

Northland Community & Technical College

Shared Governance Council Meeting

Wednesday, September 12, 2012

TRF Campus, Room 217

10 a.m.

MINUTES

Attendees: Tishara Melcher, Jeff Bell, Mary Amundson, Andrew Dahlen, Brent Braga, Becky Lindseth, Dorinda Sorvig, Joel Ziegler, Beth McMahon, Adam Paulson, Brian Huschle, Steve Crittenden, Al Shervold (alternate), Justin Berry, Kathy Huschle, Linda Samuelson, Anne Temte ([participating via video from System Office)

Absent: David Christian, Erin Almlie

Guests: Jason Trainer

Topic	Discussion/Outcome
Call to order	Faculty president Melcher called the meeting to order, after technical difficulties with the video connection were resolved.
1. Additions to Agenda	Faculty added Automotive equipment update and parking lot repairs. These items were addressed at the start of the meeting. Automotive equipment is being handled through the finance dept. and was not placed on the agenda. Becky reported that the TRF parking lot repairs will be started within 2-4 weeks. Resolved.
2. Student Success Day Follow-up	Faculty relayed their concern about two posters that weren't delivered to the appropriate person to be displayed on the TRF campus. Communication to students could use improvement. President Temte recommended that a support staff person be considered at each campus to assist in coordinating the logistics, promotion, etc. to assist the faculty leaders in charge of these events. Discussion was held on whether the event is valuable to students or not. Students and faculty are being surveyed now and results of those surveys will be shared with administration. This topic will be addressed again in October or November, once results are ready for distribution. Not Resolved.
3. Faculty In-Service Follow-up	Faculty recommended that time during in-service be set aside for preparing for Student Success Day, getting presenters together, etc. It was noted that perhaps a First Year Experience Course, once developed, may replace Student Success Day. Faculty asked to have more input into the administratively assigned faculty in-service topics. Dorinda Sorvig offered herself and Bonnie Andrys to collect ideas from faculty between now and May for use in planning next fall's in-service. Discussion was held on safety training reminders. Administration explained their practice of sending out reminders to those employees who are not up-to-date on their required training and consequences for not complying. Resolved.

4. Administrative Membership on SGC	Faculty did not approve a request from President Temte to add two more deans to the current SGC membership, due to the reorganization in academics for 2012-13. Faculty would only agree to the number stated in the contract (President plus three administrators of her choice), per the advice of the state MSCF office. Discussion was held on whether or not to return to providing video connections between campuses, to allow other employees to listen to the meetings. An idea of having the meetings audio streamed to personal computers will also be explored by administration. Faculty were not opposed to either of these methods of accessing the meeting conversations. Resolved.
5. Faculty Development Funds – FTE Split	Administration reported that faculty reps and faculty presidents were given the information used to determine the faculty development budgets per each campus, based on faculty FTE and campus assignments. This information has been given to the CFO to budget the appropriate funds. Any changes/discrepancies in the information should be resolved with the appropriate dean. Resolved.
6. Alternative Schedule for TRF Campus	<p>President Temte shared in writing the Cabinet's position on the proposed alternative schedule for the TRF Campus (attached). She stated there are too many unanswered questions to implement this schedule in Fall 2013. She recommended a college-wide task group be formed to discuss all the implications involved.</p> <p>Some faculty representatives were not pleased that the Cabinet did not endorse the proposed schedule and didn't believe that it is the Cabinet's decision, but rather a decision between faculty and campus academic deans. Tishara stated that 95% of the TRF faculty supported the schedule, and believed there was agreement with the campus dean.</p> <p>President Temte stated that administration is not opposed to the concept, but doesn't believe it is ready for implementation in Fall 2013, but possibly Fall 2014, due in part to the deadlines established for having schedules finalized in October. Various points in the Cabinet's position paper were discussed.</p> <p>It was apparent that EGF faculty had not been previously involved in the discussions regarding the proposed schedule, since it was intended only for the TRF Campus as a campus revitalization strategy. EGF faculty expressed their desire to be involved in these discussions, as it helps to unite faculty, opposed to dividing them and operating differently.</p> <p>Faculty will continue to discuss this topic in faculty union meetings. Faculty and administration agreed to form a college-wide task group to discuss this further. President Temte will meet with faculty presidents prior to forming the task group. Not Resolved.</p>

