

Meeting: Shared Governance Council

Date: Thursday – May 8, 2014 at 10:00 a.m.

Location: Telepresence: EGF 290; (video TRF-662 & AC-13)

Members Present:

Erin Almlie, Mary Amundson, Justin Berry, Brent Braga, Carey Castle, David Christian, Steve Crittenden, Jennifer Dahlen, Don Fischer, Kathy Huschle, Becky Lindseth, Tishara Melcher, Adam Paulson, Tim Reuter, Anne Temte, Joel Ziegler, Sheila Bruhn

Substitute: Terry Wiseth for Dorinda Sorvig

Absent: Justin Berry

Guests: Brian Huschle, Shannon Jesme, Jim Retka

| Topic | Responsible Party | Discussion/Outcome |
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| I. Call to Order Add to Agenda | Amundson Christian Lindseth Amundson | 1. Meeting called to order at 10:06 a.m. by Mary Amundson. 2. Additions/Changes to Agenda: A. Old Business: Add Item #10 under – Housing TRF B. New Business: i. Add Item #6 – Safety Drills ii. Add Item #7 – Summer Proctoring iii. Add Item #8 – Northland's 800 number C. Ongoing Items: 1) Policy – Notes for 3000 series 3. Request to move III. New Business item #4 to top of agenda. Agreed. |
| III. New Business Item #4 | Huschle Jesme Almlie Berry Dahlen | Program Cost Analysis and Sustainability – spreadsheet document sent out yesterday and displayed on screen for discussion. 1. Brian explained how it works: A. All costs and revenues for programs are accounted for by CIP codes. B. This tool looks at all costs and provides a more accurate picture by program. C. FYE totals by program are highlighted in blue. D. Data is pulled using 1 st major declared. Starting this year additional tracking on intent of major is occurring (i.e. advisors confirming 1 st major, revising info in system if 1 st major is changed, etc.) E. FY2013 data is used – keep in mind this is not a budget tool. F. Revenue generating programs show a decrease in cost which is offset by the revenue. If questions, contact Shannon. G. PSEO tuition waivers not calculated in to cost analysis. H. Facilities costs were not taken into consideration. 2. Sustainability process - this analysis tool has potential to help by providing data to retool sustainability document. 3. Brian requested volunteers from SGC to work with Andrew Dahlen and Division Chairs (Brian, Karl O. and Curtis Z.) over the summer. (Shannon will consult with the group when needed.) Discussion followed. Erin Almlie and Justin Berry agreed to participate. Brian thanked them for volunteering. 4. The group will report back to Shared Governance Council in the fall with findings. 5. Jen requested that the fall presentation include before and after information. (What is done already vs. new material.) Agreed. 6. Brian thanked everyone for their input and for the assistance in moving forward. <i>Brian and Shannon left the meeting at 10:27 a.m.</i> |
| II. Old Business | Temte | 1. Budget: A. FY2014 – The request for an additional \$17M to be added to base was approved. Northland will receive its portion by June 30 th . (Approx. \$400K) B. FY2015 – No news yet on legislation regarding next biennium. Legislative |

