

**Northland Community & Technical College**  
**Shared Governance Council Meeting**  
**Wednesday, January 16, 2013**  
**TRF Campus #735**  
**EGF Campus #301 (polycom)**

**MINUTES**

Attendees: Tishara Melcher, Jeff Bell, Erin Almlie, Mary Amundson, Andrew Dahlen, Brent Braga, Becky Lindseth, Dorinda Sorvig, Joel Ziegler, Beth McMahon, Brian Huschle, Steve Crittenden, Linda Samuelson, Anne Temte, Kathy Huschle, Adam Paulson  
 Absent: David Christian, Justin Berry  
 Alternate: Al Shervold  
 Guests: Rocky Ammerman, Shannon Jesme

Guests: Topic	Responsible Party	Discussion/Outcome
Call to order	Melcher	
1. Additions to Agenda	Melcher	<ul style="list-style-type: none"> <li>Tishara reminded all members to turn off cell phones and restrict usage of computer devices to viewing meeting materials, keeping everyone's attention on the meeting discussions.</li> </ul>
2. Course Surveys/Privacy Concerns	Melcher	<ul style="list-style-type: none"> <li>A faculty task group, comprised of Terry Wiseth, Linda Samuelson, Mary Amundson, and Jeff Bell will meet on 1/18/13.</li> <li>Task group will report at the next SGC meeting.</li> <li>Not Resolved.</li> </ul>
3. EGF Advising	Ammerman	<ul style="list-style-type: none"> <li>Faculty relayed concerns that all advisors do not appear to have the same information and may not know who to consult with when issues arise.</li> <li>Rocky Ammerman reviewed the roles of the advisors, stating that all advisors have other specialized duties and therefore are not supervised by the same administrators.</li> <li>All advising issues and questions that advisors or faculty members encounter that need resolution should be reported to Rocky.</li> <li>Supervisors of the advisors meet every two weeks via conference call, and concerns can also be addressed within that group.</li> <li>There are multiple training sessions for advisors – dealing with specific and broad topics; advisors are expected to attend.</li> <li>Administration will communicate to all faculty that Rocky is the functional head</li> </ul>

		<p>of advising. Faculty asked that this function be identified on the organizational chart as well.</p> <ul style="list-style-type: none"> <li>Rocky stated that group advising sessions, including students, faculty and advisors, are being considered for spring semester, for faculty who are interested in participating.</li> <li>Resolved.</li> </ul>
4. Hazardous Waste Compliance	Bell, Lindseth	<ul style="list-style-type: none"> <li>Becky reported that the report from MnSCU was just received, and Julie Fenning will send information to everyone who is affected by specific findings, plus a general email to all employees.</li> <li>Faculty again inquired about compensation for extra time involved in complying with the recommendations made by MnSCU.</li> <li>The time spent by faculty will vary greatly from one area to another.</li> <li>This will be discussed again once the report is reviewed.</li> <li>Not Resolved.</li> </ul>
5. N.D. Higher Education	Melcher	<ul style="list-style-type: none"> <li>A task group is being formed; Jack Haymond is one TRF rep; more TRF faculty members are needed. EGF members: Erin Almlie, Brent Braga, Justin Berry, Kate Schmalenberg &amp; Jeff Bell. Jeff will call the first meeting.</li> <li>The task group should also include the academic coordinator (once hired), a recruiter, Jason Trainer, and an administrator.</li> <li>The task group will define their purpose, outcomes, and timelines.</li> <li>The task group will provide progress reports at future SGC meetings.</li> <li>Resolved.</li> </ul>
6. Program Sustainability Process Revisions	B. Huschle	<ul style="list-style-type: none"> <li>Brian Huschle reviewed revisions to the process, which were made to reflect the actual process being followed. Some titles need to be revised.</li> <li>Faculty raised a concern about the option of having an AASC member on the sustainability committee. Revisions to that portion of the process will be made and shared with SGC members.</li> <li>Resolved.</li> </ul>
7. Cosmetology Update	Temte	<ul style="list-style-type: none"> <li>President Temte has talked with other MnSCU presidents who have active cosmetology programs. More discussion will be held regarding instructor load and Board of Cosmetology requirements. The Board currently requires two licensed faculty with a 1/20 student ratio.</li> <li>President Temte will convene a meeting with the academic administration from those colleges to define the issues.</li> </ul>

