

**Shared Governance Council Minutes**  
**Northland Community & Technical College**  
**Thursday, October 11, 2012**  
**EGF Room 129; TRF 662 Polycom**  
**10 a.m.**

**MINUTES**

Attendees: Tishara Melcher, Jeff Bell, Mary Amundson, Brent Braga, Becky Lindseth, Dorinda Sorvig, Joel Ziegler, Steve Crittenden, David Christian, Kathy Huschle, Linda Samuelson, Anne Temte, Erin Almlie  
 Alternates: Mark Decker, Dan Sponsler  
 Absent: Andrew Dahlen, Beth McMahon, Adam Paulson, Justin Berry, Brian Huschle  
 Guests: Shannon Jesme, Mary Fontes (and alternate for Brian Huschle)

Guests: Topic	Responsible Party	Discussion/Outcome
Call to order	Bell	
1. Additions to Agenda		Faculty requested that each campus receptionist again be given access to the Cabinet members' calendars, for ease in locating them when necessary. Resolved.
2. Student Success Day Follow-up	Bell	Responses to the student surveys were shared. It was noted that perhaps an incentive to increase survey responses is needed in TRF, and more topics that would be helpful to second year students are needed. Communication between faculty and students about the purpose and importance of attending could be improved. A decision on whether or not to continue offering Student Success Day will depend on the development and implementation of a First Year Experience course, as the course may incorporate many of the topics included in Student Success Day. Not Resolved.
3. Alternate Class Schedule Update	Bell, Temte	A task group has been formed. Discussion was held on acquiring more data before the task group convenes in November. Steve Crittenden, Tishara Melcher, and Linda Samuelson are working on a faculty survey to obtain feedback; survey questions could be modified to survey students. Steve Crittenden will work with Rocky Ammerman on types of data to collect. Feedback should be obtained from various areas of the college as well, including EGF faculty, Learning Centers, Testing Centers, Libraries, Student Services, Administrative Services, and Food Services. Steve reported meeting with Lancer's Hospitality on the concept of an alternative schedule, with most classes held Mon-Thurs. Not Resolved.
4. November SGC meeting	Bell	Due to the TRF Career Expo's schedule on November 14, the November SGC meeting time was changed to 2:30 p.m., with a faculty pre-meet from 2-2:30 p.m.

		President Temte may need to participate via polycom if she needs to attend a Board of Trustees meeting in St. Paul that day. Resolved.
5. Policy Review	Bell	<u>Second Reading:</u> #2180 & #2180P Supportive Services – no changes recommended. #1020P Non-Discrimination Procedures – no changes recommended. #7012 & 7012P- Grant Management Policy & Procedure – faculty recommended that a separate procedure be written for general grants, other than DOL grants. Administration agreed to the recommendation and Becky Lindseth will re-submit a General Grants procedure (#7012.1P), and the DOL grants procedure will become #7012.2P, with minor revisions. Not Resolved.
6. FY12 Budget	Jesme	Shannon Jesme reviewed the final summary of the FY12 Budget. Budget was built on the tuition assumption of 2659 FYE. Budgeted cash surplus totaled \$1,173,655. Shannon explained the college's obligation to pay the system for debt service and depreciation, (cash to accruals) which is expected to total approximately \$1.7 million, and therefore will result in a net loss of approximately \$500,000 in FY12. Shannon is working on modeling scenarios and strategies on what we need to do to reach the 3.0 Composite Financial Index required by the Chancellor. President Temte and Shannon reviewed allocation formula discussions at the state level. Current funding from state allocations is equal to the level of funding in 1998, and the state is not expecting a budget surplus this year. We need to focus on ways to stimulate growth and fill-in enrollment gaps. Tishara Melcher expressed concern about the skeletal course offerings in liberal arts. Resolved.
7. FY13 Budget	Jesme	FY13 budget was built on the tuition assumption of 2700 FYE. Current projected budget surplus is \$289,530, before cash to accruals of \$1.75-\$2 million). Resolved.
8. CCSSE Survey Results	Fontes	Mary Fontes shared results of the Community College Survey of Student Engagement administered in spring semester 2012, and compared 2012 scores to 2008 and 2010. Overall, the benchmarks are seeing a downward trend. She reviewed the areas where NCTC scored below and above the mean. Resolved.
9. Organizational Chart	Bell	Jeff Bell inquired about the status of the Dean of Institutional Effectiveness position vacated by Norma Konschak. President Temte stated the filling of the position is on hold for now, but discussions are occurring with Kent Hanson and the academic deans regarding some of the responsibilities assigned to that position. She noted that the position would not have to be at a dean level. Jeff Bell noted that the EGF Liberal Arts Chair was not listed as vacant. Jeff Bell would check with Dan Sponsler about what the agreement was when Brian Huschle became interim Dean. Not Resolved.
Mtg. adjourned @ 11:55 am		

Next Meeting	Wednesday, November 14, 2012; <b><u>2:30 p.m.</u></b> ; TRF #735; polycom to EGF 301 (faculty pre-meet @ 2:00)
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