

# NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

**Meeting:** Shared Governance Council

**Date:** Thursday, January 28, 2021

**Location:** Zoom Connection

**Time:** 2:00 p.m. – 4:00 p.m.

**Present:** Shannon Jesme, Brian Huschle, Mary Amundson, Stephen Nelson, Mike Curfman, Jodi Stauss, Linda Samuelson, Joel Ziegler, Jeff Bell, Adam Paulson, Justin Berry, Lynette Neppel, Lisa Anderson, Stephanie LeDuc (guest), Jennifer Dahlen, Shannon Nelson, Dorinda Sorvig, Tracy Boman, and Julie Fenning (recorder).

**Absent:**

Topic	Responsible Party	Discussion/Outcome
Call to Order	Amundson	Meeting called to order at 2:00 p.m.  <b>Additions to Agenda:</b> <b>Old Business:</b> None <b>New Business:</b> None
<b>OLD BUSINESS</b>	<b>ITEMS</b>	
Marketing/ Recruiting Update	Sperling/ Carlson	Marketing – The marketing team is working on a new project with students recording testimonial radio ads. These will play the end of February through April. The topics will align with recruitment activities. The priority academic project right now is creating marketing toolkits for academic programs. Some items include branded note cards, program QR codes, new welcome letters from program faculty, and premium program sheets. Chad is also marketing the upcoming virtual college fairs where Northland will be participating. Recruiting – Nicki is working on registering for several virtual college fairs. They are doing more fairs this year due to the virtual delivery mode. Currently they are registered for the North Dakota, Minnesota, MNACC, and National College fairs. Nicki and her team are exploring purchasing direct mailing lists from ACT and are texting specific audiences. Applicant calling is ongoing on weekly basis. Prospect lists are being given to faculty and coaches on a weekly basis. QUESTION: Faculty asked if students could be brought to campus in small groups. Nicki shared that yes, in groups of ten or less, including the faculty member/admissions representative. QUESTION: Are we planning to host April career day virtually? Nicki is open to this and will begin researching options and area school interest. Sessions could be conducted in Zoom breakout rooms. <b>ACTION:</b> Faculty requested an update at next SGC meeting on February 24th. QUESTION: Last fall, faculty discovered that prospect lists were blank even though students have expressed interested? Nicki shared that August through October there was a glitch with the Oracle system for the prospect lists. This was on the Oracle end and has been corrected. Chad and Nicki are manually monitoring and testing daily until Oracle assures us that the problem has been resolved.
COVID-19 Update	Jesme	No new updates at this time.
Spring Semester	Stauss	Beginning February 1 <sup>st</sup> , students will be coming back to campus for courses that are face to face. There will be some courses that will continue delivering online. Faculty are asked to encourage students to complete the COVID screening and show the “green” screen prior to

<b>Athletics Update</b>	Stauss	<p>class. Entrances will be monitored as schedules allow. The Pandemic team is looking at what can be done for testing students when they return from spring break. Higher education does not fall into the 1B category, so there will not be a mass vaccination effort at this time. Students have to travel a long way to alternative entrances in the cold weather. Faculty requested signage at doors that are no longer entrances. <b>ACTION:</b> Jodi will work with Cory Feller on signage.</p> <p>There is a subgroup from the pandemic plan and Abdul Chamma and coaches who are working diligently to safely hold baseball and softball this spring. It has been determined that they will begin practices in February, with two practices per week. They will practice in small groups, COVID testing once a week. Games will begin at the end of March and run through the end of April. Team travel will be minimal, with minimal overnight stays. Baseball and softball are the only activities permitted at this time. More activities will be considered as the pandemic improves.</p>															
<b>Transition Planning</b>	Jesme	<p>Shannon has assembled a transition planning team. They are determining what decisions should be made quickly and have in place for the new president and which decisions should wait until the new president is in place. An example of this process is what to do with Mary Fontes' position. Mary is retiring in July. This position could either be hired by July or wait until the new president is in position to have input and provide direction for the position. More to come as this group works through the process.</p>															
<b>SGC Annual Agenda Topics</b>	Amundson	<p>According to Article 8 in the MSCF contract, there are items that must be covered in SGC meetings. Mary and Stephen have created an annual calendar, assigning various topics to specific months. This document will become part of the meeting agenda. It was recommended by administration to add Budget in October, April and tentatively in the summer meeting. <b>ACTION:</b> Brian is going to review a standard operating procedure and check the timing of program suspension discussion. He will forward any changes to Mary and Stephen. <b>ACTION:</b> Mary and Stephen will bring the revised calendar to the next meeting for final review.</p>															
<b>NEW BUSINESS</b>	<b>ITEMS</b>																
<b>Budget/CRRSAA Funds</b>	Jesme	<p>Shannon provided an overview of the budget handout. Final numbers were:</p> <table> <tr> <td colspan="3">BUDGETARY BASIS SURPLUS / (DEFICIT)</td></tr> <tr> <td>1968</td><td>1750</td><td>1800</td></tr> <tr> <td>Final Budget</td><td>Budget</td><td>Budget</td></tr> <tr> <td>FY20</td><td>FY21</td><td>FY22</td></tr> <tr> <td>572,118</td><td>(1,069,202)</td><td>(1,665,992)</td></tr> </table> <p>Planning Assumptions:</p> <ul style="list-style-type: none"> <li>* Tuition rates will increase 3%</li> <li>* Personnel is assumed to increase 3% in FY22</li> <li>* No stimulus funds included yet in FY21 or FY22 as guidance is pending</li> </ul> <p>Student Aid portion = \$677,705 Institutional Portion = \$2,376,072</p> <p>CRRSAA funds are now available. Shannon is waiting for additional guidance from the system office to ensure compliance when spending these funds.</p>	BUDGETARY BASIS SURPLUS / (DEFICIT)			1968	1750	1800	Final Budget	Budget	Budget	FY20	FY21	FY22	572,118	(1,069,202)	(1,665,992)
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<b>E-Sports</b>	Huschle	<p>Students have requested an internal E-Sports league at Northland. Jason Pangiarella has coordinated an internal event and it is being well received by students. This is an internal league only. Students are not competing</p>															