		<ul style="list-style-type: none"> <li>• We have received Board of Cosmetology approval to offer some classes online.</li> <li>• There are six cosmetology programs/institutes in our region (including those in eastern North Dakota)</li> <li>• Faculty asked about the possibility of charging differential tuition for the program. President Temte stated that the Board of Trustees would not likely approve such a request since the average wages for this occupation are low (average \$9-13/hour). The MnSCU Board of Trustees is scrutinizing requests for differential tuition more than in previous years.</li> <li>• Not Resolved.</li> </ul>
8. Student Success Day	Melcher	<ul style="list-style-type: none"> <li>• Decision on continuing the program was postponed until more information is known about the Freshman Experience course offering for fall.</li> <li>• This course is under development and may duplicate many of the topics that have been offered in the Student Success Day sessions.</li> <li>• It was noted that the TRF campus would like to combine the Student Success Day and Welcome Wednesday.</li> <li>• Not Resolved.</li> </ul>
9. Alternate Schedule	Crittenden, Temte	<ul style="list-style-type: none"> <li>• Survey results were sent to faculty members. Administration believed that the results did not show a strong support to develop an alternate schedule.</li> <li>• Overall scheduling was discussed. Scheduling will be a key function of the Academic Coordinator position once filled. Faculty supported the idea of the established task group with the Academic Coordinator discussing all scheduling issues; perhaps could explore scheduling software options, and look at other college scheduling models.</li> <li>• Not Resolved</li> </ul>
10. Class Cap Changes	Huschle	<ul style="list-style-type: none"> <li>• The following class cap changes were approved, effective Spring 2014: <ul style="list-style-type: none"> <li>▪ AGRI 2222 (Sugar Beet) 60 to 45</li> <li>▪ AGRI 2206 (Rural Leadership) 60 to 45</li> <li>▪ AGRI 1172 (Corn Production ) 60 to 45</li> <li>▪ AGRI 2202 (Dry Bean Production) 30 to 45</li> </ul> </li> <li>• Resolved.</li> </ul>
11. Revisit Faculty In-Service	Melcher	<ul style="list-style-type: none"> <li>• Faculty members expressed positive comments regarding the Jan. in-service program, specifically Mark Taylor's presentation and the security presentation.</li> </ul>
12. Policy Review	Lindseth	<ul style="list-style-type: none"> <li>• #4035P Employee Selection Procedure – changes made from last month's meeting were discussed at length. Further changes may be needed; topic</li> </ul>

		<p>was tabled until the next meeting.</p> <ul style="list-style-type: none"> <li>• Not Resolved.</li> </ul>
13. Budget	Jesme	<ul style="list-style-type: none"> <li>• Shannon Jesme presented and reviewed the current FY13 budget.</li> <li>• The budget was built on the goal of 2700 FYE and it appears we will reach that goal.</li> <li>• Accurate personnel costs are still unknown due to pending negotiations with all bargaining units.</li> <li>• The budget currently indicates a \$688,584 surplus, without taking into account the \$1.5 million needed for cash to accruals.</li> <li>• Resolved.</li> </ul>
14. MnSCU Framework Metrics	Temte	<ul style="list-style-type: none"> <li>• President Temte shared progress reports with faculty regarding workforce alignment and program learning outcomes, and how they align with the framework metrics.</li> <li>• She will continue to provide progress reports as needed.</li> <li>• Resolved.</li> </ul>
15. Other		<ul style="list-style-type: none"> <li>• Vice President position description – a task group will be formed to review the current position description for the Vice President of Academic and Student Affairs. Becky Lindseth will share the current description with all SGC members. The position review and discussion is being done in the event Kent Hanson does not return to this position, following his interim president position at Riverland.</li> <li>• It was suggested the task group meet once prior to the Feb.14<sup>th</sup> SGC meeting.</li> <li>• Not Resolved.</li> </ul>
16. Mtg. adjourned @ 12 pm		
Next Meeting	Thursday, February 14, 2013; EGF Campus #129; TRF Campus #662 (polycom)	