



Meeting: **Shared Governance Council**  
 Date: Wednesday, November 7, 2018  
 Time: 2:00 p.m. – 4:00 p.m.

Location: TRF 217

**Present:** Dennis Bona, Brian Huschle, Kristi Lane, Mary Amundson, Shannon Nelson, Shannon Jesme, Stephen Nelson, Linda Samuelson, Dorinda Sorvig, Brent Braga, Jennifer Dahlen, David Christian, Don Fischer, Joel Ziegler, Justin Berry, Adam Paulson, Tim Gabor (for Tracy Boman), David Christian, Kari Koenig (for Lisa Anderson), and Julie Fenning (recorder).

**Absent:** Lisa Anderson, Tracy Boman

Topic	Responsible Party	Discussion/Outcome
<b>Call to Order</b>	Nelson	Meeting called to order at 2:04 p.m.  <u><b>Additions to Agenda:</b></u> <b>Old Business:</b> None <b>New Business:</b> Grade Schemes, Summer Scheduling – Brian Huschle <b>Focus Session:</b> 3:00 p.m.
<b>OLD BUSINESS</b>	<b>ITEMS</b>	
<b>Finance Committee Update</b>	Nelson	Stephen distributed a handout regarding the finance committee discussion. The proposed name is the Financial Sustainability and Innovation Committee. The committee will discuss budget and finance-related items, but also serve as a think tank for projects like Perkins, program sustainability tools, and understanding the allocation framework. Please forward Shannon or Stephen any ideas you may have. They will continue to work on shaping and defining. <b>ACTION:</b> They will provide a report at the next meeting.
<b>Newsletter Update</b>	Bona	Dr. Bona shared that Chad Sperling has found a software for this project. It will allow employees to submit items for the newsletter in an efficient process. He is planning to have one produced by the end of the semester. The goal is to start monthly and then go to payday Friday's.
<b>Food Service Ideas</b>	Amundson	Shannon shared that employees could request catering from food service. Food service will have the right to turn down any requests due to schedule, staffing, and availability. Shannon also shared that they were incorrect with originally charging sales tax for Northland catering services. These charges will be refunded on college credit cards. Personal purchases do need to pay tax.
<b>Radio Station Update</b>	Bona	Dr. Bona shared that there has been a new development in the federal funding that once supported our radio station. Several radio stations objected to the new amount requirements. CPB has tentatively shared that it would give a one-year waiver to reassess what amount would be appropriate for small stations. At this time, once an official statement is made, Northland will be extending the radio station for another year.

NEW BUSINESS	ITEMS	
<b>Open Enrollment Update</b>	Lane/ Amundson	Mary Amundson shared that Altru is in discussions to enter into a contract to be a cost level II. Kristi has not seen an official notice. Currently, Segip is sharing that they are talking with Altru to be at a level III.
<b>Bookstore Listening Sessions</b>	Jesme	Shannon shared that Gary from Minneapolis Community and Technical College will be on-site on Friday, November 9 <sup>th</sup> . She encouraged faculty to attend and share issues regarding the virtual bookstore model. <b>ACTION:</b> Julie will schedule larger rooms and send out a notice.
<b>OER Grant Update</b>	Huschle	Brian provided a brief update on the current OER grants. They have spent all of grant funds. He plans to continue to fund \$3000 each year to continue with course conversions. If there is additional interest, we could apply for additional grants. The Achieving the Dream grant project is wrapping up. It was determined that any unspent funds can be used on other OER initiatives.
<b>Grade Schemes</b>	Huschle	Brian shared that Northland will no longer be sharing a D2L portal with Distance Minnesota. Northland will have its own portal. This will allow us to turn on the grading feature. He has worked with the division chairs to establish 5 generic grade schemes that will automatically upload into Eservices. Faculty are able to choose a grade scheme or continue to enter grades manually. Faculty requested to add grade schemes to his list. He has agreed to create up to 10 of the most popular schemes to add to the list. <b>ACTION:</b> Brian will ask the division chairs to solicit feedback from faculty.
<b>Summer Schedule</b>	Huschle	The academic schedule for summer 2019 needs to be entered into the room scheduler at this time. With calendar discussions not happening until January, Brian requested a decision on the summer semester start date. <b>ACTION:</b> It was determined that the start of summer term will be the Monday after graduation.
ON-GOING	ITEMS:	
<b>Policy/Procedure</b>		None
<b>Budget Update</b>		No budget update this time.
<b>Minnesota State Update</b>	Bona	Time did not allow for this item.
<b>MSCF Update</b>	Nelson/ Amundson	Time did not allow for this item.
<b>Information: Organizational Chart</b>	Lane	<p>Kristi Lane provided updates on the following positions:</p> <ul style="list-style-type: none"> <li>• Director of Financial Aid – Position has been accepted by Lisa Bottem.</li> <li>• Academic Advisor (EGF) - Pam Schorsch resigned – Position will be reposted minor changes.</li> <li>• Associate Registrar (Bobbie Taylor) – Position will not be replaced. Duties have been distributed to current staff on each campus.</li> <li>• Registrar/Director of Advising (Lisa Bottem) - Position will be posted as an EGF campus MMA position.</li> </ul>

<p><b>Brand Refresh Focus Group Session 3:00 p.m. – 4:00 p.m.</b></p> <p><b>Off Record</b></p> <p><b>Adjournment</b></p>	<p>Chad Sperling</p>	<ul style="list-style-type: none"> <li>• Foundation Assistant (Kelly Jordet) - Position has been reclassified to MAPE, currently posted.</li> <li>• Market Place – position has been offered. Start next week.</li> <li>• Financial Aid Assistant (Mya Zutz) - Interviews are next week.</li> </ul> <p>Object, the design firm hired to facilitate the brand refresh for Northland and Pioneer athletics was on site and conducted a focus group session to share results from the initial brand audit and surveys that were sent to employees, students, educational partners, and community members. The design firm will then provide Northland with various design options for review.</p> <p>No off the record discussion.</p> <p>Meeting adjourned – 4:00 p.m.</p>
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