

Northland Community & Technical College
Shared Governance Council Meeting
Wed, May 8, 2013
TRF Campus, Room 735; EGF Campus #301 (polycom)
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, David Christian, Justin Berry, Kathy Huschle, Linda Samuelson, Anne Temte; New members for 2013-14: Don Fischer, Norm Halsa

Absent: None

Guests: Jim Retka, Kirsten Michalke

Guests: Topic	Responsible Party	Discussion/Outcome
Call to order	Melcher	
1. Additions to Agenda		<ul style="list-style-type: none"> Administration added the revised Disposal of Fixed Assets Procedure to the agenda, which was distributed prior to the meeting.
2. Information: New Officers for 2013-14 SGC	Melcher, Bell	<ul style="list-style-type: none"> Mary Amundson will serve as the Faculty President and Jennifer Dahlen will serve as Grievance Rep for the EGF Campus. Joel Ziegler will serve as the Faculty President and Norm Halsa will serve as Grievance Rep for the TRF Campus. Linda Samuelson will be on sabbatical leave next year.
3. COI Annual Report	Retka, Michalke	<ul style="list-style-type: none"> Jim and Kirsten addressed questions from faculty on information contained in the annual report, and the future direction of COI. Jim explained the substantial changes to COI funding in FY14. Allocations from MnSCU for COI have been frozen since 2002. The universities will receive more funding than the 2-year colleges. Currently only 20% of the COI budget is derived from the MnSCU allocation. This year COI will focus on the development of contracts within the GF/EGF market, since UND is dissolving their custom training division.
4. Book Return Issue	Lindseth	<ul style="list-style-type: none"> Becky explained the circumstances surrounding the book return issue. To prevent this situation from reoccurring, administrative services will review the book return policy and procedure to accommodate mid-semester courses. Resolved.

5. Administrative Reorganization	Bell	<ul style="list-style-type: none"> • Jeff distributed a document that served as the faculty's counter-proposal and reaction to portions of the proposed administrative reorganization. (attached) • Since this was not available in advance of the meeting for administration to review, the faculty gave administration the opportunity to recess and review and discuss the document in private. • President Temte provided a preliminary response at the meeting, but stressed the fact that she did not have all of the administrative team's input to make a definite response on some items. • She stated that instruction is the center of the college, and administration exists to support faculty in many ways. She expressed appreciation for the faculty's input. • She responded to each of the items addressed in the document, which are briefly summarized in these minutes: <ol style="list-style-type: none"> 1) <u>Increase learning curve for new deans</u> <ul style="list-style-type: none"> ○ The President has the right to reassign existing administration. ○ Training for new deans: Administration will share the biographies of all administrators, including their current supervisory experience. ○ Deans are participating in performance evaluation training in June, and will participate in other professional training opportunities throughout the year. ○ This year has been tough without a Vice President in place. 2) <u>Keep current division chair structure in EGF and expand to TRF:</u> <ul style="list-style-type: none"> ○ Discussion was held on faculty's proposal for division chair and program directors. ○ Administration could not agree to any specifics at this time, but were willing to meet and discuss this further. ○ Tishara will request an extension to the deadline to designate division chairs (beyond the May 15 deadline per MSCF contract). Becky will alert Labor Relations at the Office of the Chancellor to expect to hear from the MSCF office requesting an extension for Northland, as the extension has to be an agreement with MnSCU and MSCF. ○ A meeting of SGC faculty and academic deans will be scheduled the week of May 20th to begin discussions about division chairs/program directors/faculty liaison structure.
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		<p>3) <u>Increase faculty support positions</u></p> <ul style="list-style-type: none"> ○ President Temte agreed with the need for faculty support positions in certain areas, such as new teaching technology. ○ The Academic Coordinator position was reinstated this year to assist academic deans and faculty. ○ No faculty support positions have been requested for inclusion in the FY14 budget requests. Administration may wait until the new Vice President is in place to determine where the greatest need is in regard to faculty support positions. ○ All of the new proposed positions in the admin. reorganization plan are uncertain; all contingent upon FY14 budget, which won't be finalized until June. ○ Faculty mentor credits were reinstated this year. <p>4) <u>EGF Advising Issues</u></p> <ul style="list-style-type: none"> ○ President Temte noted that this topic has no relation to the administrative reorganization plans, and these issues have already been addressed with Shared Governance Council this semester. If there are continued or new concerns with specific advisors, faculty should report them directly to Rocky Ammerman. ○ All advisors have multiple group training sessions and multiple opportunities for individual training if needed. ○ The advising dept. is considering different advising models to improve the process. <ul style="list-style-type: none"> • Not Resolved (Division Chair structure portion).
6. 2014-15 Academic Calendar	B. Huschle	<ul style="list-style-type: none"> • The proposed 2014-15 academic calendar was accepted by administration and faculty; one text revision on the online portion will be made by Brian Huschle. • Resolved.
7. Summer SGC Meeting Date & Schedule for VP Search	Temte, Lindseth	<ul style="list-style-type: none"> • Becky noted that the on-site interviews for the Vice President position will be scheduled during the week of June 10, but it would be difficult to fit in an SGC meeting into that week, as originally proposed. • Tues, June 25 was chosen as the date; tentative time 1 p.m., location to be determined.
8. D2L Campus Life mobile app	Lindseth	<ul style="list-style-type: none"> • Becky reported that administrative services will be taking on the project of purchasing and implementing this mobile app over the summer. They will start with a small task group in administrative services and ask faculty to join in

