

**Northland Community & Technical College
Shared Governance Council Meeting
Thursday, September 12, 2013
EGF Room 290; Polycom to TRF 662, Aerospace #13
10 a.m.**

MINUTES

Attendees: Erin Almlie, Mary Amundson, Brent Braga, Carey Castle, David Christian, Steve Crittenden, Andrew Dahlen, Jennifer Dahlen, Don Fischer, Norm Halsa, Kathy Huschle, Becky Lindseth, Tishara Melcher, Adam Paulson, Anne Temte, Joel Ziegler.

Absent: Dorinda Sorvig, Justin Berry

Substitute: Kate Schmalenberg

Guest:

Guests: Topic	Responsible Party	Discussion/Outcome
Call to order	Amundson	
1. Additions to Agenda	Amundson	<ul style="list-style-type: none"> No additions to agenda. Self-introductions were made for the benefit of Carey Castle.
2. D2L Mobile Site Update	Lindseth	<ul style="list-style-type: none"> A contract and PO for FY14 is in process, pending some changes from the Vendor. Changes are delaying the date of implementation. Questions were raised about the use of Google Play and iTunes. Becky will check into questions raised and report results to SGC group. Resolved.
3. Institutional Research	Castle	<ul style="list-style-type: none"> The college needs a single resource site for collection of data. Mankato State is interested in training our employee(s) in IR functions. However, it is not interested in providing on-going services. Northland would need to identify an IR person for this relationship to work. Accurate data is essential to writing effective grants and meeting state and federal reporting requirements. Sherry Lindquist is receiving three release credits this semester. A position description is being developed by administration. A faculty member expressed the desire to involve faculty in the development of the position description. Not Resolved.

4. Proposed New Positions	Lindseth, Crittenden	<ul style="list-style-type: none"> Becky and Steve reported on the status of the new positions proposed at the June SGC meeting: <ul style="list-style-type: none"> Administrative Services Coordinator – a failed search was declared; will repost the position soon; have hired a full-time temp in the interim. Position will be partially funded by the Quality Matters Initiative, and the position will provide administrative support for QM contracts. Student Life Coordinator – no impact on general fund budget. Will be funded by increased Access & Opportunity and student life funds; Hope to post the position soon; will be a college-wide assignment. Advancement Coordinator – position remains on hold. Resolved.
5. HLC Pathways Project	Temte	<ul style="list-style-type: none"> President Temte explained the change in processes and requirements of the Higher Learning Commission (HLC). She explained the background and purpose of the “Commit to Complete” Pathways Project. The document is soon ready to submit to the HLC; anyone having suggestions for changes or additions should contact Carey Castle, who is now the college’s primary liaison for the HLC accreditation process. The HLC Steering Committee may need faculty participation; the committee should look at data semi-annually. Resolved.
6. Swenson House Sale	Lindseth	<ul style="list-style-type: none"> Becky reported the Swenson House was sold to a private party in May for \$570,000 (net profit of \$550,919 after expenses). MnSCU requires the college to reinvest the revenue in capital improvements. Plans for the funds include: 1) TRF – Remodeling in Office Suite 545, Fitness Center, and Wrestling Practice room for approx. \$100,000; 2) EGF – complete the renovation of area behind Student Services for approx. \$150,000; Current balance – approx. \$300,000. Becky explained the need for a pre-paid long-term ground lease (35-40 years) for the Aerospace Site; MnSCU Real Estate Division is negotiating the lease with the TRF Airport Authority. The balance of the Swenson House sale revenue can and may be used toward the cost of the lease. Faculty members suggested the following be considered for funding: <ol style="list-style-type: none"> Air conditioning in the theater; Replace carpeting on the west wing of the TRF campus Resolved.

7. Finals/Grades Deadline	Amundson	<ul style="list-style-type: none"> • Mary reported that some faculty members who have finals scheduled late Friday afternoon on the last day of finals have difficulty getting grades completed and inputted by midnight the same night. • Discussion was held on the purpose of the established deadline, which impacts the suspension appeal process timelines. • President Temte reported she had consulted with Rocky Ammerman and he agreed to change the grade input deadline to Saturday at midnight. • Faculty agreed that this change would be helpful, and administration will communicate this decision to all faculty members. • The subject of granting Incompletes was discussed; they should only be given for extenuating circumstances. • Resolved.
8. Farm Bus. Mgmt. Program	Temte	<ul style="list-style-type: none"> • Administration recently met with two faculty members representing the FBM program to discuss the program's future. • The program runs a deficit of approximately \$500,000 per year. • President Temte explained the funding history of the program and changes that have occurred. • There appears to be no statewide solution, so individual colleges have to explore new ways of delivering the education that is financially feasible. • Some ideas mentioned were expanding the Farm Operations Program; Working with secondary schools; Precision Ag programs. • Resolved.
9. FY14 Budget	Lindseth	<ul style="list-style-type: none"> • Balances as of 8/22/13 were reported: <ul style="list-style-type: none"> ◦ Projected revenue \$26,607,918; ◦ Projected expenditures \$26,800,941; ◦ Projected deficit \$193,023. • President Temte reported that the Senate Higher Education Committee will be on the TRF campus on Wed, Sept. 25; she encouraged faculty and students to attend the open forum scheduled at 9:45 a.m. and voice their concerns about decreases in state funding. • Resolved.
10. Housing RFP	Lindseth	<ul style="list-style-type: none"> • A Request for Proposal was released in August for third party housing development, to be constructed on college land with a 30-year ground lease. • Pre-award conference was held on August 22, with two parties attending.

		<ul style="list-style-type: none"> Proposals are due Sept. 16th. The proposal will require the developer to finance, design, build, and manage the apartment building. The 3-year average occupancy must be a minimum of 80% students enrolled at NCTC. Resolved.
11. Enrollment Update	Crittenden	<ul style="list-style-type: none"> Sixth day enrollment – 1,202 FYE - down from 1,265 in Fall 2012. Enrollment down approx. 4-5% college-wide over last year (average statewide enrollment in MnSCU colleges is down by 7%). Headcount figures: <ul style="list-style-type: none"> Collegewide- 3,578 (down from 3,794 last year) EGF 1,678 (down from 1,830 last year) TRF – 1,305 (up from 1,285 last year); Online – 1,207 (down from 1,294 last year) High school graduates in region are declining. New Student enrollment funnel data was briefly discussed. Resolved.
12. Pregnant & Parenting Students	Temte, Amundson	<ul style="list-style-type: none"> Colleges are required to accommodate pregnant and parenting students with excused absences. The college will need a policy; administration is waiting for guidance from MnSCU. This directive may have a financial impact on programs with hourly requirements, in regard to students making up hours, at no cost to the student. Not Resolved.
13. MnSCU Framework Metrics	Temte	<ul style="list-style-type: none"> President Temte briefed the council on the updated metrics document sent with the agenda. Brief discussion was held on MnSCU's strategic priorities survey being distributed to all students and employees for comment.
14. Open Discussions		<ul style="list-style-type: none"> Various topics were discussed off the record.
15. Meeting adjourned @ 12:00		
Next Meeting	Wednesday, Oct. 9, 2013; 10 a.m.; TRF Room 735; polycom to EGF 301, Aerospace 13.	