



Meeting: Shared Governance Council

Date: Thursday, March 3, 2016, at 10:00 a.m.

Location: EGF #290

Present: Erin Almlie, Mary Amundson, Dennis Bona, Carey Castle, Kathy Huschle, Jennifer Dahlen, Don Fischer, Shannon Jesme, Shannon Nelson, Adam Paulson, Jennifer Dahlen, Linda Samuelson, Dorinda Sorvig, Jodi Stauss-Stassen, David Christian, Abdul Chamma (*for Ralph Cox*), Terry Wiseth (*for Joel Ziegler*), Kari Koenig (*for Justin Berry*)

Absent: Brent Braga, Justin Berry, Ralph Cox, Joel Ziegler

| Topic | Responsible Party | Discussion/Outcome |
|-------------------------------|-------------------|---|
| Call to Order | Amundson | Meeting called to order at 10:05 a.m. |
| Add to Agenda | Amundson | <u>Additions to Agenda:</u> Old Business: None New Business: None |
| OLD BUSINESS | ITEMS | |
| Evening Program Update | Castle | <p>Carey Castle shared an update on the current schedule for fall evening classes. These are now posted with the on-line schedule for fall. A suggestion was made to create a way to easily separate the evening courses from the day courses. ACTION: Carey Castle will work with Chad Sperling to update the webpage.</p> <p>Faculty had questions regarding the commitment to grow the program, for example, allowing low enrollment courses to run, extra marketing to this new audience, and whether or not PSEO students would be able to/invited to take advantage of these courses. Dr. Bona shared that NCTC has made statements to both communities that NCTC will be offering an evening program. He stated that it will take intentional marketing to target this audience and that there is definitely a stronger than normal commitment to grow this program.</p> <p>Faculty expressed concerns using the telepresence method for the <i>Literature & Film</i> class. ACTION: Carey will look into this course.</p> |
| CCSSE Spring Survey | Dr. Bona | <p>Dr. Bona referenced the memo that was emailed to all faculty regarding the surveys. Faculty shared that both Jason Pangiarella and Maureen O'Connell were very easy to work with when scheduling the sessions. The surveys have been taking between 15 minutes to an hour to complete. Faculty also shared that in several instances, the same students were being surveyed multiple times, which could result in an inaccurate reflection of the college. This was the case in the nursing program. ACTION: Dr. Bona will relay this concern to CCSSE.</p> |

| OLD BUSINESS | ITEMS | CONTINUED |
|--------------------------------------|----------------|---|
| Microsoft OneDrive | Jesme | <p>Shannon provided an update on the OneDrive program. The system office has agreed to establish guidelines regarding data privacy and the type of information that can be stored on OneDrive. Shannon is expecting something by the April meeting and will provide an update if available.</p> <p>Mary shared that Holly Deschene from IT will be conducting a OneDrive “how-to” session on March 25th.</p> |
| NEW BUSINESS | ITEMS | |
| 17-18 Academic Calendar | Stauss-Stassen | <p>Jodi shared the final draft of the 17-18 academic calendar. There were no questions or concerns. Approved.</p> <p>Faculty requested that college committee meetings be held on the second administrative day instead of on the faculty workday. Dr. Bona agreed to avoid the faculty work day if possible. Dr. Bona shared that all employees will be invited to the first hours of in-service to ensure a consistent and shared welcome message. The rest of the session will be filled with valuable topics that require engagement, with questions and answers. Faculty expressed appreciation that the feelings of faculty have been heard.</p> |
| Student Services Request for Syllabi | Castle | <p>Don Fischer stated that this request needs to be presented to the Academic Affairs Standards Council. ACTION: Don will add this item to the agenda for the next AASC meeting.</p> |
| ON-GOING | ITEMS: | |
| Policy/Procedure | | 2075P Financial Aid Procedure – The procedure was reviewed and approved. |
| Budget Update | Jesme | <p>Shannon reported on a recent budget meeting at the system office with Laura King and other MnSCU staff. Having a two year cash negative situation at Northland was the “trigger” for this meeting. Northland’s financial recovery plan was reviewed, requests for small modifications as suggested by the system office were made and accepted as modified. ACTION: Shannon will bring a budget report for the April meeting.</p> |
| Organizational Chart | Dr. Bona | <p>Dr. Bona shared that MnSCU has submitted a supplemental budget request for \$21 million. If awarded, NCTC’s share would be around \$400,000.</p> <p>Dr. Bona and Shannon provided an update on various positions. Dr. Bona shared that the system office felt we were 4-5 FTE heavy for our current budget. The plan is to resolve this issue through natural attrition. All vacated positions are being reviewed by the President’s Council to look for possible reductions.</p> <p>Safety Officer - Cory Feller has agreed to serve as the interim safety officer to ensure coverage of health and safety requirements. Kristi Lane and Shannon are currently working on updating the position description to divide</p> |

| ON-GOING | ITEMS: | CONTINUED |
|---|--------|--|
| <p>Off Record</p> <p>Adjournment:</p> <p>Next Meeting:</p> | | <p>up the human resources and administrative services responsibilities. This position will be posted in the near future.</p> <p>Housing Coordinator – This college position had a good pool of applicants and the committee is working through the process. The application for student housing should be available on the Northland website in April. Dr. Bona shared that athletes are already coming in and looking for housing for fall.</p> <p>Director of Academic Success Center - This position was reviewed and will be posted. The role of chief diversity officer (CDO) has been removed from this position. Heather Meng's last day will be March 11th. A contact name will be provided to faculty for the interim. Dr. Bona shared that there will be conversations regarding what the CDO role will look like moving forward.</p> <p>Short discussion held.</p> <p>Meeting adjourned at 11:00 AM</p> <p>April 6, 2016 at 2:00 p.m. TRF 217</p> |