

Meeting: Shared Governance Council

Date: Wednesday, March 1, 2017

Location: EGF 290 (TRF 662/AC16)

Present: Dennis Bona, Shannon Nelson, Dorinda Sorvig, Carey Castle, Mary Amundson, Erin Almlie, David Christian, Brent Braga, Jennifer Dahlen, Joel Ziegler, Don Fischer, Linda Samuelson, Adam Paulson, Shannon Jesme, Kari Koenig (for Justin Berry), Brian Huschle (for Jodi Stauss-Stassen), Kathy Huschle (for Ralph Cox), and Julie Fenning (recorder).

Absent: Jodi Stauss-Stassen, Justin Berry, Ralph Cox

| Topic | Responsible Party | Discussion/Outcome |
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| Call to Order | Amundson | Meeting called to order at 2:04 pm. |
| Add to Agenda | Amundson | <u>Additions to Agenda:</u> Old Business: None New Business: Welter Citizen Award SOP – Carey Castle |
| OLD BUSINESS | ITEMS | |
| Marketing/ Recruiting Activities | Huschle/ Sperling | <p>Brian Huschle and Chad Sperling were invited to discuss activities that they have been working on with faculty regarding marketing and recruiting efforts. Brian has been scheduling meetings with program faculty, the director of marketing and communications, and the director of enrollment and recruiting, as part of his work with program sustainability. The purpose of these meetings is to have an open discussion on current strategies, brainstorming new ideas, and enhancing current efforts with regards to program specific marketing and recruiting. This process of sharing ideas and resources to increase leads, brand, and engagement will hopefully lead to a more consistent and collaborative effort between faculty, marketing, and enrollment on reaching potential students. Brian shared an idea that was generated in the CVOP program meeting: advertising the program in the classified section of the paper. Four new students enrolled with this unique marketing strategy. Brian also pushed the start date of the program back two weeks to accommodate more students. The goal is to have these meetings with each program.</p> <p>Chad shared that the college is using a new communication marketing and recruiting system for prospect inquiries. One idea they are working towards is a process where marketing and recruiting identifies prospects, then a peer to peer interaction, and then the program faculty contacts the student. More information will be shared about this project as it progresses.</p> <p>Chad shared that he plans to utilize GroupLink as a ticket system for marketing ideas from the college community. He is also planning to use this system for project requests starting later this summer.</p> |
| Service Learning Update | Dr. Bona | Dr. Bona gave a detailed update on the progress on the service learning initiative. There has been one committee meeting, with another one to be schedule in the next two weeks. The overall structure has been defined. This requirement begins for students who take their first class in fall of 2017. Students will be required to conduct eight hours of service learning within |

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| | | <p>their two years. NCTC will develop a service learning website. NCTC will make contact with community agencies and develop a list of approved activities. Students will be asked to select an activity from the website, make contact with the agency, and set up the experience. Agency staff will sign off that the student has completed the service, and the students will write a reflection paper on their service. Dr. Bona is asking that faculty members volunteer to review these reflection papers and sign off that the requirement has been met. Faculty volunteering would be able to pick the agencies and activities of their choice when reviewing reflection papers. The registrar will input the completion data into the student's transcript record. Dr. Bona stated that there will be exemptions to this graduation requirement including, but not limited to, reverse transferring students, veterans, and online only students. He has shared this with AASC and is working to get this in the fall 2017 on-line college catalog. Faculty expressed concerns about getting enough faculty volunteers for reviewing reflection papers. Dr. Bona hoped that there would be great interest and that, if necessary, a mix of faculty and administration could review the papers. More discussion is needed on this item, as faculty were not sure how the MSCF contract read regarding non-faculty doing faculty type work. Dr. Bona is working on a PowerPoint presentation outlining the details of the service learning program. This will be shared once it is complete. An update on this item will be given at the April SGC meeting.</p> |
| Division Chair MOU 17-18 | Castle | <p>Carey reported that the MOU is currently in Kristi Lane's office. She has made a few tweaks to the document, which will be sent to the division chairs for final review. There was a recommendation for re-wording the statement regarding the division chairs working with the dean on curriculum development. The faculty work with the division chairs, who then work with the academic dean. ACTION: Carey will address this suggestion with the division chairs upon their final review.</p> |
| Bookstore Update | Jesme | <p>Shannon gave a brief update on the progress of the new bookstore process. There will be an email sent with the new contact information for the book buyer. Stacey Hron is working with the IT group to finalize the process with the Distance MN courses. Gary Westerland, Minneapolis Technical College, is leading this consortium, and all communications will be coming from him.</p> <p>Shannon shared that Kari Conner is currently in a work out-of-class and will be spending time in EGF to lead the bookstore project. They are in the process of back filling the EGF bookstore clerk position. Shannon also announced that the bookstores will start selling refurbished laptops in the bookstores this fall. More details to come on this process.</p> |
| NEW BUSINESS | ITEMS | |
| College Committee Review | Dr. Bona | <p>Dr. Bona shared that the President's Council reviewed each committee. While there were some that have been dissolved, the remainder serve a critical role in the work that we do at Northland, and/or were required by Minnesota State or Minnesota state law. Dr. Bona shared that there still was discussion needed on two committees and that a draft committee master chart would be provided at the April SGC meeting.</p> |