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| | | session is scheduled to end Monday, May 19th. |
| | Castle | 2. Academic Master Plan – Carey stated the email was sent out containing goals, mission and values. He encouraged those who have not taken the survey yet to do so as it closes tomorrow, May 9 th . |
| | Amundson | A. AMP Steering committee meets next Tuesday to revise document using input provided. |
| | Castle | B. Carey is proud of the group, kudos to all for a great effort! |
| | | C. Mary shared that she heard it is an effective group. Good work everyone. |
| | Amundson | 3. BOT AFE Process Update – Carey reported Monday is the deadline for nominations to be submitted. The committee is scheduled to meet later in May, (there is room for one more TRF representative) with the committee's recommendation submitted to President Anne. |
| | Castle | 4. FY2015 Division Chair Structure Update – Mary confirmed the request to extend the date for naming NCTC 2014-15 division chairs to June 30 th was signed by Kevin Lindstrom. EGF has names identified and TRF will have theirs next week. Names will go to Anne by June 30 th . Next step is to request an extension of the existing division chairs structure and compensation MOA. |
| | | 5. Academic Coordinator Job Description – Carey provided a draft copy of the revised description to Joel and Mary. The position has evolved and includes the following: |
| | | A. Involvement in sustainability process |
| | | B. Perkins grant application process |
| | | C. PSEO |
| | | D. Online courses |
| | | E. POC for articulation components for deans (due dates, review times) |
| | | F. Liaison for other education institutions |
| | | G. Liaison for human resources |
| | | H. Credentialing |
| | | I. Researching new programs |
| | Amundson | Mary requested an email be sent to SGC with current job description vs. changes in the revised draft. Carey will send to Mary and Joel. |
| | Bruhn | 6. SGC Meeting Calendar for 2014/15 – After April's meeting, Sheila switched the meeting times as requested so the face-to-face meetings are held in the afternoon. A revised draft was then sent out to SGC members for review. All agreed the calendar is good as presented. Calendar will be posted on the web. |
| | Castle | 7. Class Caps – Carey reported the missing courses were added after the document was presented last month. (Geospatial intelligence analysis, philosophy 200, etc.) Also inactive courses were deleted. Class Caps were reviewed by Academic Affairs & Standards Council (AASC) yesterday with updates being incorporated. Revised document will be sent out to SGC before being posted. |
| | Amundson | 8. E-Learning Committee Report on Hybrid Courses – Mary referred to the hybrid course guidelines document sent to SGC members late on 5-5-14. |
| | Temte | A. AASC met yesterday (5-7-14) and supports guidelines. |
| | | B. Anne requested coordination of courses for better utilization of on-campus classrooms. |
| | Huschle | C. Kathy suggested Division Chairs could coordinate. |
| | Almlie | D. Erin asked how room utilization is calculated. |
| | Lindseth | E. Becky stated courses are entered into system and information populates into EMS. Fulltime room usage is considered 32 hours per week. |
| | Almlie | F. If considering a new hybrid course, supervisors should be contacted. |
| | | 9. Parking Lot Items – A discussion was held on items listed in the parking lot box on the SGC agenda. The question was asked what to do with the items listed: |
| | Amundson | A. Remove E-Learning Committee report on hybrid courses. |
| | Huschle | B. Keep Science Lab Tech position for when budget improves. |

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| | Lindseth Lindseth Temte | <ul style="list-style-type: none"> i. Would request 2 positions, one at each campus, but 1 position – ½ time at each campus would help. ii. Becky clarified that AFSCME bargaining requires a home base so, for efficiency two part-time positions would work best. <p>C. List Cosmetology Program update for future discussion.</p> <p>10. Housing update TRF – Becky shared she has been working with the MnSCU system office for approximately 2 years on TRF housing project.</p> <ul style="list-style-type: none"> A. Received disappointing news on May 5th that the developer withdrew offer to build. This announcement also affects MN West’s project. B. Becky will meet with system office on next steps. C. Goal was to have housing available for fall of 2015 – do not see this occurring now. D. Becky had a conversation with Mark Borseth; TRF City who indicated apartment complex construction is in process. E. City is researching land near Digi-Key & Arctic Cat for future apartment complexes for TRF. F. Becky received an invitation from Dale Hahn to join a TRF housing task force. G. Anne shared that she and Carey will meet with DEED on June 5th. MnSCU is not free to enter into negotiations alone. |
| III. New Business | Crittenden Melcher Retka | <p>1. Title IX Survey Update – Steve provided preliminary results from the gender equity survey:</p> <ul style="list-style-type: none"> A. MnSCU General Counsel developed survey. B. The survey went before the Institutional Review Board. C. Opportunities to participate in survey included booths at booth campuses during high traffic times and several emails were sent out. D. Results have not been sent to General Counsel yet. E. Counsel will be most interested in responses to questions #7, 8 and 9. F. A question to be answered is if a women’s sport is identified, are there other colleges that have the same sport for competition. G. Tishara asked if a potential solution for additional women’s sports could be intramural offerings. Research is needed to answer question. <p>2. FBM Report – Jim joined the meeting and gave a status update.</p> <ul style="list-style-type: none"> A. Background information: <ul style="list-style-type: none"> i. There are 8 FBM programs all running at a deficit. ii. FBM operates under Article 12 which has a different calendar than Article 11 programs. iii. Most training is conducted one on one. iv. Program cost is approximately \$950K - revenue does not cover cost leaving a \$400-\$500K annual deficit. <ul style="list-style-type: none"> a) For years the program was supplemented with ‘fenced’ (protected) funding. b) The funding is now ‘unfenced’ going to all 31 schools which significantly decreases supplemental funding. c) Cost per credit is \$165. To cash flow \$225/credit is needed. B. Working on developing a broader approach to Farm Business Management: <ul style="list-style-type: none"> i. Ag Center of Excellence formed ii. Farm Operations Management iii. Campus based program iv. ADawn Melbye through RCEs is developing courses v. Possible addition of ag education program C. Faculty have met and formed an executive committee and are looking at: <ul style="list-style-type: none"> i. Programming ii. Consulting iii. Year-end reports |

