



Meeting: Shared Governance Council

Date: Wednesday, October 5, 2016

Location: EGF 290, TRF 662/AC16

Present: Dennis Bona, Shannon Nelson, Dorinda Sorvig, Justin Berry, Carey Castle, Mary Amundson, Erin Almlie, Jodi Stauss-Stassen, David Christian, Ralph Cox (on TRF campus), Brent Braga, Jennifer Dahlen, Joel Ziegler, Don Fischer, Linda Samuelson, Jack Haymond (for Adam Paulson), Shannon Jesme, Julie Fenning (recorder)

Absent: Kathy Huschle, Adam Paulson

Topic	Responsible Party	Discussion/Outcome
Call to Order	Amundson	Meeting called to order at 10:04 a.m.
Add to Agenda	Amundson	<u>Additions to Agenda:</u> Old Business: None New Business: Combined Course Sections in D2L - Amundson
OLD BUSINESS	ITEMS	
Bookstore Update	Jesme	<p>Shannon Jesme provided an update on the bookstore restructuring project. She shared that staff from Minneapolis Community and Technical College (MCTC) presented an operational plan to NCTC administration. NCTC currently has the same POS system (Minnesota Bookstore) which is expiring at the end of this year. By participating in this partnership, NCTC would become a part of MCTC's contract and a new Request for Proposals would not be required.</p> <p>Overall, Shannon felt that it is the right decision for Northland students and faculty, but there are still some concerns that need to be worked through. Shannon shared that she could not give an amount that this change would save the college, but that there were many benefits to making this change. Benefits include: access to more used books and rentals, cost savings with greater purchasing power, reduced shipping expenses/returns, and it will create one place for faculty to adopt books for all classes. The bookstores on campus will continue to sell clothing, supplies, and NCTC specific training materials and kits. Concerns include: ensuring the process for distance students is not negatively affected. Shannon is working with Distance Minnesota staff to work through these details.</p> <p>Faculty asked if anyone has talked with faculty from other institutions using this process. Shannon shared that she has only worked with the CFO's and bookstore personnel. She shared that Inver Hills faculty are participating and could be contacted. Shannon shared that she will put a call out for a meeting in the near future for input on this project. The goal is to implement by summer 2017. ACTION: Shannon will provide an update at next month's meeting.</p>
Faculty Handbook	Stauss-Stassen	Jodi Stauss-Stassen shared the final draft of the faculty handbook. After further review, faculty requested another month to form a workgroup to review the handbook. They shared that they had formatting suggestions, as well as input regarding clarification for possible misinterpretations of various

OER Grant Discussion	Nelson	<p>language. ACTION: Faculty will forward edits to Jodi so she can finalize for the November meeting.</p> <p>Stephen Nelson gave a brief update from the recent OER training sessions presented by Nate Angell from Lumen Learning. He shared that the presentations provided an explanation of the OER grant, and detailed the activities that faculty need to do to be in compliance with the grant project. Brian Huschle has set up a meeting next Friday to follow up with any questions from the presentations, as well as finalize the RCE language, to be signed by the end of October for those participating in the grant next semester.</p> <p>Shannon shared that there was a question that wasn't answered that needed more clarification. "After the period of the grant, what happens to the collected resources, course materials, etc. from all the participants of the grant? Will it be maintained? Is there a cost to maintain?" Shannon stated that Teresa Theisen from Distance Minnesota shared that that piece has not been negotiated at this time. Achieving the Dream is looking at finding a permanent home for the materials after the grant.</p>
Institutional Learner Outcomes Communication to Faculty	Castle	Carey Castle shared that he has talked to Peggy Rogers and Karl Ohrn regarding the request to be notified individually if faculty are required to complete an ILO. It was agreed that if faculty have a course or courses requiring an ILO, faculty will receive an email with the details. Faculty shared they have already received these email notifications. Resolved.
Vehicle Fleet	Jesme	<p>Shannon provided an update on the reduction of the vehicle fleet project. With a few exceptions, it has been determined that the college fleet vehicles will be sold at a public auction on December 1st in Grand Rapids. Vehicles that will be kept include: facilities vehicles, a minivan and the 12 passenger vans, a vehicle for program specific needs (TBD), and a recruiting vehicle for each campus. Bob Gooden and Clinton Castle will review the current fleet and determine the best vehicles to keep and which to sell. ACTION: Shannon will send an email to all employees regarding this plan and the schedule for closing the online vehicle scheduler.</p> <p>Shannon also provided updates on new procedures regarding motor vehicle records checks (MVRC). MVRC's must be completed for all employees who drive their personal vehicle and request mileage reimbursement. MVCS's are also being required for employees driving other college-owned vehicles (lawn mowers, etc.) ACTION: Shannon will communicate these changes to all employees.</p>
NEW BUSINESS	ITEMS	
Student Center	Jesme	Shannon provided an update on the progress of the new student center. The facility has been repainted and freshly carpeted. Abdul Chamma (student housing coordinator) will be housed in this space, along with the student life residents (SLR). The building will be staffed at all times, by either Abdul, SLR's, or designated campus attendants. A team is working to set the hours of the center for the week, as well as weekend hours. This information will be posted once finalized. The space will have networked computers and a