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| New OER Grant | Huschle | <p>Brian shared that NCTC did receive a grant from Minnesota State on Educational Resources. He has been working with Stephen Nelson and Brent Braga to finalize the budget and training activities. Brian will be sending an email shortly after spring break regarding the upcoming training workshop scheduled in May.</p> <p>Brian also provided a brief update on the first Achieving the Dream OER grant. The grant work is running smoothly with two OER classes running now and several this fall.</p> |
| Liberal Arts and Sciences Credentialing Process | Castle | Carey shared that there are new requirements and changes to the credentialing process for liberal arts faculty. Only one individual was affected. Carey is waiting on the final notice that it has been resolved. MSCF has reviewed these changes. |
| Annual Projects | Jesme | This item will be moved to the April meeting. |
| Non-Faculty Layoffs/Faculty Layoff Updates | Dr. Bona | <p>Dr. Bona gave an update on the faculty layoff notices that were given. There was a retirement in the biology department, which has allowed administration to rescind Tim Gabor's layoff notice. In addition, a large community partner, Altru Health Systems, has tentatively agreed to an arrangement that will allow administration to not suspend the Respiratory Therapy program and to rescind the layoff notice for Tony Sorum. This has not been finalized at this time. Dr. Bona and Jodi Stassen have a meeting with Altru leadership on March 9th to finalize the agreement. They are also looking at finding additional partners to assist in growing the program.</p> <p>Dr. Bona gave an update on the non-faculty reductions. Administration has identified four positions that will be eliminated and these employees will be receiving layoff notices. These employees will be notified privately in the next two weeks. Even with these four layoffs, there will still be some challenges with the FY18 budget. Dr. Bona is hoping for state allocation numbers to increase. If awarded the governor's budget recommendation, we will not need to cut deeper. Faculty expressed concerns regarding where this work will be going. Dr. Bona shared that the work will be dispersed, but he will also be looking at discontinuing some activities and reducing services. (Example - reduced hours in the bookstores.)</p> |
| ON-GOING | ITEMS: | |
| Policy/Procedure | Castle | Carey shared the procedure for the Welter Citizen award. He shared that it is important to respond with names as soon as possible as names are accepted on a first come first awarded basis. Faculty requested that the nomination request form have standardized questions to make it more consistent when nominating individuals as well as for the reviewers. ACTION: Carey will bring this recommendation to the division chairs. |
| Budget Update | Jesme | Shannon provided a handout and reviewed the current FY17 budget and the projected FY18 budget. She shared details about the assumptions and projections, as well as details about projects that are being self-funded out of the budget reserve. She has met with the Student Senates regarding her intent to raise the technology fee from \$9.50 to \$10.00 to cover the increase costs of licenses for Microsoft products, virus protection, etc. |

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| Minnesota State Update | Dr. Bona | During the March agenda setting meeting, the SGC leadership agreed to add this item as a standing agenda item for all SGC meetings. Dr. Bona shared that the Board of Trustees has voted unanimously to name Devinder Malhotra to serve as the interim chancellor of Minnesota State. After an extensive search, they did not find the right individual to serve as chancellor on a permanent basis. Malhotra will serve as interim chancellor until a permanent chancellor is named. Dr. Bona shared that he has heard great things about Malhotra and is looking forward to working with him. Stephen Nelson shared that State MSCF leadership were pleased with his appointment as well. |
| MSCF Update | Nelson/ Amundson | During the March agenda setting meeting, the SGC leadership agreed to also add this item as a standing agenda item for all SGC meetings. Stephen Nelson shared that the Contract Congress meeting was canceled due to weather and would probably be rescheduled in March. He shared that the Delegate Assembly will be on April 7, and five faculty from EGF and four faculty from TRF will be attending the all-day event. Stephen and Mary agreed that overall the general climate is of uncertainty and careful review is needed regarding potential changes to the current union status due to pending legislation at the state level and court challenges to fair share on the national level. As always, but especially with potential changes on the horizon, MSCF will be approaching the upcoming contract negotiation as an important one. |
| Information: | | |
| Equity and Inclusion/Campus Climate | Castle | <p>Carey provided an update on his recent meeting regarding the campus climate. He had sent out a survey to the college community from Minnesota State. After reviewing the results, he is getting the sense that there are some concerns that we should be addressing. There have been comments that certain populations are not spending as much time at the college due to concerns for their safety. There was a comment that community members with various prejudices might feel emboldened to express these feelings in this new environment. Carey asked that members send any concerns or ideas to him.</p> <p>Faculty shared details about conversations with they have had with students. It was recommended to try to find students who might be interested in informally speaking about their experiences and give us guidance on how we can help. If a student is having a problem and needs assistance, please refer these students to our college counselors.</p> |
| Organizational Chart | | A revised organizational chart will be provided at future meetings. |
| Off Record | | Short discussion held. |
| Adjournment | | Meeting adjourned at 4:05 p.m. |
| Next Meeting | | April 5, 2017, 10:00 a.m. – 12:00 p.m., TRF Room 662 (EGF 290/AC16) |