

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Meeting: Shared Governance Council

Date: December 1, 2021

Location: Zoom Connection

Time: 10:00 a.m. – 12:00 p.m.

Present: Sandy Kiddoo, 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, Lisa Anderson, Tracy Boman, Dorinda Sorvig, Shannon Nelson, Stephanie LeDuc, and Julie Fenning (recorder).

Absent:

Topic	Responsible Party	Discussion/Outcome
Call to Order	Nelson	Meeting called to order at 10:00 a.m. Additions to Agenda: Old Business: Strategic Planning Update New Business: None
GUESTS		
Supporting Faculty/Advisor Relationship	Hoffman/Carlson	Faculty requested a structured plan to facilitate communication between faculty and advisors to improve services to students. Ben Hoffman, registrar, shared that advisors would welcome increased communication with faculty. Faculty program directors for technical programs currently attend student services meetings every two weeks with any program changes. Liberal arts has been more difficult to manage as there are more courses, more instructors, and more course delivery options. Ben recommended information sessions with liberal arts faculty after the schedule is published, but prior to students registering. ACTION: Brian will schedule an open session for liberal arts faculty and advisors between March 15 th and April 1 st . Supervising dean will also participate.
OLD BUSINESS	ITEMS	
COVID Update	Kiddoo	Dr. Kiddoo shared the new structure for the pandemic team. The leadership of the pandemic team will be elevated to the Executive Team, with Jodi Stauss and Jeff Bell joining. The operational activities of the pandemic team will be completed by the campus management team, which includes all members of the original pandemic team.
	Stauss	They are waiting for information regarding the new variant. Coupons have been handed out to students to help improve mask compliance on campus. We are hoping the positive reinforcement will be more effective. They are rolling out incentive programs in January for students who have been vaccinated and for those who have received the booster. Still conducting testing on nonvaccinated employees and high-risk students (athletes and students in housing). There is no plan to require vaccinations for students at this time.
Course Schedule alignment	Nelson	The student survey has been developed and is ready for distribution to students. It will be sent out this week, with a deadline of December 10 th . Brian shared that for a good response rate, it is important to have faculty encourage students to complete the survey.

Spring In-service	Huschle	The scheduled presenter canceled due to personal reasons, so there will not be a speaker for the in-service. The focus will be on assessment and program review. Curtis will send the agenda out prior to holiday break.
NEW BUSINESS	ITEMS	
Administrative Updates/Strategic Planning	Kiddoo	<p>Dr. Kiddoo provided an update on the strategic planning progress. There is a folder in Microsoft Teams available to all employees. All the information and notes regarding strategic planning are posted. Open forums are scheduled for students, community partners, and employees. Michelle Landsverk is facilitating the open forums and providing reports on information gathered. The last open forums are for faculty and staff. They are scheduled for mid-January. In February, the Strategic Planning work group will begin sifting through all the ideas and begin drafting a plan.</p> <p>Dr. Kiddoo stated that a new strategic plan is needed for long-term planning to turn around enrollment. She plans to look at how we are setting up the college for the future – what programs and services should be offered at the college.</p>
MSCF Membership on Work Groups/ Committees	Braga/Nelson	Faculty questioned the process that was followed for selecting faculty for membership on new action work groups. They clarified that the representative role of faculty on committees, work groups, etc., is managed by the MSCF chapters, as opposed to occasions where a faculty member might be asked to represent themselves only as an individual, or those where faculty are consulted directly as subject-matter experts. Faculty shared a copy of an agreement from a settlement between MCTC and the System Office from 2013 that further clarifies the issue of representation. Administration acknowledged the clarifications.
What Could Be Bus Tour	Kiddoo	Dr. Kiddoo shared a PowerPoint presentation from the What Could Be bus tour. She highlighted ideas for academic programs, equipment, signage, branding, facilities, K12 and community partnerships, and unique services to students. The PowerPoint is in Microsoft Teams in the strategic planning folder.
Employee Engagement Activities	Kiddoo	Dr. Kiddoo is looking for input to create a more engaged atmosphere on campus. Please send any suggestions to Dr. Kiddoo. Dr Kiddoo will actively seek input across a variety of stakeholders.
Grants Update	Huschle	Time did not allow for this agenda item. ACTION: Brian will send a flyer to the group regarding a current grant proposal.
Career Impact Academy	Kiddoo	Time did not allow for this agenda item. ACTION: Dr. Kiddoo will send an email to all employees with an update on this project.
ON-GOING	ITEMS:	
Policy/Procedure		None.
Budget Update		None.
MN State Update	Kiddoo	Time did not allow for this agenda item.
MSCF Update	Braga/ Nelson	Time did not allow for this agenda item.

Org Chart Update	Curfman	Time did not allow for this agenda item.
Off Record		No discussion was held.
Adjournment		12:00 p.m.