

Northland Community & Technical College
Shared Governance Council Meeting
Thursday, Feb. 14, 2013
EGF #129; TRF #662 (polycom)
10 a.m.

MINUTES

Attendees: Tishara Melcher, Jeff Bell, Mary Amundson, Brent Braga, Becky Lindseth, Dorinda Sorvig, Joel Ziegler, Adam Paulson, Steve Crittenden, David Christian, Kathy Huschle, Linda Samuelson, Anne Temte
 Absent: Beth McMahon, Justin Berry, Brian Huschle, Andrew Dahlen
 Alternates: Dan Sponsler, Don Fischer, Jodi Stauss-Stassen
 Guests: Shannon Jesme, Jason Trainer (via phone)

Topic	Responsible Party	Discussion/Outcome
Call to order	Bell	
1. Additions to Agenda	Bell	Faculty added the following: 1) Announcements of new hires – new business 2) Hazardous Waste follow-up – old business
2. Course Surveys	Bell	<ul style="list-style-type: none"> A report from the Course Evaluation Survey Task Group was shared. (Attached to minutes). Faculty accepted the new process of handling privacy concerns. Resolved.
3. Student Success Day	Bell	<ul style="list-style-type: none"> Discussion was held on various ways to provide some of the key Student Success Day topics for students in technical programs, who will not be required to enroll in the First Experience Course next fall. This topic will be discussed at the next MSCF meetings and brought back for a decision in March. Not Resolved.
4. Hazardous Waste Follow-up	Bell	<ul style="list-style-type: none"> Faculty inquired about whether or not a faculty member would be personally liable for fines if hazardous waste compliance was not done effectively in their respective departments. Faculty asked administration to consider hiring a lab technician (college-wide position) to handle the haz-mat processes required in the laboratories, particularly in the science depts.

		<ul style="list-style-type: none"> • Discussion was held on a possible position, which would likely be classified as an AFSCME position. • Administration advised that science faculty discuss it further and consider including this position in their FY14 budget request. • Not Resolved.
5. Community College Completion Call to Action	Temte	<ul style="list-style-type: none"> • President Temte explained that the national PTK organization has initiated this campaign, and NCTC's chapters are endorsing it and asking for college-wide support. • Faculty members signed the "Call to Action in Support of Students", which encourages students to complete their college education. • Resolved.
6. Faculty Involvement in SEM Task Groups	Temte, Crittenden, Trainer	<ul style="list-style-type: none"> • President Temte reviewed the work of the Strategic Enrollment Management (SEM) Committee and the Key Performance Indicators they have established. • The primary purpose of this discussion was to seek faculty representatives on task groups to work on two of the Key Performance Indicators: Enrollment and Academic Programs. • The task group established to study the North Dakota admissions changes will be asked to broaden their discussions to include other areas of enrollment. Tishara will seek additional members from the TRF Campus for this group. • Tishara and Jeff will seek members to form a new task group to discuss the academic performance indicators (placement, employer survey, transfer rates, licensure exam pass rates). They will forward the names to Jason Trainer. • These task groups will develop strategies to use the data collected in various areas within these key performance indicators. • President Temte will provide a document that cross-references the MnSCU metrics with the SEM Key Performance Indicators. • Joel Z., Shelly K., Tishara, Jeff, Steve & Anne will be the initial group that will meet to write the "charge" for the task group. • Resolved.
7. Policy Review	Bell	<ul style="list-style-type: none"> • #4035P Employee Selection Procedure – One more change was made to finalize this procedure. Accepted. • #7040 & #7040P - Disposal of Fixed Assets Policy & Procedure: • Faculty expressed concern that the current college policy refers to the option of trading-in equipment if not needed, but the procedure does not list that as an option.

		<ul style="list-style-type: none"> • Shannon Jesme led a discussion on the need for making sure equipment is properly tracked and documented, before trades are made. • Discussion was held on donating un-needed equipment (such as athletic equipment) to another school or organization. These types of donations need to go through the formal process. • Shannon Jesme agreed to develop a detailed Standard Operating Procedure to accompany the procedure, and also revise the existing procedure to include trade information. A minimum value on donated equipment will be included. • Not Resolved.
8. Announcement of New Hires	Bell	<ul style="list-style-type: none"> • Faculty requested communication from administration when new employees are hired. • This information is helpful for faculty presidents and mentors to make personal contacts with new faculty. • Administration will discuss this with Cabinet, to determine who will send out the announcements – HR Dept. or the new employee's supervisor. • Discussion turned to photos on the employee on-line directory. Faculty were reminded they could update their profiles on the directory, and faculty presidents will encourage their members to have their photos taken for the directory. • President Temte will send a memo to all employees, encouraging participation in the on-line directory, and how to make arrangements for taking a photo. • Resolved.
9. Open Discussions		<ul style="list-style-type: none"> • Topics included recycling on the TRF Campus and the Vice President of Student and Academic Affairs position.
10. Meeting adjourned @ 11:45 am		
Next Meeting	Wednesday, March 6, 2013; 2 p.m.; TRF #735; EGF #301 (polycom)	