		<p>meetings over the summer.</p> <ul style="list-style-type: none"> • Faculty presidents will seek representatives to serve on this task group and forward names to Becky. • This project will be reported on at fall in-service. • Resolved.
9. 2013-14 Committees	Temte	<ul style="list-style-type: none"> • President Temte reported that there will be reductions in administrative membership on certain committees, to be decided this summer. • Faculty presidents will seek faculty reps for all the committees proposed for 2014-15 and forward names to Cindy. A faculty member suggested that instead of pre-determining the time and day of committee meetings, members on the committee are polled so that they have input in selecting times when they are available to attend the meetings. • Resolved.
10. Faculty Evaluation Process for Online Courses	McMahon	<ul style="list-style-type: none"> • Beth reviewed the proposed process for conducting online course faculty evaluations, developed by the Distance Education Committee. • No objections were raised; hope to adopt this process next year. • Resolved.
11. Policy Review	Lindseth	<ul style="list-style-type: none"> • #8015 & 8015P – Gifts in Kind Policy & Procedure – accepted at second reading. • #6010P Parking Procedure – faculty asked for justification of increase. Becky explained that student parking fees will be increased, therefore employee fees are required to increase as well. Currently, revenue from parking fees isn't sufficient to keep up with the costs associated with parking lots, which, by MnSCU policy, must be funded solely by parking fee revenue. Discussion was held regarding the EGF campus north lot and repairs needed. • #7040P Disposal of Fixed Assets Procedure – minor revisions were accepted at first reading; no need for second reading.
12. Budget	Lindseth	<ul style="list-style-type: none"> • FY13 budget update indicated a \$674,151 surplus cash balance. Becky reported that the proceeds from the pending sale of the Swenson House hope to be added to the FY13 fund balance. • FY14 budget – two bookends were presented. The two bookends indicated an optimistic estimated fund balance of \$194,298 to a less optimistic estimate of (\$816,733). COI (Fund 120) is now included in the general fund budget (added to the base allocation). The legislative session ends on May 20, and MnSCU presidents will be told the outcome of the MnSCU budget that day.

		<ul style="list-style-type: none"> Discussions are being held in regard to an application for another TAACCCT grant, in cooperation with Ridgewater and Central Lakes Colleges, with a precision agriculture focus.
13. Organizational Chart	Temte	<ul style="list-style-type: none"> President Temte reviewed the revisions made to the titles of two administrators, from Vice Presidents, to their existing titles.
14. Open Discussion		<ul style="list-style-type: none"> Due to length of meeting, no open/off the record discussion was held. Faculty requested the topics of filling faculty positions after retirements, evening classes, and library hours be discussed informally at the next meeting.
15. Meeting adjourned at 12:08 pm		
Next Meeting	Set for Tues, June 25; time and location to be finalized by admin. & faculty presidents.	

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