

Northland Community & Technical College

Shared Governance Council Minutes

February 10, 2011; 2:00pm
TRF Campus Room 735; Video to TRF 662, EGF 301

Attendees: Jennifer Dahlen, Barb Forrest, Norm Halsa, Kent Hanson, Kathy Huschle, Norma Konschak, Ruth LeTexier, Beth McMahon, Tishara Melcher, Kate Schmalenberg, Dan Sponsler, Anne Temte, Joel Ziegler, Adam Paulson, Terry Wiseth, Don Fischer (alternate), Andrew Dahlen, Terry Wiseth (alternate), Shannon Nelson (minutes)

Absent: Justin Berry, Becky Lindseth, Danie Packard

| Topic | Responsible Party | Discussion/Outcome |
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| Additions to Agenda | Melcher | Faculty added the following items: IT Dept. Function- Faculty/Student Support; Northland Logo; Repro Room Chargebacks, Organizational Chart. |
| Course Evaluations | Tishara Melcher | A request was received for edits to the course evaluation and possible changes to the questions. There was a suggestion to add a statement to the open ended question that allows for any additional comments instead of just feedback for improvements. Shannon Nelson will send all faculty members the questions that are asked in the course evaluation and request feedback on content, questions, and the timing of the evaluations. There will be a breakout session at the April 1 st in-service for faculty to make suggestions on the course evaluation process. Not Resolved. |
| Summer Assignments | Dan Sponsler | HPER and HLTH do not have unlimited full-time faculty so the past two years of assignments are reviewed and a schedule is developed from there. It was suggested that a list for HPER and HLTH be available like the lists for other areas. Norma will assemble the list for HPER and HLTH and it will give faculty the option as to whether or not they want to be on the list. Dan and Beth will coordinate with a small group to work on an example of what the list will look like and will forward to Norma. Resolved. |
| IT Department Function: Faculty/Student Support | Dan Sponsler | Concerns have been raised from various faculty/staff that the reduction in IT staffing in EGF has hindered the faculty and student support from IT. The perception is that there is some conflict between IT staff and their supervisor that somewhat affects the level of support IT staff can provide. Students taking online courses are directed to IT but everyone in IT seems to point any online students to Karleen instead of being able to work through the problems in D2L with the students. President Temte approved an intermittent position in IT on the EGF campus a few days ago. She stated that if faculty/staff feel they are handcuffed or not receiving the proper support, they need to bring it up in a forum like SGC. The group recognized that this is not a |

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| | | <p>personnel problem but that the IT staff are stretched thin and handcuffed by Grouplink at times. The question also came up about why the college is switching from Novell to Microsoft. Don responded that Novell is very complicated software originally developed for large corporations. It takes time and money to become certified in Novell so training staff becomes difficult. Microsoft is much more user-friendly and hands-off. Once email switches over from Novell, we also need to be sure that old emails can be archived and carried forward. Not resolved.</p> |
| Search Committee Membership | Anne Temte | <p>If there is a search where a call goes out for faculty volunteers for search committees, MSCF has the right to appoint faculty members to be on the search committee. President Temte noted that if the faculty presidents take the responsibility for these appointments, this will include the summer as well. There are circumstances where there may not be the time available to search in this way. Diane Rapacz will include in her email that interested faculty should contact their faculty presidents. The other option is to have a faculty member on campus appointed by the faculty president to do this during the summer. Resolved.</p> |
| Distance Ed Committee Update | Kent Hanson | <p>Goals of the Distance Education Committee: 1. Double enrollment in distance courses in the next five years; 2. Improve collaboration with Information Technology; 3. Expand proctoring and library resources; 4. Promote distance education with a more visible page on the website; 5. Develop a Quality Matters plan for distance courses. There was a request for more software like voiceover, etc. for teaching online classes, possibly from the distance education budget. If there are IT requests for distance education that are not coming to fruition, contact Kent. Resolved.</p> |
| Facilities Committee Update | Terry Wiseth | <p>There is a student issue with the EGF city bus service – appropriate people have been made aware of the issue. Digital locks and automatic lights for rooms are currently being installed, budget permitting. An energy audit is also being performed with more data to come in subsequent meetings. Facilities in EGF is also looking at re-orienting the parking lot to make it more efficient and safer. Room utilization is a large part of the discussion in Facilities meetings because bonding requests are directly related to how efficiently we are using classrooms. Resolved.</p> |
| Parking Lot Updates | Kent Hanson | <p>1. Program Policy Manual Task Group has not gotten up and running yet. 2. Student Success Day group will be meeting again in March. 3. The 2012-2013 Academic Calendar Meeting is scheduled for Monday, February 14th. 4. There is a small group in TRF looking at the cosmetology program and how it can be revised. A group of the MnSCU colleges with cosmetology programs and salon owners throughout the state will be pulled together to provide a united front to identify issues and prepare a position paper to take to the State Board of Cosmetology and the Legislature. There are regulations and issues that need to be addressed statewide.</p> |
| New Northland Logo | Tishara Melcher | <p>There was some discussion that the new logo was supposed to be low cost but issues came up in the graduation committee when the logo needed to be used. The font for the logo was</p> |

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| | | purchased so that it could not be easily replicated. However, the idea of having one common logo that identifies the college is not always followed. There are different logos used on the TVs throughout the campus (electronic billboards). Some local radio stations are using old taglines – faculty and staff should take note of these situations so that it can be communicated to Jason. The old logo is still in the marketing shared drive – needs to be changed. President Temte will discuss the issues with the Marketing personnel. Resolved. |
| Repro Room Chargebacks | Anne Temte | The reprographics room copier on the East Grand Forks campus had not been assigned to chargeback accounts initially so now that the problem has been solved, chargebacks may be going back several months. Resolved. |
| Policy Review | Tishara Melcher | Vehicle Use Procedure: Accepted as revised. |
| Budget | Anne Temte | The NCTC FY11 budget shows a \$400K deficit at this time, primarily because our enrollment has been less than our conservative estimate. There is still some FBM enrollment that will change the bottom line. Additionally, the system office did not distribute the Non Resident/Non Reciprocity funding that we were expecting during budgeting. UAS funds were not spent as quickly as was originally predicted, leading to a smaller level of overhead that could be applied to the operations budget. Academic personnel expenditures are also somewhat higher than what they will probably be at the end of the year. This number should not cause panic, as the budget generally fluctuates and should even out toward the end of the fiscal year. Resolved. |
| News from St. Paul | Anne Temte | Dr. Steve Rosenstone has been appointed as the new Chancellor. Chancellor McCormick is the active chancellor until August 1, 2011. A bill passed by the legislature will take \$185 million out of higher ed for the biennium (both MnSCU and U of M). This may not be as bad as originally projected. There has been no guidance as of yet how this will affect individual colleges and institutions. Many bills are coming forward: freeze on salaries, freeze tuition for two years, etc. The governor will be presenting his budget on the 15 th of February. Resolved. |
| Organizational Chart | Tishara Melcher | The group is looking for an updated org chart – there were a few new names on the updated phone directories that people didn't recognize. President Temte said that Becky had an updated org chart and this will be posted to the website. There was also a question about Gwen Hoberg's job duties. Gwen was hired through a workforce center grant and is supervised by marketing. Kent stated that the preparation of press releases is part of Gwen's job duties but there is some uncertainty of the other duties assigned to her. Resolved. |
| Meeting Adjourned at 3:21pm | | |
| Next Meeting | | Thursday, March 17, 2011 at 2:00pm–EGF Campus Room 115 (video to EGF 301 and TRF 662) |