

Northland Community & Technical College

Shared Governance Council Meeting

Thursday, December 8, 2011

TRF Campus, Room 735

2 p.m.

MINUTES

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

Absent: Tishara Melcher (on leave), Adam Paulson, Norma Konschak

Guests: Shannon Jesme

Topic	Responsible Party	Discussion/Outcome
Call to order	Ziegler	
1. Additions to Agenda		None
2. Reductions in Unlimited Faculty	Hanson	Kent Hanson reported (for the second time) that reductions of (2) full-time unlimited and (3) part-time unlimited faculty members, all in Management Education, were made in November for FY13. It was discovered that the SGC minutes from the November meeting contained an incorrect number, and will be revised. Resolved.
3. Board of Trustees Award for Excellence	Temte	President Temte asked faculty for their position on this award nomination, so it could be on record. Faculty stated that their position had not changed from last year, and that they would not be participating in the process. Resolved.
4. Student Success Day	Hanson	Kent Hanson inquired as to whether faculty members were in favor of continuing the Student Success Day next year. Faculty expressed support and will assemble a task group to organize the event, including some Student Services staff. A date may need to be set and this topic will be revisited at the January meeting. Not Resolved.
5. Strategic Development Planning	Temte/Hanson	President Temte and Kent Hanson explained a new initiative that will create a process to identify external sources of funding for a wider range of college programs. Kevin Fox from Fox Consulting will kick-off the initiative at the Jan. 5 th In-Service. A steering committee is being formed, consisting of members of AASC, SGC, New Program Development Committee, Cabinet, and Staff Advisory Council. Administration requested that two faculty from SGC be identified to serve on the steering committee. Dan and Joel will submit names of interested faculty to Kent Hanson by Dec. 14. Resolved.

6. January In-Service	Hanson	Kent Hanson reviewed the agenda for the Jan. 5 th Faculty In-Service at the TRF Campus. Becky Lindseth will check into the status of van driver training and communicate information to faculty. Resolved.
7. Organizational Structure for (2) Dept. of Labor grants	Lindseth	Becky Lindseth shared and reviewed the organizational structure of the Workforce and Economic Development area, explaining the roles of nine new positions being developed to administer (and funded by) the two Dept. of Labor grants. She noted that the first grant will end February 2013 and the second in Sept. 2014. It was noted that it is the intention that once these grants have expired, the enrollment and revenue produced by the two programs will self-sustain the existing and new positions. It was noted that the compliance issues required by the grants are complicated and very time-consuming. President Temte will share a document sent to the chancellor, explaining the need for assistance from the system office on various compliance issues. Becky Lindseth noted that another accounting officer position will be added in the Finance Dept. that will also be grant funded. Administration addressed a few questions from faculty. Resolved.
8. Loadable Debit Cards for Students	Lindseth	Becky Lindseth shared information about Higher One, a shared service that is being piloted by some MnSCU colleges to provide loadable debit cards for students to make purchases at the college. She reported that concerns have been raised about Higher One's \$.50 fee per transaction. Faculty members agreed that that would not be acceptable to students. Resolved.
9. Proposed Class Cap Changes	Huschle	Brian Huschle reviewed a list of courses being proposed by faculty, and two by administration (list is attached to these minutes). Faculty agreed with the changes to class caps in CVST, PHRM, and MATH and will be in effect Fall 2012. After a lengthy discussion, faculty and administration agreed to not change the class size for the BLDG 1114 (Blueprint Reading I) course and this proposed change will be reviewed further between administration and the faculty involved. However, administration stated that only two sections of that class would be scheduled. Resolved.
10. Foundation Update and Scholarship Processes	Sponsler	Discussions with NCTC Foundation staff had been held since this item was placed on the agenda, addressing the concerns brought forward. A communication process will be put in place to inform donors of the status of their scholarship, when the scholarship is not awarded in the designated semester, due to no qualifying applicants. A faculty member noted they were told that the Foundation was only interested in establishing endowments of \$10,000 or more. Anne Temte indicated that she will check on this assertion and report back at the next SGC meeting. A profit and loss statement from the Foundation was shared. Becky Lindseth reported that the Foundation contributes \$30,000 back to the college as reimbursement for a portion of

		Foundation staff salary and benefits. Kent Hanson will request information from the Foundation on the percentage of contributions received from employees and will communicate this information to faculty. Resolved.
11. Marketing/Social Media/ Program Sustainability	Sponsler	Dan Sponsler stated that some programs involved in the sustainability process are still not satisfied with marketing efforts done for their programs. Various topics were mentioned, such as Google ads, banners, thinknorthland.com website, posters, press releases, tagline, and social media. President Temte stated that faculty members need to be more supportive of the expertise of the marketing staff and allow them to make decisions on what efforts produce the best value. She stated that the current budget does not allow for additional marketing staff without reducing expenditures in other areas. She will acquire information from Dan Klug and Chad Sperling regarding faculty concerns about having access to social media sites. Dan Sponsler asked that a reminder be sent regarding the restrictions on using social media sites and identify which computers can be utilized for this purpose, if the ban is still in place. It was suggested that Chad Sperling be asked to attend the January SGC meeting to provide faculty information regarding Northland's Facebook pages. Not Resolved.
12. FY12 Budget Summary	Jesme	Shannon Jesme reviewed an updated FY12 general fund budget, indicating a projected deficit of \$630,935 after accruals. She also reviewed changes in misc. income and non-personnel equipment worksheets. Resolved.
Mtg. adjourned @ 3:50 pm		
Next Meeting	January 19, 2012; EGF Campus, Room 115; 2 p.m.	