

Meeting: Shared Governance Council

Date: Wednesday, April 6, 2016, at 2:00 p.m.

Location: TRF #217 – No Video

**Present:** Mary Amundson, Dennis Bona, Kathy Huschle, Erin Almlie, Don Fischer, Shannon Jesme, Shannon Nelson, Adam Paulson, Linda Samuelson, Dorinda Sorvig, Jodi Stauss-Stassen, David Christian, Justin Berry, Ralph Cox, Mike Curfman (for Carey Castle). Julie Fenning (recorder)

**Absent:** Brent Braga, Jennifer Dahlen, Joel Ziegler, Carey Castle (joined at end of meeting)

Topic	Responsible Party	Discussion/Outcome
<b>Call to Order</b>	Amundson	Meeting called to order at 2:07 p.m.
<b>Add to Agenda</b>	Amundson	<u>Additions to Agenda:</u> Old Business: None New Business: Draft Signage Policy and Procedure - Jesme
<b>OLD BUSINESS</b>	<b>ITEMS</b>	
<b>Evening Program Update</b>	Curfman	<p>Mike Curfman shared a handout regarding the evening class schedule for fall and the tentative schedule for spring. Questions were asked about course offerings on the Roseau site. Mike shared that they are currently looking into updating the equipment at the Roseau site, so that courses can be offered there as well. Mike shared that there is a commitment to have a presence in Roseau; however, upgrading the equipment is necessary and funds will need to be identified.</p> <p>Questions were asked regarding enrollment above the class capacity. Mike shared that if enrollment is above the class capacity, additional sections would be offered. Dr. Bona shared that there will be some marketing for these evening courses; however, with the limited number of offerings, there will not be a large scale campaign. Discussion was held regarding when evening hours begin. It was discussed that in EGF, 4:00 p.m. was considered evening, and in TRF it was 5:00 p.m.</p>
<b>OneDrive</b>	Jesme	Shannon Jesme reported that she has not received any updates from the system office regarding their position on what data can be placed on OneDrive. Mary Amundson shared that there was minimal participation by faculty in the training session by IT. She shared that it was very intuitive software and a lot of training might not be necessary. <b>ACTION:</b> This item will be carried forward to the May meeting.
<b>Campus Safety/Acting Administrator on Campus</b>	Jesme	Shannon Jesme provided feedback from administrators and the security task force regarding this item. Shannon shared the recommendation that the college receptionist be the contact for all employees in the event a non-emergency situation arises on campus in which an administrator is needed. Employees are to call "0" or extension 2800 and the receptionist, and all work-study students in that position, will have access to the calendars and cell phone numbers for all administrators. The reception desk will be manned from 7:30 a.m. – 4:30 p.m. Requests made after 4:30 p.m. should be made to the campus attendants.

<p><b>17-18 Academic Calendar</b></p> <p><b>MOA Update</b></p>	<p>Amundson</p> <p>Curfman</p>	<p>Concerns were expressed regarding the extra step to contact the receptionist versus the administrator directly. Dr. Bona shared this is similar to the process used by law enforcement when 9-1-1 is called and the dispatchers work to notify the appropriate emergency personnel.</p> <p><b>ACTION:</b> It was agreed that more research needs to be done on a possible technical solution like StarAlert or developing a hunt group within the college phone system. In addition, discussion needs to occur regarding the process for covering evening hours.</p> <p>Mary Amundson shared that it was a contract requirement to have the Student Senate review the academic calendars prior to finalizing and posting. <b>ACTION:</b> Jodi Stauss-Stassen will share with Mary Fontes and have it added to the next Student Senate meetings. The calendar can be published after this review.</p> <p>Mike Curfman shared that the MOA is currently at the MnSCU level for final signature.</p>
<p><b>NEW BUSINESS</b></p>	<p><b>ITEMS</b></p>	
<p><b>2016-2017 SGC Meeting Schedule</b></p> <p><b>FY17 Course Schedules</b></p> <p><b>MnSCU Policy 5.22.2 Cellular &amp; Other Mobile Computing Devices</b></p>	<p>Amundson</p> <p>Amundson</p> <p>Amundson</p>	<p>Mary Amundson requested input from administration regarding the FY17 SGC schedule. The proposed schedule will follow last year’s schedule being Wednesday mornings/Wednesday afternoons and Thursday mornings/Thursday afternoons, and then rotating between the two campuses. The meetings will be scheduled opposite the AASC meetings. Discussion was held regarding the option to hold via video conference. Shannon shared that conference room 662 will be converted into a large conference room. It will be completed over the summer. <b>ACTION:</b> Faculty will bring a proposed schedule to the May meeting. Julie will review against calendars and provide feedback.</p> <p>Mary Amundson shared that there are programs consistently not posting courses to the on-line class schedule. Dr. Bona shared that they are now posted and will be posted consistently into the future.</p> <p>Mary Amundson shared faculty concerns regarding this policy. Dr. Bona gave an update from the leadership council discussion. He clarified that only the college president or CHRO, at the direction of the college president, could request access to an employee’s cellular phone. This request would need to be supported by evidence similar to a warrant to have a purpose to search the phone. The system office legal counsel would be consulted before any requests were made. He shared that this policy is in compliance with Minnesota law. Only inappropriate or illegal behavior, or a possible security breach, would be cause for a request to access personal cellular phones, and then only specific State data would be retrieved. Dr. Bona shared that continuing to serve students on personal devices would still be appropriate. If faculty need a mobile device to do their jobs, equipment could be requested during the budgeting process each year, or by contacting the respective supervisor.</p>

