

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Meeting: Shared Governance Council

Date: Thursday, November 4, 2021

Location: Zoom Connection

Time: 10:00 a.m. – 12:00 p.m.

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

Absent: Sandy Kiddoo

Topic	Responsible Party	Discussion/Outcome
Call to Order	Braga	Meeting called to order at 10:00 a.m. Additions to Agenda: Old Business: None New Business: Class Capacity Document - MSCF
OLD BUSINESS	ITEMS	
COVID Update	Stauss	Minnesota is still in the “red” category. We continue to encourage students to get vaccinated. Drawings are in place for a \$500 prize for students who get vaccinated. There will also be a drawing for students who have already been vaccinated. Employee testing continues and there is no information regarding when the process will end. Boosters are available now to employees as they fall into working in a high-risk profession of education. Students are also eligible for the boosters. Currently we do not need to show proof or notify HR of a booster. CDC still considers two shots as fully vaccinated. There has been no discussion regarding vaccine mandates for students. Faculty requested encouragement from administration and the pandemic team to faculty and students to wear better quality masks. Surgical/N95 vs. cloth masks. ACTION: This item will be referred to the pandemic team for consideration.
Course Schedule Alignment	Nelson	Faculty are requesting a review of the current scheduling structure across the college. It was determined that the division chairs would begin this discussion in their meetings. Liberal arts will begin the process of creating a proposal as most programs require some liberal arts courses. They will create a proposal for the division chairs to review. Faculty requested assistance to facilitate a survey to students regarding schedule preferences. There was discussion of scope of changes that may occur. Faculty would like to alter the structure of liberal art offerings (e.g., days and times during which courses meet), not the specific courses that are offered. Changes to course offerings may occur later in the process after consultation with programs and strategic planning. ACTION: The division chairs will draft the survey for review by the Shared Governance Council and work with Stacey Hron to create the survey. Once the survey results are available, the division chairs will work with the program faculty for feedback on the proposed schedule.
NEW BUSINESS	ITEMS	
HLC Assessment Academy Update	Huschle	Brian is working with Karleen Delorme to publish the ILO rubric in D2L. There were some changes that resulted from review during the August in-service. There were also recommended changes to the annual

Spring In-Service (January/April)	Huschle	assessment process that resulted from the August in-service. HLC Assessment Academy and Assessment and Program Review Committee are working on these recommendations and changes are being made. Once finalized, this will be shared at the January in-service. The goal is to share this at January in-service. The next report due to HLC is late spring semester.
Equity and Inclusion Update	Huschle	The in-service will focus on the assessment processes. The speaker who was confirmed, had to withdraw due to personal reasons, so they are still searching for a speaker. The format for spring inservice days will be a hybrid/zoom option.
Class Capacity Document	Braga	Brian shared the new report that is available regarding student success and demographics. This report will be very useful in the work towards reducing the equity gap. Faculty requested a list of activities that Northland was hosting/sponsoring to address inclusion on the campuses. Brian shared that there are current activities in place and that this was a focus of the Equity and Inclusion Committee and will be discussed at future committee meetings.
		The class capacity document posted on the web does not reflect the new capacities. ACTION: Brian will work with Karleen and Chad to upload the new document. Linda shared that there are committees behind in posting minutes on the college website and that the MN Transfer document is outdated. ACTION: Julie will reach out to committee chairs.
ON-GOING	ITEMS:	
Policy/Procedure		None
Budget Update	Jesme	Shannon provided an update on the status of the WorkDay conversion process and how it will affect budgeting and cost center structure. Finance and HR will rollout first, with implementation by FY24. The final decision has not been made regarding MarketPlace, but it looks like it may be replaced. More updates will be provided as decisions are made at the system office level.
		Shannon provided a budget update for FY21 and FY22 projections. FY21 – \$933,460 Final Fund Balance FY21 - \$12,025,051 FY22 Projected – (\$1,062,305)
MN State Update		Dr. Kiddoo will provide an update at the next meeting. Leadership Council is November 15-16, 2021.
MSCF Update	Braga/ Nelson	MSCF is holding a state-wide townhall meeting. They will provide an update on contract negotiations, which have formally begun. There have been some changes in the public student loan forgiveness program, which may include more people. They will be working through HR for this process. MSCF is conducting information sessions regarding eligibility for faculty.
Org Chart Update	Curfman	Administration is currenting working on the position description for the Dean of Student Affairs. The goal is to have the new Dean of Student Affairs hired by July 1, 2022. The estimated timeline is to begin work at

<p>Off Record</p> <p>Adjournment</p>		<p>the end of January. Currently reviewing the position description to determine if there will be any changes.</p> <p>Short discussion was held.</p> <p>12:00 p.m.</p>
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