

# Northland Community & Technical College Shared Governance Council Meeting

January 20, 2011  
EGF Campus, Room 115, 2 p.m.  
Polycom to EGF 301; TRF 662

## MINUTES

**Attendees:** Jennifer Dahlen, Barb Forrest, Norm Halsa, Kent Hanson, Norma Konschak, Beth McMahon, Tishara Melcher, Kate Schmalenberg, Dan Sponsler, Anne Temte, Joel Ziegler, Adam Paulson, Ruth LeTexier, Andrew Dahlen, Justin Berry, Kathy Huschle, Becky Lindseth

**Absent:** Danie Packard

**Guest:** Steve Crittenden (via video)

Topic	Responsible Party	Discussion/Outcome
Call to order	Sponsler	
1. Student Success Day Update	Hanson	Kent Hanson shared the notes prepared by Shannon Nelson on the discussions held at the January 6 <sup>th</sup> in-service session. It was noted that all faculty will be polled for ideas and feedback on the proposed topics. It was suggested that new and outgoing students also be polled for ideas on what they think would be valuable for incoming students next year. It was noted that this day is being scheduled for the benefit of students, and therefore, students should be encouraged to participate. The planning group is discussing various methods to entice students to attend. (Notes are attached to these minutes). Resolved, with periodic updates as requested.
2. Class Caps	Sponsler Hanson	Dan Sponsler asked for clarification on decisions made following the Dec. Shared Governance Council meeting regarding unresolved class cap issues. Kent Hanson reported that administration had decided to not increase the class cap for developmental education courses at this time, as proposed. Resolved.
3. Course Evaluations	Hanson	Kent Hanson stated that, based on the data prepared by Shannon Nelson regarding the course evaluations vs. students enrolled in courses, there were no indications that more students responded than were enrolled in the course. The college attempted to ensure only one response per student by limiting the number of responses per workstation when requested by faculty and suggesting faculty administer the survey to all students at once.

		Discussion followed, with suggestions for utilizing D2L to administer the surveys, for faculty who use D2L; possibly link to Zoomerang through D2L. Other questions were raised, and it was determined that a task group be formed to meet and discuss this topic further. Tishara Melcher, Dan Sponsler, and Beth McMahon agreed to meet with Kent Hanson. The timeline to administer course surveys was not addressed at this meeting. Not Resolved.
4. Budget Development Process	Lindseth	The FY12 Integrated Planning and Budgeting Calendar was reviewed. Resolved.
5. Update on Commuter Bus	Crittenden	<p>Steve Crittenden reported that the bus service began in the fall 2010, and has experienced an average of 21 individuals utilizing the service on a daily or regular basis. (18 students, 3 employees). Tri-Valley Opportunity Council is administering a student use survey this week to evaluate the service and help determine the need. He stated that this service was a pilot project for one year, funded by a grant, and subsidized by the college with \$37,000 from the stimulus budget. Discussion was held on the value vs. cost of subsidizing the service; are riders willing to pay for the service next year, since stimulus funds are not available? If so, how much? Can the number of daily trips be reduced and still meet the students' needs? It is unknown at this time whether Tri-Valley has applied for new grant funds for next year, due to a change in staffing at Tri-Valley. Other unresolved issues being worked on include: when classes are canceled or have a late start due to weather, or Tri-Valley pulls the buses due to road or weather conditions, do students have an alternate method of getting to class. A suggestion was made to implement a ride-share program for students who commute.</p> <p>Resolved, with an update provided at the February or March meeting, after survey results have been compiled and more information is available regarding plans for next year.</p>
6.Enrollment Update	Hanson	Kent Hanson reviewed data provided by Rocky Ammerman, noting that FYE is currently down 5% (137 FYE) over last year on this date. There is a potential for 50 more FYE yet to enroll for spring semester in the Management Education program. Discussion was held on how RN students are accounted for in the data. President Temte noted that Digi-Key plans to hire large numbers of new employees within the next few months, which may have an impact on enrollment. She also noted that LM Glasfiber in Grand Forks is experiencing a high number of lay-offs. She noted that the Legislature is considering trying to re-implement unallocations within the current year that would require reductions of spending within FY2011. She noted that the MnSCU Board of Trustees is implementing a policy and procedure that will measure and monitor the financial health of each MnSCU college. This will include reviewing factors such as the Composite

		Financial Index, bank reconciliations, and facilities spending. If colleges do not meet these measures, consequences will be imposed. Resolved.
7. Faculty input into facility changes/mothballed spaces	Sponsler	Faculty noted there has been limited faculty input into the space utilization and mothballing process. It was recommended that the Facilities Committee meet to discuss changes on a regular basis. Becky Lindseth reported that the Facilities Committee will be meeting soon. She noted that a task group met earlier this fall and discussed space utilization issues for each campus. At that time, there was agreement to mothball three spaces on the EGF Campus. It was noted by faculty that follow-up was to occur after that meeting, but it didn't. Becky noted that space utilization is a key factor in competing for capital funds through future MnSCU bonding bills. Resolved.
8. Policy Review	Lindseth	Second Reading: a) Employee Evaluation Procedure – accepted, with a minor revision to be made.  First Reading: a) Vehicle Use Procedure – Questions were addressed on language pertaining to an employee's personal use of a state vehicle.
9. Tutors Linked to Classes		Written information was shared, but not discussed at this meeting.
10. Other		It was noted that there has been very little participation from faculty at the polycom meeting sites. If participation continues to be minimal, this practice may not be continued next year.  A meeting of the calendar task force will be scheduled soon by Cindy Cedergren.
Meeting adjourned at 3 p.m.		
Next Meeting		Thursday, February 10, 2011; TRF Campus, Room 735; 2 p.m.; Video to EGF Room 301; TRF 662; Faculty pre-meet at 1 p.m. in Room 735