

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Meeting: Shared Governance Council

Date: January 27, 2022

Location: Zoom Connection

Time: 2:00 p.m. – 4:00 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	Braga	Meeting called to order at 2:04 Additions to Agenda: Old Business: None New Business: None
OLD BUSINESS	ITEMS	
COVID Update	Stauss	Discussion was held on the mitigation strategies that were put in place to reduce the Omicron surge at Northland. These strategies included offering faculty to pivot to an online delivery mode, allowing teleworking for employees, providing KN95 masks to employees, students, and visitors, as well as restricting external use of the facilities on campuses. Athletics will continue as scheduled, but without spectators during this timeframe, January 31 – February 18. Mike reiterated that Northland is following the new CDC guidance regarding isolation/quarantine timelines. Faculty leadership shared that there was confusion surrounding the email that was sent to faculty. They felt the tone of the email suggested that administration did not truly support faculty converting courses to an online format. Dr. Kiddoo stated that the email was intentionally written to be clear that faculty have the discretion to move to online or stay in-person. It was suggested that employees should receive the communication prior to students receiving the message. Administration agreed. Faculty leadership requested clarification on enforcement of mask compliance and administration indicated they were continuing with education, signage, and reminders for non-compliance. Faculty leadership suggested that the current approach doesn't appear to be working, since compliance is inconsistent. ACTION: Dr. Kiddoo will address this at the Executive Team meeting on February 1. Dr. Kiddoo reiterated that employees are to report employee noncompliance to Mike Curfman or the employee's supervisor. Student noncompliance is to be reported to Lisa Bottem or the campus dean.
Course Schedule Alignment	Nelson	Brian and Shamani met with Jeff Bell and Linda Samuelson to review the results of the student survey and look into a possible revised course schedule. ACTION: Brian, Shamani, Jeff, and Linda will meet again to look a possibly implementing a new schedule for Fall 2023 and bring a

		<p>recommendation to the March SGC meeting. Both liberal arts and technical program faculty input would be sought during this process. Faculty requested to purchase a scheduling software that will assist with this process. ACTION: The Division Chair group will provide Shannon Jesme an updated quote from the desired vendor (and, if the cost will exceed \$10,000, an additional quote from another vendor, per Northland's purchasing procedure). The SGC membership as a whole expressed explicit support for developing a revised course schedule, specifically one that shifts M/W/F classes to a T/H-type structure and shifts Fridays to 3-hour blocks for once-a-week classes, pending no unforeseeable conflicts with technical program schedules. There will be an update on the progress at the February meeting.</p>
April In-Service	Huschle	<p>The Friday, April 8th (half-day) in-service (faculty only) will be focused on program assessment. The APR committee is working to move ahead with the liberal arts program assessment tool.</p>
NEW BUSINESS	ITEMS	
23-24 Academic Calendar Planning	Braga/Huschle	<p>The first meeting has been scheduled for Thursday, February 3, 2022.</p>
REPORT AGENDA ITEMS		
Grants Update	Kiddoo	<p>The grants spreadsheet was not available. ACTION: Julie will send it out once it is ready. No additional discussion.</p>
Employee Engagement Activities	Kiddoo	<p>Faculty leadership stated that the activities that have been held are not enough to affect employee morale, and that more needs to be done to address the low morale at Northland. Some faculty reported they had meetings within their department and did not identify morale issues in their areas. Dr. Kiddoo shared that the activities are for employee engagement, which is only one piece of employee morale. Dr. Kiddoo will continue to accept ideas from faculty and staff to improve employee engagement and morale. She is in the process of developing the Fun work group to continue planning activities on campus.</p>
Strategic Planning	Kiddoo	<p>No additional discussion.</p>
January In-Service	Huschle	<p>No additional discussion.</p>
Capitol Bonding Projects and HEAPR Projects Updates	Jesme	<p>No additional discussion.</p>
Marketing, Public Relations and Recruiting Updates	Kiddoo	<p>Faculty leadership expressed concerns regarding the number of recruiting activities presented in the report. They felt marketing and recruiting efforts fell short of what is needed to turn enrollment around. Dr. Kiddoo shared that marketing could do more with a larger budget, something she is looking into while planning the budget for next year. Dr. Kiddoo is also working towards getting access to more student and institutional data for the college to make data-informed decisions regarding which recruiting and enrollment strategies need to be pursued. She is working on conducting a student admissions pipeline audit to see where improvements to our processes and structure need to be made. Dr. Kiddoo stated that normal marketing and recruiting</p>

		<p>efforts need to change as our students have changed. There will be more focus on workforce development and Northland needs to be prepared for growth in that area. Dr. Kiddoo also stated that recruiting and retention is not only the responsibility of marketing and recruiting, but everyone at the college, and we as a college need to adapt to the future market for classes and programs and services for students. Faculty indicated we should be focusing on enrollment, more so than the pandemic. Administration agreed.</p>
ON-GOING	ITEMS:	
Policy/Procedure		None.
Budget Update		The budget will be presented during the February meeting.
MN State Update	Kiddoo	<p>Dr. Kiddoo provided an update from her recent Leadership Council meeting. The update included the Governor's budget request, Minnesota State's supplemental request, the status of the Workday implementation, and new scholarships for students in high demand programs. They are working through updating Goal Area 7. They are also discussing changing deadlines for dropping classes for refunds. She has met with Representative Deb Kiel and Senator Mark Johnson to help promote Northland's bonding projects.</p>
MSCF Update	Braga/Nelson	<p>There are two statewide MSCF officer elections open this year: President and Secretary. Elections will be in February. MSCF will also be holding its third annual lobby days at the end of February, where MSCF faculty have opportunity to meet with legislators (Deb Kiel, Mark Johnson, John Burkel). MSCF is still in contract negotiation, waiting for the system office to schedule meetings with MSCF. There are some minor, tentative agreements made. MSCF members have been encouraged to join a letter writing campaign to support their bargaining proposals.</p>
Org Chart Update	Curfman	<p>Mike gave an update on the following positions:</p> <ul style="list-style-type: none"> • Interim Head Baseball Coach – Rich Loomis • Director of Institutional Research – In Progress • Chief Strategy Officer – In Progress • Dean of Student Affairs – In Progress • Outreach Services Specialist – Posted • Account Clerk – Posted, Deadline 2-14-22 <p>Mike shared that at his last Minnesota State CHRO conference, there was a lot of focus on mental health in staff, faculty, and administration. This included anxiety and depression, with loneliness, uncertainty, and political, social, and pandemic stressors.</p>
Off Record		No discussion was held.
Adjournment		4:00 p.m.