resolved.</p>
12. Institutional Research Position Vacancy	Melcher	<p>Faculty inquired about the plans to fill the vacancy left by Scott Godfrey's resignation. President Temte stated that the need for an institutional research position is getting higher, with reporting requirements from federal and state entities, other grant providers, etc. Much progress was made over the past year in compiling various forms of data. Administration is exploring the possibility of partnering with another MnSCU college to contract for IR services. Faculty inquired about the plan for the remaining stimulus funds that were budgeted for the IR position's salary. President Temte noted that residual stimulus fund are being lumped together. Any remaining funds may be used to fund any potential contracted service and/or separation costs due to lay-offs, BESIs, other retirements and separations. Updates on this position/role will be reported to the Council as they develop. Resolved.</p>
13. Severe Weather Accommodations	Halsa	<p>Norm Halsa, on behalf of faculty, asked if administration would consider providing the opportunity to faculty who typically travel to the opposite campus, to utilize ITV or polycom to conduct their lectures when severe weather prevents them from traveling</p>

		safely. Administration stated that those accommodations had been provided recently to two faculty members who requested such an arrangement, and would be provided in future instances as needed and if possible. The individual faculty must make such an arrangement with their supervising Dean. Resolved.
14. Policy Review	Melcher	<p><u>Second Reading:</u>  <b>Employee Evaluation Policy &amp; Procedure:</b> More questions were raised by faculty regarding the storage of faculty evaluations and the schedule for evaluating non-probationary faculty. Administration agreed to table this reading, revise, and resubmit the procedure at the next meeting.  <b>Accounts Receivable Procedure:</b> Accepted as revised.  <b>Tuition and Fees:</b> Faculty asked for clarification related to personal property service charges. Slight revisions will be made to this policy, but will not return to Council.  <b>Emergency Response Policy and Procedure:</b> Accepted</p> <p><u>First Reading:</u>  Vehicle use Procedure: This item was removed from the agenda by administration for further revisions.</p>
15. FY11 Budget Update	Jesme	Shannon Jesme distributed and reviewed the current budget status, indicating a projected deficit balance of (\$42,064).
16. FY11 Stimulus Budget Update	Jesme	Shannon Jesme distributed and reviewed an updated stimulus budget, indicating an unspent/non-designated balance of \$24,383. President Temte explained a new line item in the budget for Interpersonal Communications Training, a program in which various employees, including faculty leadership, will be invited to participate. It was noted that stimulus funds must be spent by Sept. 30, 2011. Faculty inquired about the number of BESIs offered. Becky Lindseth reported that a total of eight employees (including five faculty) were offered BESIs; six employees (including three faculty) accepted them.
17. Meeting adjourned at 4:15 p.m.		
18. Next Meeting		Thursday, January 20, 2011; EGF Campus, Room 115; 2 p.m.; Video to EGF 301 and TRF 662; Faculty pre-meet in Room 115 at 1 p.m.