		<p>printer, as well as snack and beverage vending machines. The pool table and ping pong table will be relocated from the game room at the main campus to this new space. The game room will turn into a TV nook. Faculty expressed concerns about removing the game tables from the main campus, as they are used often by students. Shannon shared that if there is a need expressed by the students, she will talk to the students about purchasing a new one. The center will also have a small quiet study space, as well as a large group study room. The student center is open to all students. The entrances will be the front doors toward the north lot. The back doors will be alarmed. Other improvements include a new sidewalk being poured, and the old fence has been taken down.</p> <p>The question was asked why the EGF campus did not have weekend hours. Shannon explained that the EGF/GF community has several opportunities for student to access internet and computers on weekends. The TRF community has limited access on Saturdays and no access on Sundays, as the public library is closed. The center will open on October 17th.</p>
Charting the Future Update	Dr. Bona	<p>Dr. Bona shared the draft (as of 8-5-16) of the final Charting the Future work plan. It contains initiatives for FY17. Dr. Bona shared that he participated on the workgroup who finalized the plan and encouraged faculty to review and provide any feedback as soon as possible. Minnesota State plans to finalize the work plan by the end of October 2016. Dr. Bona shared that the CTF initiative is supported by the MN State Board of Trustees and any activities not completed by the end of Steven Rosenstone term, will be an expectation for the new Chancellor.</p>
Long-Term Financial Sustainability Report	Dr. Bona	<p>Dr. Bona provided an update on the current long-term financial sustainability report. This report outlines the structural issues that the system is currently facing. The purpose of this report is to have documentation to share when working with new legislators this coming year. The report was shared with the MN State BOT during their retreat, but was not adopted. The Leadership Council will revise and resubmit to the board. Dr. Bona expressed that overall, the report appears to have been accepted by all parties, including bargaining units, with the exception of 4.1. Dr. Bona shared that there will be a new version of 4.1, that will address labor costs. The goal is to have this ready by the January request to legislators.</p> <p>Faculty asked if any of the MSCF ideas were discussed. Dr. Bona shared that MSCF ideas regarding revenue generating were shared with Leadership Council, as well as the 15/15 plan, which is when a student pays for and completes 15 credits, the next 15 credits would be free, with the next 15 paid for, and the next 15 free. This program would only be beneficial if legislators provided funding, as colleges could not self-fund this program.</p>
Concurrent Enrollment	Dr. Bona	<p>Dr. Bona provided an update on the timeline for implementing the new requirements for concurrent enrollment faculty. MN State has put in an extension request for full compliance by 2022. This extension will give current instructors the time they need to become qualified with these new credential requirements. Faculty hired after 2022, must possess the required degrees at the time of hiring.</p>