<b>Facility Use/Campus Activities</b>	Jesme	<p>against other schools at this time. There has been discussion of an actual official E-Sports league at Northland, but that has not been established. This internal activity will help gauge student interest. This program might be a draw for new students if it was a college competitive league.</p> <p>It has been determined by President's Council that all external entities will not be permitted to use facilities in spring semester. The decision for summer events will be made in April.</p>
<b>Program Sustainability Process</b>	Huschle	<p>Faculty expressed concerns that this process was not used for a program that was recently suspended. They felt the original purpose of this process was to help programs that were struggling, prior to suspension. Brian shared that this is one tool in the decision process, but there are external factors involved with a program suspension decision that are not captured in this document. Faculty are asking that external factors be included. An example is when an agreement with business industry fall through. Another example is the CVOP program. Healthy program until TranSystems began their own training program. The program was no longer viable. It was suggested that a small subgroup from the SGC work on adding this component to the form. <b>ACTION:</b> Brian will make some edits and bring back to SGC for review.</p>
<b>Budget Update</b>	Jesme	<p>Provided above.</p>
<b>Division Chairs MOU Updates</b>	Huschle	<p>Brian provided two handouts. One included the Division Chairs duties (unchanged) and the other was the MOU for division chairs. This agreement shows the new division chair structure, adding the Business chair. <b>ACTION:</b> Brian will prepare a more complete list of the divisions and proposed chairs in the proposal to be reviewed at the next meeting.</p>
<b>Growth Opportunities Work Group Membership</b>	Jesme	<p>During the next six months, Shannon is creating on a work plan for the new president. She is forming a group to look at fast-tracked growth opportunities for the college. Membership will include Shannon Jesme, Brian Huschle, Stephen Nelson, Mary Amundson, Jodi Stauss, Curtis Zoller, Shamani Shikwambi, division chairs, Dorinda Sorvig, and a business area faculty member. While the Academic Master Plan and Northland's Strategic plan will be reviewed, Shannon is looking for ideas that can be implemented quickly, with minimal resources. <b>ACTION:</b> Julie will be scheduling an initial meeting to discuss next steps.</p>
<b>ON-GOING</b>	<b>ITEMS:</b>	
<b>Policy/Procedure</b>		<p>None.</p>
<b>Budget/Facility Update</b>	Jesme	<p>No update was given.</p>
<b>Minnesota State Update</b>	Jesme	<p>Time did not allow for an update.</p>
<b>MSCF Update</b>	Nelson/ Amundson	<p>Time did not allow for an update.</p>
<b>Org Chart Update</b>	Curfman	<p>No update was given.</p>
<b>Bookstore Updates</b>	Amundson	<p>No issues with the bookstore this semester. Recommendation to remove from the agenda.</p>
<b>Off Record Adjournment</b>		<p>No discussion was held. 4:04 p.m.</p>