7. Strategic Enrollment Management & Hobson's Update	<p>Jason Trainer provided a status report on the Strategic Enrollment Management (SEM) Committee. They have met twice and have reviewed the recommendations from Noel-Levitz, identified data sources, and narrowed the major themes to recruiting and student success. He reported that the entire SEM process typically takes 1-2 years from start to implementation. The goal is to be fully functional by Fall 2013. Jason reported on the status of Hobson's (Connect software), and how it works with prospective students. Some faculty expressed an interest in working with Jason and a task group to assist in the process and discuss obstacles or difficulties with the system. Resolved.</p>
8. Reorganization in Academics	<p>Faculty presidents had submitted a list of questions to President Temte prior to the meeting, and will be shared with all SGC members. President Temte stated that while many of the questions cannot be fully answered at this meeting, the reorganization will be assessed throughout this year and the decision to fill the vacant permanent TRF Dean position may be determined after Vice President Hanson returns next summer. She noted the recent reduction in the number of administrators, due to three resignations this fall (Haraldsson, Fletcher & Konschak).</p> <p>Faculty expressed concern that the assignments of Jim Retka and Steve Crittenden to academic dean responsibilities may not be manageable, since they carry full-time positions in addition to these assignments and have limited academic experience. President Temte explained the addition of the nursing dean has helped in this reorganization. There are no promotions planned for the additional academic assignments and she stated that she is grateful that Jim and Steve stepped up to fill the gap, rather than hiring a replacement for Kent Hanson's leave of absence. But the reorganization is not sustainable without adjustments.</p> <p>Faculty want to be involved in the discussions for future permanent hires in academic administration, as it is important to hire highly qualified individuals for such positions.</p> <p>Faculty asked if the Institutional Research position must be at a dean level. President Temte reported that it did not, but it fit perfectly with Norma Konschak's strengths and expertise, and it continues to be a critical need within the college. President Temte is exploring the option of purchasing research services from within the MnSCU system. This subject will be revisited throughout the year. Resolved.</p>
9. Five-Year Plan	<p>Faculty stated they want to be more involved in discussions in the planning process. It was noted that many of the goals and strategies in the current strategic plan are being discussed with AASC (such as First Year Experience Course, Developmental Education, Liberal Arts Pathways). The faculty executive officers at both campuses are interested in meeting more often with President Temte, and will work with Cindy Cedergren to set up such meetings. Resolved.</p>

10. ESL Student Support	Faculty expressed concern about whether or not students are being informed about changes in practices regarding support services to ESL students (who have previously received specific services, such as test modifications). The primary concern was that there are variations in faculty practices between and among campuses, and there are variations on how the Learning Centers are handling requests from students. Faculty recommended that students be required to complete a new personal education plan (PEP) every semester to reflect the recent changes to policy and practices, since previous forms indicated that the student would receive services until the completion of their program. Steve Crittenden will look into this issue further and communicate with all faculty on changes or recommendations implemented. Resolved.
11. Policy Review	First Reading: #2180 & #2180P Supportive Services Policy and Procedure (Revised) #7012 & #7012P Grant Management Policy and Procedure (New) #1020P Non-Discrimination Procedure (revised due to agreement with U.S. Dept. of Education Office of Civil Rights) No changes were recommended at first reading.
12. Budget	Budget reports will be presented at the October SGC meeting.
13. Organizational Chart	A revised chart will be presented at the October SGC meeting.
Mtg. adjourned @ 12:07 pm	
Next Meeting	Thursday, October 11, 2012; 10 a.m.; EGF Campus, Room 129