

**Northland Community & Technical College
 Shared Governance Council Meeting
 Wednesday, March 6, 2013
 2 p.m.
 TRF #735; No polycom site available**

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, David Christian, Kathy Huschle, Linda Samuelson, Anne Temte
 Absent: Justin Berry
 Guests: Karl Ohrn, Jon Beck

Guests: Topic	Responsible Party	Discussion/Outcome
Call to order	Melcher	
1. Additions to Agenda		<ul style="list-style-type: none"> No additions to agenda. Introductions were made for Karl Ohrn, newly hired Academic Coordinator, who was attending as an observer. His schedule at this time is Tues & Thur in TRF; Mon-Wed-Fri in EGF, subject to change with meeting commitments.
2. Student Success Day	Melcher/Bell	<ul style="list-style-type: none"> The Council made a motion to remove the date of Sept. 5 from the 2013-14 Academic Calendar for Student Success Day. M/S/C. Various alternative methods are being discussed to present some of the most popular topics from Student Success Day. The Retention Committee will take the lead on this activity, with primarily technical faculty/student participation. Faculty presidents will seek faculty leaders and forward names to Mary Fontes. Resolved.
3. Current SGC Meeting Schedule	Melcher	<ul style="list-style-type: none"> Faculty expressed the desire to continue with the rotating days/times for SGC meetings. President Temte stated that this type of schedule could result in her occasional attendance via polycom, due to meetings in St. Paul, as it did twice during this academic year. Cindy Cedergren will draft a 2013-14 schedule for the next meeting. Not Resolved.

<p>4. Vice President Selection Process</p>	<p>Melcher/Temte/Lindseth</p>	<ul style="list-style-type: none"> • Faculty provided the following statement in regard to the Vice President position: <p style="margin-left: 40px;"><i>The vice president vacancy is an opportunity to make our college stronger. This is a key position in the college and not a decision which should be rushed or taken lightly. As a faculty we support a candidate that has a strong academic background and someone that knows the unique details of a unionized faculty. A qualified VP needs to have a PHD. This person needs to be an advocate for ALL college programs, activities and NCTC's role in the community. We would appreciate a constructive and candid conversation about the VP's job description. The wrong candidate will be devastating to the college.</i></p> • President Temte agreed with most of the information contained in the statement, and asked for clarification on some aspects. • Various questions were addressed as faculty reviewed the draft position posting distributed at the meeting. Discussion was held on masters vs. doctorate degree requirements. It was agreed that the posting could read doctorate desired; master's degree considered. • Becky Lindseth reviewed the timeline proposed for the search process and made revisions to reflect this meeting's discussions. • It was agreed that faculty would be given the opportunity to provide feedback to the draft posting and position description, to be submitted to Adam Paulson, who would compile the feedback and submit suggestions for changes to Anne Temte and Becky Lindseth by March 12. • A link on the college website for the VP search is in the development stage. • Faculty presidents will seek (2) faculty reps from each campus by March 27th to serve on the search committee. • Not Resolved.
<p>5. Intro. To Education Update</p>	<p>B. Huschle</p>	<ul style="list-style-type: none"> • There is a task group of faculty and administrators working on this topic, which is currently developing a common course outline and identifying learning outcomes. • Administration and faculty are working with articulating institutions, such as MSU-Moorhead, BSU, UND, Mayville; possibly St. Cloud State & Southwest State could be added. • It is the intent/goal to offer the course in Spring 2014.

		<ul style="list-style-type: none"> Resolved.
6. 60/120 Credit Update	B. Huschle	<ul style="list-style-type: none"> Brian sent emails to all program faculty affected by this legislative mandate. Deans are meeting with program faculty. Some faculty are having conversations with peer programs within the MnSCU system. Proposals for waivers must be submitted for review and approval by AASC by Sept. 2013, in order to meet the deadline of Dec. 2013 for final submission to MnSCU. Need sound reasons for seeking waivers. Must have advisory committee input, with documented student involvement in voting. Not Resolved.
7. Instit. Learning Outcomes/ Expectations of faculty	Melcher	<ul style="list-style-type: none"> Brian and some faculty members explained the current status. More ownership from faculty is key to the process. Common course outlines need to align with institutional learning outcomes. APR and AASC will provide dedicated time for this topic at the Fall In-Service. Resolved.
8. Use of Pepsi Contract Revenue	Lindseth	<ul style="list-style-type: none"> The college received \$25,000 upfront in August 2012. Those funds are being used to enhance security/locks as presented to SGC this past fall. After the end of each fiscal year (through FY17) the college will receive \$15,000. Administration has determined that most of those funds in the first year will be used to pay for architectural fees for a MnSCU-required site survey for the development of student housing in TRF. President Temte stated that a private developer has indicated plans to develop housing on land near the EGF campus, but not on college land. Additional rebates to the college will be based on volume purchases – by food services and concessions; we may need to determine what percentages that each of these provides. These rebates will be received following the end of each fiscal year, and amounts will likely vary from year to year. Faculty stated that students want involvement in how the rebate funds are spent. Administration stated that concessions rebates should go back to athletics dept. Students will be involved in how the food service rebate (based on Lancer's Pepsi product sales in the cafeterias and vending machines) will be used. Resolved.

9. Travel funds for club advisors	Bell	<ul style="list-style-type: none"> • Discussion was held on various methods that club advisors could use to seek funds to cover advisor travel expenses for club activities. • Steve reported that any club can request additional funds from the respective Student Senates. Some clubs can carry over funds from year to year. • Clubs should and do conduct their own fundraising to cover trip expenses; those expenses should include advisor costs if the advisor is required to attend the activity. • If faculty are attending for professional development for themselves, they may request Professional Development funds from their respective faculty units. • Stipends or credits paid to advisors come out of the Bookstore profit budget. • Resolved.
10. Policy Review	Lindseth	<p>First Reading: #6015 Revised - Facility Access Policy/Procedure:</p> <ul style="list-style-type: none"> • Faculty expressed opposition to the term “credentials” in the policy and procedure. Becky explained that that terminology is used in the software used to manage keys, cards and fobs. Administration will take this concern under advisement.
11. Organizational Chart	Temte	<ul style="list-style-type: none"> • An updated chart will be ready for the next SGC meeting, with the proposed administrative structure changes.
12. MnSCU Framework – Cross-reference with SEM Key Performance Indicators	Temte	<ul style="list-style-type: none"> • President Temte shared a document that cross-referenced the MnSCU Strategic Framework Metrics with the SEM Key Performance Indicators (attached to these minutes) • This information should be helpful to the SEM Task groups.
13. 2014-15 Academic Calendar Development	B. Huschle	<ul style="list-style-type: none"> • Brian suggested that academic deans and faculty presidents begin working on the 2014-15 academic calendar this spring. • Anyone having recommendations for the calendar were asked to forward their suggestions to the faculty presidents. • Not Resolved.
14. Open Discussions		Due to lack of time, no open discussions were held.
15. Meeting adjourned @ 4:00 pm		
Next Meeting	Thursday, April 11, 2013; 2 p.m., EGF 129; TRF 662 (polycom)	