

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Meeting: Shared Governance Council

Date: Thursday, October 8, 2020

Location: Zoom Connection

Time: 2:00 p.m. – 4:00 p.m.

Present: Dennis Bona, Brian Huschle, Shannon Jesme, Mary Amundson, Stephen Nelson, Mike Curfman, Linda Samuelson, Joel Ziegler, Stephanie LeDuc (for Lisa Anderson), Erin Almlie, Adam Paulson, Justin Berry, Lynette Neppel, David Christian (for Jennifer Dahlen,) Shannon Nelson, Dorinda Sorvig, Tracy Boman, and Julie Fenning (recorder).

Absent: Lisa Anderson, Jennifer Dahlen

Topic	Responsible Party	Discussion/Outcome
Call to Order	Nelson	Meeting called to order at 2:00 p.m. Additions to Agenda: Old Business: None New Business: Spring Break – Bona, Incident Communication – MSCF
College Update	Guests	
Marketing and Enrollment Update	Sperling/ Carlson	<p>Chad provided an update on current projects related to marketing, brand awareness, and new website redesign. He reviewed the strategic plan's marketing and enrolment initiatives and accomplishments. This handout was included in the materials sent to SGC with the agenda. Highlights included: EGF water tower, new gym floor, internal/external signage, new branded printed materials, and the new Z Degree website.</p> <p>When the brand identity policy and procedure have been adopted, Chad will publish the logo and word mark for employees to use. ACTION: Faculty requested that an email be sent to all employees notifying them that this is available and where the logos are located.</p> <p>Faculty expressed concerns regarding projects that have been submitted and that status updates are not available. Brian shared that the academic deans meet with Chad regularly and prioritize the list of academic-related projects. Chad shared that he also meets with all departments within the college for prioritizing projects and that he does not have the ability to always communicate to employees the status of their project. He will work to communicate the status on the high priority projects as he can.</p> <p>The initial meeting for the new web design project was yesterday. Object is the vendor who was chosen by the selection team. This project includes the front-end design for how the website will look. This is the final piece for the rebranding initiative. The third phase of the website will encompass how the website will work and includes the programming component of the new website.</p> <p>Nicki provided an update on current activities of the admissions, enrollment, and recruiting teams. She reported more prospects this year. Recruiters Nic Thompson and Maura Nelson have been conducting virtual recruiting sessions in place of in-person high school visits. These virtual sessions have been more efficient and effective than the in-person visits. They have also attended several virtual college fairs. Nicki shared that Northland is far ahead of other institutions on cutting edge virtual</p>

		materials, including virtual tours, program videos, and other online marketing materials. Communication with students has become more effective with doubling the contact with students as well as sending newly branded admissions packets in print and electronic formats. Students can meet with advisors via Zoom, telephone, or in person. Nicki shared that they are constantly changing to better serve students during the pandemic.
OLD BUSINESS	ITEMS	
COVID-19 Update	Jesme/Curfm an/Stauss-Stassen (guest)	<p>Shannon gave an update on the COVID efforts on campus. Northland is currently in a place where social distancing and mask protocols are in good compliance. It has been determined at this time, that tighter restrictions are not necessary, and the current protocols will not be relaxed. Jodi Stauss-Stassen attend the meeting as a member of the Pandemic work group. She shared that currently there are eight students who have tested positive, with 11 in quarantine. Jodi is the main contact at Northland for connecting with students regarding COVID questions and monitoring their return to campus. Shannon shared that anyone can connect with a member of the pandemic work group with any questions or concerns.</p> <p>Faculty asked if enough notice (minimum of one week) will be given to faculty if the campus changes to an all online learning format. Dr. Bona shared that notice will be given and plans will be discussed with faculty prior to making that change. The only exception would be if Governor Walz were to shut down the state with no warning.</p>
Class Caps for Online Courses	Bona/Huschle	Dr. Bona shared that a small subgroup has met and will meeting again tomorrow morning to discuss further. Updates will be given as the process moves forward.
FY21 Committee Membership	Bona	Faculty membership has been updated. ACTION: Julie will schedule the FY21 college committee meetings.
NEW BUSINESS	ITEMS	
Strategic Plan Update	Bona	Dr. Bona provided a handout with the current strategic initiatives and accomplishments. Time did not allow for additional discussion regarding next year's strategic initiatives. ACTION: Julie will add to the November agenda.
Spring & Summer Service Learning Requirement	Bona	Dr. Bona shared that it is difficult to make this requirement for graduation for spring and summer with COVID restrictions in place. Students are still able to sign up for the course and complete the service, but it will not be required for graduation.
Budget Update	Jesme	<p>Shannon presented the budget update for FY20 – FY22. Final numbers as of today's date: FY20 \$572,118 FY21 (\$998,272) FY22 (\$888,598)</p> <p>These numbers may change as more information becomes available. This budget does account for known retirements, recent layoffs, and an expected pay increase. This also includes a reduction of one FTE in administration. This administrator position will be announced before Thanksgiving.</p>

Athletics Update	Bona	Dr. Bona provided and update on the status of athletics for this winter/spring. The Minnesota State presidents who offer athletics have been meeting to discuss offering basketball and wrestling. They have determined that they will make their decision by November 16 th . The decision to offer baseball and softball will be made later. Updates will be provided at that time.
Spring Break	Bona	<p>Dr. Bona stated that the system office is leaving the decision to cancel spring break up to each individual institution. By canceling spring break, the semester would end one week early. The rationale would be to prevent students from going out of the area/country and possibly bringing COVID back to campus. Administration does not have a preference and would like to ask faculty to provide a recommendation through the Shared Governance Council. This change would be for this year only. The decision needs to be made by November 1st. Stephen and Mary shared that they will review the faculty contract and survey faculty and forward their recommendation to Dr. Bona by November 1, 2020.</p> <p>Post meeting Addendum: While exploring potential change to Spring Break for 2021, information came forward regarding difficulties with rescheduling health related clinical experiences as well as the potential impact to student financial aid if a change in the end date of the semester were to occur. For these reasons the faculty leadership are recommending no change to the currently published 2021 Spring semester calendar dates. The faculty position was submitted to Dr. Bona and the President's Council concurred. No change will be made and this information was communicated to the faculty of each campus per Stephen and Mary.</p>
Campus Incident and Communication	Nelson	Stephen shared that there have been multiple incidents on the TRF campus where issues have come up and faculty were not able to locate an administrator and in one case, a counselor. The administrator line did not work as expected and there was confusion at the front desks. Brian shared that with a vacant campus dean position, they are down an administrator on the TRF campus. In addition, due to the governor's executive order in place, employees are encouraged to work from home when possible, creating limited staff on campus. ACTION: Shannon will connect with Stacey Hron to test the administrator line. Administration will discuss options.
ON-GOING	ITEMS:	
Policy/Procedure	Bona/Jesme	<p>Policy/Procedures – First Reading</p> <ul style="list-style-type: none"> • 8025 College Identity and Graphic Standards Policy • 8025P College Identity and Graphic Standards Procedure <p>Faculty will review and provide any input during the second reading at the November meeting.</p>
Budget/Facility Update	Jesme	Budget update was given earlier during the meeting.
Minnesota State Update	Bona	Dr. Bona shared that the system office is working on creating a budget request for the legislature. They are submitting a smaller ask than last year but are still asking for more funding than what was received last year.
MSCF Update	Nelson/ Amundson	Time did not allow for this item.

