

# Northland Community & Technical College

## Shared Governance Council Meeting

April 12, 2012

TRF Campus, Room 735

2 p.m.

### MINUTES

Attendees: Tishara Melcher, Mary Amundson, Kent Hanson, Norma Konschak, Becky Lindseth, Dorinda Sorvig, Anne Temte, Beth McMahon, Erin Almlie, Adam Paulson, Brian Huschle.

Substitutes: Rod Lahren, Tracy Boman, Kerry Jaeger, Kim Philipp, Tim Reuter

Absent: Joel Ziegler, Justin Berry, Andrew Dahlen, Jennifer Dahlen, Dan Sponsler, David Christian, Kathy Huschle

Guests: Steve Crittenden

Topic	Responsible Party	Discussion/Outcome
Call to order	Melcher	
1. Additions to Agenda	None	None
2. Final Exam Week; Revised 2012-13 Calendar; Final Exam Schedule 2012-13	Hanson	Administration agreed to change final exam days from three to four days, effective in the 2012-13 academic year, and approved the revised calendar. Administration agreed to revise the final exam daily schedule for 2012-13, changing the last test block to 3:30-5:30 p.m. Resolved.
3. Respiratory Therapy Clinical Caps Change	Hanson	Administration agreed to reduce the class caps from eight to six in the following courses, effective spring semester 2013, to comply with program accreditation requirements: RESP 1124 Clinical I RESP 2206 Clinical II RESP 2211 Summer Clinical RESP 2248 Clinical III RESP 2258 Clinical IV RESP 2260 Spring Internship RESP 2262 Summer Internship
4. 2012-13 Master Committee Chart / Shared Gov. Council meeting days	Melcher	Faculty and administration agreed to consider rotating the Shared Governance Council meetings between Wed. and Thurs, to alleviate the need for faculty to cancel the same class every month. This was discussed last year, but the majority preferred to have meetings remain on Thursdays. Cindy Cedergren will develop a calendar with rotating days and share it with the faculty presidents for discussion among faculty on the Council. Other minimal changes were made to the existing committee chart.

		Faculty presidents will begin the process of soliciting volunteers for the committees proposed for next year. Resolved.
5. Intent to add Wrestling Program	Crittenden	Steve Crittenden presented written information on regional high school wrestling programs, gender equity requirements, estimated budget for start-up and annual operating expenses, possible funding sources, and projected participation, to support an intent to add a wrestling program to the athletic offerings. Many questions and comments were addressed. If approved by the Minnesota College Athletic Conference, recruitment would need to start in FY13, with a potential program start up in Fall 2014. Not Resolved.
6. Draft 2013-14 Academic Calendar	Hanson	In response to the draft presented, administration asked that the calendar committee work toward a minimum of 160 class days, opposed to the 158 days proposed in this first draft. Student class days have already been reduced from 163 in 2011-12 to 160 in 2012-2013. Tishara reported on feedback from faculty on the first draft. The committee will present a second draft at a future meeting. Not Resolved.
7. Preliminary Recommendations from Noel Levitz consultation	Temte/Hanson	Administration summarized the preliminary report from Noel Levitz, following their two days of meetings with employees. The President's Cabinet will be exploring various recommendations over the next one to two years. Topics discussed briefly at this meeting included: age of students; restructuring recruiting program; relationship management; existing resources; scheduling; reducing areas of emphasis; lack of options within Liberal Arts class offerings and Minnesota Transfer Curriculum issues. Upon receipt, the final written report will be shared with all employees. Not Resolved.
8. Policy Review	Melcher	<p>No concerns or questions were raised about the new or revised policies at first reading. Faculty asked for clarification about the deletion of the Ability to Benefit policy and procedure. Norma Konschak explained the rationale.</p> <p>#5025 Security Camera Tape Access (New)  #2035P Students with Disabilities Procedure (Revised)  #2092P No Show/Last Date of Attendance (Revised)  #7045P Procurement Card Procedure (Revised)  #6010P Parking Procedure (Revised)  #7052 Registration Cancellation (Revised)  #2015 &amp; 2015P Ability to Benefit Policy/Procedure - DELETE</p>
9. FY13 Budget Update	Temte	A revised budget will be presented at the May meeting. Administration reported on the process of simplifying the differential tuition and fees and how they are billed to the students. Resolved.

10. Professional Development Budgets	Hanson / Korschak	Administration reported receiving requests totaling \$13,000 in the FY13 dept. budget requests for additional professional development funds. It was noted that, for FY12, there is currently \$46,000 unspent funds in those budgets (total from both campuses), including some carry-over from last year. EGF faculty reported there is a considerable amount of approved expenses not yet processed, likely due to the reporting requirements following the faculty members' travel. Administration requested that faculty groups strive to spend their respective professional development funds each year, reducing the amount needed for individual department requests. Resolved.
11. Organizational Chart	Lindseth	Becky Lindseth reviewed the changes/additions to the organizational chart and addressed questions from faculty. Resolved.
Mtg. adjourned @ 3:35 pm		
Next Meeting	Thursday, May 3, 2012; EGF Campus, Room 115; 2 p.m.	

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