

Northland Community & Technical College Shared Governance Council Meeting

Wed, December 11, 2013

2 p.m; TRF 735; EGF 301; AC13B

MINUTES

Attendees: Erin Almlie, Mary Amundson, Justin Berry, Carey Castle, Steve Crittenden, Jennifer Dahlen, Kathy Huschle, Becky Lindseth, Tishara Melcher, Adam Paulson, Tim Reuter, Dorinda Sorvig, Anne Temte, Joel Ziegler.

Absent: David Christian, Brent Braga, Don Fischer

Alternate:

Guest: Kirsten Michalke

Topic	Responsible Party	Discussion/Outcome
Call to order	Ziegler	
1. Additions to Agenda	Ziegler	<ul style="list-style-type: none">• Faculty added the Grade filing deadline to old business.
2. COI Annual Report	Michalke	<ul style="list-style-type: none">• Kirsten Michalke gave a brief overview of the report, its purpose, and its distribution.• She addressed a few questions from faculty.
3. Reductions in Unlimited Faculty	Temte	<ul style="list-style-type: none">• This served as the second notice of a reduction of 1 FTE in unlimited faculty in the Auto Body Collision Technology program.• Resolved.
4. Program Sustainability Discussions	Castle	<ul style="list-style-type: none">• Carey Castle reported on the process that has been in place for programs going through the sustainability process.• He stated he cannot change the past practices, but assured faculty that the formal process will be followed for every program from now on.• The process must be a group effort, and blame for failure of the process cannot be placed on one person or department. Program faculty members must lead the effort to make the necessary changes, whether it is curriculum related or focused on various forms of marketing their program. Action plans developed by the task group must be approved by all members responsible for implementing the action plans.• Carey noted that some programs have come off the lists after going through the process; others are improving their status; some remain on the list for

		<p>several years.</p> <ul style="list-style-type: none"> • The Academic Coordinator will be responsible for maintaining and communicating the action plans developed by each program sustainability task group. Meetings will be held on a regular basis, as outlined in the process. • Carey stated that the process is a good one, but changes may still be needed. What's good for one program may not be appropriate for another (particularly for programs with program accreditation requirements). • Faculty and administration need to monitor the program stats on the sustainability chart before the program reaches the sustainability level. • Faculty noted that Auto Body Collision Technology has been involved in the program sustainability process for several years, with only three meetings held over the last four years. • Faculty raised a concern about additional marketing costs for program sustainability have had to come out of the individual program budgets, leaving limited resources for other needs. • Faculty expressed concern about the public's perception of the program sustainability chart on the website. The chart itself doesn't tell the whole picture, but they can see that a program is struggling by the category in which they are listed on the chart. Could language be added to explain what the levels mean? • Faculty noted that marketing employees need to visit with faculty and get to know more about their programs in order to better serve their program's marketing needs. • Discussion was held on the decline in college enrollments, at Northland, and statewide. When unemployment rates drop, our enrollment tends to drop. • Faculty suggested that program sustainability updates be added to the on-going items on the SGC agenda, with periodic updates from administration (quarterly was suggested by administration). • Resolved; Periodic updates will be given by administration.
5. Board of Trustees Award for Excellence in Teaching	Ziegler	<ul style="list-style-type: none"> • Faculty chapters will be meeting next week and voting on whether to participate in this award process. • Faculty presidents will forward the decision to President Temte. • Update: Joel Ziegler informed administration that the faculty chapters had voted to participate in this award. • Resolved.

6. Update on Lake Superior College's Intent	Temte	<ul style="list-style-type: none"> • President Temte reported that the issue has not been resolved; the decision to approve Lake Superior College's intent to start an aviation maintenance technology program is in the hands of MnSCU. • Northland administrators have aired their strong objection; but have also offered to collaborate with Lake Superior in various ways. • There is a huge market for training AMTs in the metro area. This opportunity is being discussed and researched, in conversations with the Metropolitan Airport Commission. There is a need for 1300 AMT mechanics in the metro area. It becomes a challenge for Northland to attract students from the metro area to move here, coupled by the lack of housing. • Resolved. Administration will report on this topic again as information becomes available.
7. Grade Filing Deadline	Temte	<ul style="list-style-type: none"> • President Temte confirmed with the faculty that at the September SGC meeting, it was agreed that final grades could be submitted as late as 11:59 pm Saturday, Dec. 21. There was conflicting information shared via email this week regarding this new deadline. • Carey Castle will send a memo to all faculty, clarifying the information. • Resolved.
8. Draft Jan. 8 th In-Service Agenda	Crittenden	<ul style="list-style-type: none"> • Steve Crittenden reviewed the draft agenda and asked for input on the afternoon session. • Discussion was held, and several faculty members volunteered to present some concurrent sessions on various topics. • Steve will work with those who volunteered, and others mentioned, and add the topics to the agenda. • Resolved.
9. SGC Meetings via Telepresence	Ziegler	<ul style="list-style-type: none"> • Faculty agreed to conduct the January 16th SGC meeting via telepresence, and the time was changed to 2 pm (with the faculty pre-meet from 1-2 pm). • Cindy Cedergren will send out a revised calendar appt. with the changes. • A decision will be made after the Jan. meeting whether to schedule subsequent SGC meetings via telepresence. • Not resolved; revisit after Jan. meeting.
10. Charting the Future Dialogue	Paulson, Temte	<ul style="list-style-type: none"> • Adam Paulson reported on a meeting he attended with the MSCF Board and Chancellor Rosenstone regarding the Charting the Future strategies and goals. • It was a very positive meeting, with 50-60 people involved; many good system-wide issues were discussed.

		<ul style="list-style-type: none"> • President Temte reported that a draft plan for implementation will be presented to the Board of Trustees in January. • Other areas related to Charting the Future were noted by President Temte - Collaboration with other colleges; Campus Service Cooperatives; MnSCU statewide marketing efforts. • Resolved.
11. FY14 Budget	Lindseth	<ul style="list-style-type: none"> • The current FY14 budget was shared and reviewed. Current projected deficit balance is (\$1,396,357). • President Temte explained the rationale and plan to strategically utilize the carry-forward reserve fund balance to cover specific expenditures in FY14. Northland's finance plan was discussed with and approved by MnSCU. • Resolved.
12. FY15 Budget	Temte	<ul style="list-style-type: none"> • President Temte distributed a narrative report which outlined confounding elements that are out of our control and may have a significant impact on the FY15 budget. (document is posted with these minutes). • There is hopeful speculation that the Legislature will add the one-time \$17 million set aside for retaining talent to the MnSCU base allocation. • Shannon Jesme will be creating various budget scenarios; there are too many unknowns to project costs and revenue at this time. • Faculty members were encouraged to forward any questions about the FY15 budget to President Temte, Carey Castle, or Becky Lindseth. • Resolved, until further updates are available.
13. Revised Organizational Chart Jan. 2014	Lindseth	<ul style="list-style-type: none"> • Becky Lindseth reviewed numerous changes to be implemented on January 1, 2014. Questions from faculty were addressed. • Resolved.
14. Other	Ziegler	<ul style="list-style-type: none"> • Faculty presented Cindy Cedergren with a thank you gift for her years of service to the faculty and specifically to the Shared Governance Council.
15. Open Discussions-Off Record		
16. Meeting adjourned @ 4:05 pm		
Next Meeting	Thursday, January 16, 2014; 2 p.m. , via telepresence – TRF 601; EGF 149; AC13	