

Northland Community & Technical College

Shared Governance Council Meeting

Thursday, November 10, 2011
EGF Campus, Room 115; 2 p.m.

MINUTES

Attendees: Dan Sponsler, Mary Amundson, Andrew Dahlen, Jennifer Dahlen, Norm Halsa, Kent Hanson, Norma Konschak, Becky Lindseth, Dorinda Sorvig, Anne Temte, Joel Ziegler, David Christian, Erin Almlie

Absent: Tishara Melcher (maternity leave), Beth McMahon, Adam Paulson, Brian Huschle, Kathy Huschle

Alternates: Cassie Hilts, Faith Rud, Linda Samuelson

Guests: Shannon Jesme

Topic	Responsible Party	Discussion/Outcome
Call to order	Sponsler	
1. Additions to Agenda	Sponsler, Lindseth	Faculty added 1) STTUF funds; 2) Bookstore ordering/staffing; Administration added 1) Facilities Committee structure; 2) Information/issues flowing through committee structure.
2. Faculty Reps-Program Sustain. Task Groups	Sponsler, Ziegler	TRF Faculty – Linda Samuelson and Mark A. Johnson will serve on the New Media program sustainability task force. Brian Huschle and Norma Konschak will contact the faculty presidents when/if more faculty members are needed on any of the other program sustainability task forces. Administration is requesting faculty members from programs that are not participating in a sustainability process, to act as a support system for the program faculty working on sustainability issues; the additional faculty members can provide a perspective that the program faculty, administrator and other college staff may not recognize. Resolved.
3. EGF Employee Lounge	Sponsler	Dan Sponsler relayed the EGF faculty's concerns regarding the space, environment, and furnishings in the newly established employee lounge in Room 240H. He inquired about the possible use of a portion of the Automotive shop when it is vacated. Administration noted that funds to remodel that space may be scarce this year, but it may be considered as a possible solution in the future. Faculty and administration agreed to continue to look for an alternative space in the meantime. Not Resolved.
4. Facilities Committee Structure	Lindseth	Becky reported that the Facilities Committee meetings will be restructured to first address college-wide issues as a group, and then disconnect polycom to discuss campus related issues on each campus. Clinton Castle and Bob Gooden will serve as co-chairs on their respective campuses. Julie Fenning will record minutes at EGF; Cindy Cedergren at TRF. Administration requested that two faculty reps from each campus serve on this committee to have more faculty participation in discussions. Erin Almlie volunteered to be the second faculty member for EGF. Joel Ziegler will seek another TRF faculty member. The committee currently meets on the second Tuesday at noon. Resolved.

5. Information flow through committees	Temte	Administration emphasized the importance of having campus or college issues go through the committee process whenever appropriate. Faculty representatives on committees are expected to bring their respective committees' issues back to the faculty group to obtain input from faculty. It was suggested that committee agendas be shared with all employees, so the topics are known by all in advance. President Temte asked that faculty reps for committees be identified before the end of spring semester each year so that committees can get into action earlier in the fall. Dan Sponsler suggested that a Doodle meeting request be used to select the best date and time for committee meetings. Resolved.
6. STTUF funds	Sponsler	EGF Faculty noted they are waiting for information from the business office on available STTUF funds. Shannon Jesme stated that the funds are in place and there's no reason not to move forward with allocating the funds for faculty requests. Resolved.
7. Bookstore Ordering	Ziegler	Joel Ziegler inquired about ordering jackets for his program, after being told by a TRF bookstore employee that it may not be done until after January, due to staffing changes. Becky Lindseth stated she wasn't aware of any reason why the current Bookstore Coordinator could not order the jackets at this time. Resolved.
8. Communications Coordinator position	Lindseth	Becky Lindseth reported that Matthew Brenden has been hired as a Communications Coordinator. She will send an email to announce his starting date. Requests for projects for Matthew must be routed through the marcom site on the web, as do all other marketing and communications projects are currently requested. Resolved.
9. Reductions in Unlimited Faculty	Hanson	Kent Hanson reported the following faculty lay-off notices have been issued, due in part to the reorganization of Management Education programs statewide: (1) full-time unlimited (FBM); (1) full-time unlimited Specialty Crops; (3) part-time unlimited (FBM); Some of these lay-offs may be rescinded. The Management Education program has been under scrutiny statewide for the past couple of years and may result in the development of 30-credit certificates. Resolved.
10. Budget	Jesme	Shannon Jesme reported that FY11 ended with a \$7,000 positive fund balance, after accruals were paid – this was much better than anticipated. The college's current composite financial index (CFI) is in the 1.7-1.8 range (1 being the minimum without consequences). The college is in a comfortable range of 19% in reserves. Faculty inquired about uncollectible tuition. Shannon reported it is now minimal, due to the processes in place to drop students for non-payment. She will provide information at the next meeting, showing a 5-year history of uncollectible tuition. She noted that additional training on Accounting on the Web will be scheduled in the near future. Resolved.
Mtg. adjourned @ 2:50 pm		
Next Meeting	Thursday, December 8, 2011; TRF Campus, Room 735; 2 p.m. faculty pre-meet at 1 p.m. in same room.	