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| | | <ul style="list-style-type: none"> iv. Legislative committee v. Sustainability funding committee <p>D. Funding:</p> <ul style="list-style-type: none"> i. Pursuing a DOL TAACCCT grant – grant writer is hired and working on proposal now. ii. Researching other federal grants – looking to build on what has happened in UAS programs. iii. COA in Roseau County is good news. Data collected will be used to develop curriculum for Geospatial Intelligence Analysis program. iv. Working with Titan Machinery. <p>E. Significant challenges still ahead, but a plan to face those challenges is being developed.</p> <p><i>Jim left the meeting at 11:18 a.m.</i></p> |
| | Amundson | <p>3. Master Committee Chart – Mary reported that at the agenda setting meeting the chart was discussed with a request to have Sheila send the chart to Joel and Mary for review.</p> |
| | Temte | <p>A. Anne noted the Strategic Development and new Program Development committee should be replaced by Academic Master Plan (AMP) committee.</p> |
| | Amundson | <p>B. It was requested the chart be revised and sent out to SGC members.</p> <p>ACTION: Sheila will update chart and send out with draft of meeting minutes.</p> <p>4. Program Cost Analysis and Sustainability – presented earlier in meeting.</p> <p>5. June Meeting Discussion – Consensus is to hold a face-to-face June meeting.</p> <p>A. Agenda items will include:</p> <ul style="list-style-type: none"> i. Organizational chart ii. Academic Coordinator job description iii. General leave policy iv. Budget updates for 2014 and 2015 <p>B. Calendars were reviewed with no date determined.</p> <p>ACTION Sheila will send out a Doodle meeting request with several dates and times to select from for the last week in June.</p> |
| | Christian | <p>6. Safety Drills – Dave requested a lockdown drill occur. The last one was Feb. 2013.</p> <ul style="list-style-type: none"> A. Fire and Tornado drills are done every year. B. Lockdown needs to be taken seriously. High schools conduct 5 drills per year. C. Potential to have law enforcement involvement. D. Facility maps need to be updated to reflect color coding of areas. E. Drill needs to be respectful of class schedules. Spring is not a good time. F. Will look at fall semester possibly within the first two months. |
| | Ziegler Paulson Melcher Lindseth Amundson | <p>7. Summer Proctoring Schedule – Mary requested an update on schedules for both campuses. Schedules posted online.</p> <ul style="list-style-type: none"> A. EGF proctoring hours mirror library hours: Mon 10:30 a.m. to 3 p.m., Tues. 12-3 p.m., Wed. 10:30 a.m. to 3 p.m., Thurs. 12-3 p.m. B. TRF proctoring times: Tues. 10 a.m. to 1 p.m., Wed. 12-3 p.m., Thurs. 10-1. No testing the week of May 26-30. |
| | Lindseth | <ul style="list-style-type: none"> A. Long Distance 800 numbers for college. Becky shared that two 800 numbers exist for the college since the merger. With the installation of a new phone system last summer that services all three locations, two numbers are not needed. <ul style="list-style-type: none"> i. The 959-6282 number will be the only 800 number that will be publicized moving forward (forms, marketing materials, etc.). ii. The second number will remain intact for one year to allow time for all updates to be made. Anyone calling this number will get through to the college, but it will not be published anywhere. |
| | Lindseth | |