<p>Employee Layoffs Notices</p>	<p>Dr. Bona</p>	<p>Dr. Bona shared information about the FY18 budget reductions that are necessary to fill the projected \$900,000 shortfall for FY18. Dr. Bona shared that administration feels that they have made all possible reductions to non-personnel and now need to make reductions to personnel. The deadline to give layoff notices for full-time, unlimited faculty is October 31st. The deadline for non-faculty is April 1st. It has been decided that 10 layoffs will be given, five faculty and five non-faculty. These positions have not yet been determined, but are being discussed in the next several weeks. When asked if administrative positions were being reviewed, Dr. Bona shared that all non-faculty positions were being reviewed. There are several factors that could help the budget situation which would allow layoff notices to be rescinded, but that information will not be known until closer to April. These factors include enrollment increase, retirements, separations, and changes in tuition rate/state allocation.</p> <p>Faculty asked if there will be any BESI's offered, and Dr. Bona shared that that could be a strategy as well. Members expressed concerns that when staff are cut, the workload is divided up between other employees, who are already working at overload. Dr. Bona shared that there will be some services that will not be continued.</p> <p>Faculty asked if there were any local initiatives being planned to increase revenue. Dr. Bona felt that those discussions are being had every day. There are several grant projects in the works, and administration is always open to new initiatives. Dr. Bona shared that the state system structure is not providing funding for the services we are providing. All colleges in MN State are going through the same budget issues.</p> <p>Faculty requested that a meeting be scheduled with administration and the faculty presidents and grievance representatives once the positions have been identified and prior to notices being given. ACTION: Julie Fenning will schedule a meeting with Dr. Bona, Shannon Jesme, Carey Castle, Jodi Stauss-Stassen, Mary Amundson, Joel Ziegler, Stephen Nelson, and Jen Dahlen when the positions have been identified.</p>
<p>Academic Calendar revision</p>	<p>Amundson</p>	<p>Mary Amundson shared a draft of the requested changes to the FY17-18 Academic calendar. In addition to the changes made to the draft presented, it was agreed to add that the college is closed on May 29th and July 4th. ACTION: Julie will make this edit and send out with the meeting minutes. Approved.</p>
<p>Combined Course Sections in D2L</p>	<p>Amundson</p>	<p>Faculty asked if the process has changed for combined course sections in D2L, as a course was automatically set up this way by the D2L administrator. Faculty shared that the process has been that faculty make a specific request if they want sections mapped into one course in D2L, but that it was not the default. In addition, faculty felt that it was not considered a best practice to map them together, as class caps appear to be inaccurate. Administration shared that no change has been made, and that this was probably an oversight. ACTION: Carey will research and resolve.</p>

ON-GOING	ITEMS:	CONTINUED
Budget Update	Jesme	<p><u>Second Reading:</u></p> <p>Missing Person – Missing Person policy second reading. No edits were requested. Approved.</p> <p>Faculty asked that handouts be included in each email in the event an alternate attends the meeting at short notice. ACTION: Julie will ensure alternates have relevant handouts from previous meetings.</p> <p>Shannon provided a brief update on the FY18 budget. She shared that while there were several items unknown, she felt we could count on either a 3% increase in allocation, the ability to raise tuition, or a combination of both. She shared that Northland was in the middle of the pack of all MN State institutions, and felt good about our position.</p> <p>Shannon shared that the new allocation framework formula was being finalized and that there was nothing revolutionary in the new design. Some points that had changed included taking into account headcounts versus only FYE. This will give credit for the several part-time students at Northland. Shannon did not feel that there would be a large impact to Northland.</p>
Information	Amundson	Mary Amundson shared that the previously named “Parking Lot” has been revived. It is now called the Beach. The Beach will list items that will be carried forward to future meetings to ensure they are not forgotten.
Organizational Chart	Dr. Bona	Dr. Bona shared that at the NCTC Foundation board’s request, the executive director of the foundation position has been posted. This position will fill the interim position currently held by Sheila Bruhn. The search committee is planning to make a decision by November, with a start date of January 1 st .
Off Record		Short discussion held.
Adjournment:		Meeting adjourned. 11:58 pm
Next Meeting:		November 2, 2016, 2:00 p.m. – 4:00 p.m., TRF 662 (301/AC16)