NEW BUSINESS	ITEMS	CONTINUED
<p><b>Class Capacity Listing</b></p> <p><b>FY16 Academic Equipment Listing</b></p>	<p>Stauss-Stassen</p> <p>Stauss-Stassen/Jemse</p>	<p>Jodi Stauss-Stassen discussed the handout provided. It was requested to change the course title from <i>Environmental Problems</i> to <i>Environmental Science</i>. It was also requested to indicate on the handout that online class capacities are 30 and the on-campus courses are 40. Faculty also expressed concerns regarding the program sustainability calculations for online classes; is 30 or 40 being used as the class capacity. <b>ACTION:</b> Shannon will review how this is being calculated. <b>ACTION:</b> Jodi asked that everyone review the class capacities and forward any edits to her. Dr. Bona shared that an audit of class capacity versus room capacity should be conducted to ensure accuracy of sustainability data and for safety purposes.</p> <p>Jodi Stauss-Stassen reported on the current status of FY16 academic equipment requests. She shared that with Perkins and leveraged equipment funds, all priority one requests can be purchased. <b>ACTION:</b> Jodi will finalize the report and send to Julie for distribution. Shannon shared that there are specific criteria to be an eligible donation. Faculty may contact her with any questions.</p>
<b>ON-GOING</b>	<b>ITEMS:</b>	
<p><b>Policy/Procedure</b></p> <p><b>Budget Update</b></p> <p><b>Organizational Chart</b></p>	<p>Jesme</p> <p>Amundson</p> <p>Jesme</p> <p>Dr. Bona</p>	<p><b>First Reading:</b></p> <p>7052/7052P Registration Cancellation – Approved.</p> <p>(6000 Series) Signage Policy and Procedure – Shannon Jemse shared a draft of a new policy and procedure for signage on campus. <b>ACTION:</b> Shannon will make revisions and bring to the next meeting for a second reading.</p> <p>Student Services Policies (2000 Series) All had minor updates per MnSCU policy changes or minimal changes including, work titles.</p> <ul style="list-style-type: none"> <li>• 2012 – Student Rights and Responsibilities - Approved.</li> <li>• 2015 – Data Privacy - Approved.</li> <li>• 2020P – Admissions Procedure - Approved.</li> <li>• 2110 – Student Code of Conduct - Approved.</li> <li>• 2175 – Activity Travel Regulations - Approved.</li> <li>• 2215 – Military Service and Disabled Veterans - Approved with minor grammatical edits.</li> <li>• 2215P – Military Service and Disabled Veterans Procedure - Approved.</li> </ul> <p>Shannon Jesme shared that she is currently working on the finalizing the FY16 and FY17 budgets. The FY17 operating budget is due into the system office this next week. She shared that in FY17, Northland will have a negative cash balance. <b>ACTION:</b> Shannon will provide an update at the May meeting on the final numbers for FY16 and what Northland will look like for FY17.</p> <p>Dr. Bona provided a brief update on the following positions:</p> <ul style="list-style-type: none"> <li>• Housing Coordinator – Abdul Chamma has accepted position.</li> <li>• Admissions Coordinator – In progress.</li> <li>• Academic Success Center – In progress.</li> </ul>

ON-GOING	ITEMS:	CONTINUED
<p><b>Off Record</b></p> <p><b>Adjournment:</b></p> <p><b>Next Meeting:</b></p>		<ul style="list-style-type: none"> <li>• General Maintenance Worker – Zackary Brateng has accepted position.</li> <li>• Ag Instructor position – This position recently closed.</li> </ul> <p>Short discussion held.</p> <p>Meeting adjourned at 4:00 PM</p> <p><b>May 5, 2016 at 2:00 p.m. EGF Room 290, Video 735/AC13B</b></p>