

Northland Community & Technical College Shared Governance Council Meeting

Thursday, April 14, 2011
TRF Campus, Room 735; 2 p.m.

MINUTES

Attendees: Barb Forrest, Kent Hanson, Norma Konschak, Beth McMahon, Kate Schmalenberg, Dan Sponsler, Adam Paulson, Ruth LeTexier, Andrew Dahlen, Justin Berry, Kathy Huschle, Becky Lindseth

Absent: Jennifer Dahlen, Norm Halsa, Tishara Melcher, Danie Packard, Anne Temte, Joel Ziegler

Alternates: Tim Reuter, Ralph Cox

Guest: Steve Crittenden

Topic	Responsible Party	Discussion/Outcome
Call to order & Additions to Agenda	Sponsler	Faculty added the following items to New Business: 1) Program Sustainability – distance ed. enrollment data 2) UAS Program Information
1. Technology Solutions Task Force	Lindseth	Becky Lindseth reported on the progress of the Technology Solutions Task Force and briefly reviewed several of the recommendations being developed by this group that will be brought to the President's Cabinet. She noted that an employee survey will soon be released from the I.T. Dept. and she encouraged feedback to the survey. Not resolved.
2. 2012-13 Academic Calendar	Sponsler, Lindseth	Discussion was held on the interpretation of contract language regarding the decision to add a third faculty floating day to the 2012-13 calendar. MSCF and MnSCU Labor Relations need to have this agreement in writing, and it should be ready by the May SGC meeting. Not Resolved.
3. Revisions to Course Evaluations	Hanson	Kent Hanson reported he worked with a small group of faculty and presented minor revisions to the evaluation questions. The group recommended the evaluations be distributed to students in mid-November and mid-April. Discussion was held on various questions. Resolved.
4. Student Success Day Update	Paulson	Adam Paulson shared the tentative plans for the day's activities. The committee still welcomes any other ideas and any other volunteers to assist with the activities. Resolved.
5. Faculty Reps for Search Committees	Lindseth	After discussion regarding the selection of faculty to serve on search committees, it was determined that two faculty per campus would be requested, unless otherwise noted on the search committee request for membership. If more than two faculty from each

		campus submit an interest to their respective faculty president, the faculty president will forward only two representatives to Human Resources. Administration has the right to request an alternate faculty member if they determine that a faculty member should not serve on a particular committee due to a conflict of interest, that may not be known to the faculty presidents. Resolved.
6. Proposed 2011-12 Committees	Sponsler	Faculty requested a master monthly committee calendar be compiled. Cindy Cedergren will develop a calendar with the information available for meeting dates/times. Faculty presidents will work to obtain faculty reps over the next month. Resolved.
7. Proposed 2011-12 SGC Meeting Schedule	Sponsler	A draft SGC meeting schedule was shared. A decision will be made at the next meeting whether the meetings will alternate between Wed & Thurs, or remain on Thursday only. Becky Lindseth noted that a June meeting will likely be needed, once the Legislature has adjourned and determined the MnSCU budget. This may be around the third week of June. Not Resolved.
8. Athletics Program Update	Crittenden	Steve Crittenden provided and reviewed a detailed report of all the expenditures, revenue, and FYE for each sport. He fielded numerous questions about the report and the interpretation of the data. He was asked to provide a similar report with FY11 data sometime in the fall. Resolved.
9. Program Sustainability Data /Process	Sponsler	Faculty expressed concern that the enrollments in Distance Ed. courses are not included in the enrollment analysis for program sustainability or program review. It was determined that Kent Hanson would call a meeting of the task group that developed the process to revisit the process and report on their results at either the June or September meeting. Not Resolved.
10. UAS Program	Lindseth	Faculty asked for a status report on the UAS program. Becky Lindseth and Kent Hanson addressed questions regarding the federal grant, academic integrity, enrollment, staffing, and future funding. Becky stated that the \$5 million federal grant runs through December 2012. As the college expends the funds, we periodically request reimbursement from the federal government. Currently seven employees are funded either partially or solely by this grant. Future grants are being pursued to operate the program and purchase additional equipment. One or two faculty will be hired, depending on enrollment. Becky listed several of the projects/issues that are in progress in order to move the program forward. At this time, there are 4-5 students enrolled in the UAS certificate. Tuition for this certificate will be \$300 per credit. Faculty questioned the academic integrity of the curriculum. Kent reported that the process for curriculum development and approval has been followed and existing faculty and industry experts have been involved in the development. Resolved.

11. Policy Review	Sponsler	<p>First Reading:</p> <p>#2075P Financial Aid Procedure (Revised)</p> <p>#2090 Drop/Add, Withdrawal and Refund (Revised)</p> <p>It was noted that the changes made to the above procedures were derived from changes in MnSCU procedures.</p> <p>#3446 Non-Credit Policy and Procedure (Proposed for repeal)</p>
12. Budget	Lindseth	<p><u>FY11 Update:</u> Becky Lindseth distributed a 3/23 FY11 budget summary, which indicated a projected ending balance of \$128,697. She explained the process in which the Office of the Chancellor deducts various accruals at year-end, and stated that the college should have a balance of at least \$500,000-\$600,000 in order to cover these accruals. If the college ends the year with a loss for two consecutive years, there are strict consequences and reporting requirements.</p> <p><u>FY12 Update:</u> Becky reported that the Senate's proposal is to limit tuition increases to 3%, and NCTC's budget reduction could be approximately \$1.4 million. The House's proposal is to limit tuition increase to 2%, with a \$2 million reduction to NCTC. The administration is working toward reducing expenditures by \$1.7 million in FY12. She stated there may be additional information available by the May meeting. Resolved.</p>
Next meeting		Thursday, May 5, 2011; EGF Campus, Room 115; 2 p.m. Video to EGF 301; TRF 662, Faculty pre-meet in Room 115 at 1 p.m.
Meeting Adjourned at 4 pm		