

Northland Community & Technical College

Shared Governance Council Meeting

Thursday, May 3, 2012
EGF Campus #115, 2 p.m.

MINUTES

Attendees: Tishara Melcher, Mary Amundson, Jennifer Dahlen, Norm Halsa, Kent Hanson, Norma Konschak, Becky Lindseth, Dorinda Sorvig, Anne Temte, Joel Ziegler, Beth McMahon, David Christian, Erin Almlie, Adam Paulson, Brian Huschle, Kathy Huschle; New members for 2012-13: Brent Braga, Jeff Bell.

Alternates: Norm Halsa, Barb Forrest

Absent: Dan Sponsler, Andrew Dahlen

Guest: Shannon Jesme

Topic	Responsible Party	Discussion/Outcome
Call to order	Melcher	
1. Additions to Agenda		None
2. Draft 2013-14 Academic Calendar		A revised 2013-14 academic calendar was accepted by both faculty and administration. Resolved.
3. Student Success Day Update	Melcher	Faculty presented a schedule, including all concurrent sessions and activities planned for September 6, 2012. President Temte made a suggestion that maybe some of the sessions could be videotaped for future viewing by students, so that they could be available in the GPS Lifeplan web site. Faculty planning the event will look into the possibility of getting assistance from the New Media program for videotaping. Resolved.
4. Shared Gov. Council Meeting Schedule 2012-13	Melcher	Faculty requested that the meeting times alternate between 10 a.m. and 2 p.m., to prevent missing the same timeframe in their class schedule. Cindy Cedergren will revise and share the proposed schedule with faculty presidents and distribute to all members once finalized. Resolved.
5. Schedule June SGC meeting	Temte/Hanson	A date of Monday, June 18 was set for a special SGC meeting. 10 a.m. faculty pre-meet; 11 a.m. lunch and SGC meeting; ending by 2 p.m. The Inn at Maple Crossing will be pursued for the location; alternate location may be Warren. The major topic of discussion will be the plans for implementing changes in response to recommendations made from the Noel Levitz consultant. Cindy Cedergren will confirm the location of the meeting once finalized. Resolved.

6. Noel Levitz Report – Strategic Enrollment Management	Hanson/Temte	Kent Hanson presented a powerpoint covering the key points and statistics contained in the report, which included FYE history, full-time vs. part-time enrollment, age of students, retention rates, high school graduate projections. Two areas of focus were funnel management (using Hobson's, the current customer relations management software) and relationship management. He reported that reorganization of several student services areas will be worked on over the summer to make the necessary changes recommended by the consultant. Faculty supported the increased contact to prospective students through innovative means. Faculty also offered the suggestion of Liberal Arts Centers of Excellence with the idea of streamlined degrees. Kent reported that implementing the recommendations will be an evolving process over the next 1-2 years. Not Resolved.
7. Policy Review	Bell	<p>The following were reviewed and accepted at second reading:</p> <ul style="list-style-type: none"> #5025 Security Camera Tape Access #2035P Students with Disabilities Procedure #2092P No Show/ Last Date of Attendance Policy #7045P Procurement Card Procedure <p>The following were reviewed and a few edits were recommended by faculty:</p> <ul style="list-style-type: none"> #6010P Parking Procedure – faculty had concerns about the need to report overnight parking to the Director of Facilities; they suggested an identification tag be used instead; discussion was held regarding future fenced-in areas for automotive shop customer vehicles. #7052 Registration Cancellation – clarification on specific language was recommended. #2090 Drop/Add, Withdrawal & Refund Policy – minor grammatical edits were recommended.
8. FY13 Budget Update	Jesme	Shannon Jesme presented and reviewed a preliminary general fund budget summary for FY13. She reported that administration had used a 3% increase in personnel costs to anticipate salary and benefits increases, and used 2,750 FYE to project revenue. Total projected revenue: \$24,972,611; Total projected expenditures: \$24,738,954; Projected cash surplus: \$233, 657. With cash to accruals included, the projected deficit balance would be (\$266,343). It was noted that equipment and supply budgets were recently sent to department faculty by the academic deans. Administration noted

		that significant changes in MnSCU's allocation funding formula are anticipated in the next biennium. Resolved.
9. Decision on Higher One		Administration reported that the Higher One debit card system was not supported by student senates, and will not be implemented. Direct deposits for student financial aid will be strongly encouraged, to reduce the number of paper checks being processed. Resolved.
10. Wrap-Up	Temte	President Temte thanked all the Shared Governance Council members for their involvement and time commitment in serving on the council. There has been good dialogue this year on many important topics and she expressed appreciation for faculty's involvement in making recommendations for college-wide decisions.
Mtg. adjourned @ 3:45 pm		
Next Meeting	Monday, June 18, 2012; 11 a.m. meeting; Proposed location: Inn at Maple Crossing, near Mentor, MN	

ccedergren\Shared Governance Council\SGC Minutes 2011-12; SGC Minutes 12_05_03