

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Meeting: Shared Governance Council

Date: April 28, 2022

Location: Zoom Connection

Time: 10:00 p.m. – 12:00 p.m.

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

Absent: Lisa Anderson

Topic	Responsible Party	Discussion/Outcome
Call to Order	Nelson	Meeting called to order at 10:02 a.m. Additions to Agenda: Old Business: None New Business: Open Searches Update – MSCF
OLD BUSINESS	ITEMS	
Division Chair Structure	Huschle	Discussion was held on proposed changes to division chair structure. Administration stated that they are proposing the change to bring efficiencies to the scheduling process while maintaining a similar cost structure. Faculty expressed concern about potential problems with scheduling and a lack of faculty support for the details of the plan for the updated job duties and compensation of Division Chairs. Since the plan would require an agreement to be signed by faculty leadership, it was determined to continue discussion and finalize during the summer SGC meeting.
Fall In-Service	Kiddoo/Huschle	Dr. Kiddoo shared that the morning of the first day will be focused on launching the new strategic plan. All employees will be invited. Brian is working with faculty professional development coordinators on the remaining schedule.
Faculty Handbook	Nelson/Braga	Brian will coordinate creating a PDF and posting the final draft to the website after the May 1 st deadline.
NEW BUSINESS	ITEMS	
Hyflex Classrooms/Zoom Rooms	Jesme	Shannon provided a handout of status of the new rooms being developed. Concerns regarding TRF room 263 and the extra sound from the data closet were discussed. Shannon is working with Stacey on a solution.
Integrated Operational Plans	Kiddoo	Dr. Kiddoo shared that process for finalizing the strategic plan, creating new plans for the college, and ensuring they all align with the college strategic plan. The work group has been reviewing ideas that have been generated and need to be included in the departmental plans, but also allowing the flexibility for departments to add new ideas and activities.

College Community Engagement/ Recruiting Events	Kiddoo	<p>Surveys have been distributed to employees regarding input for the vision, mission, and values.</p> <p>Open house recap. Putting together a bigger picture calendar – part recruiting some marketing activities. Next fall student open houses on each campus. We need to be out there selling what we have to offer. Long game, ramping up, middle schoolers, etc. Concert was great in TRF. Work to schedule events on alternate dates so things are on the same date time. Could create a community event planning committee.</p>
May/June Budget Meeting	Kiddoo	<p>It was determined that a summer meeting was needed to finalize the division chair MOU discussion and to review the budget for FY23. The meeting was scheduled for June 13, 2022, from 3:00 p.m. – 5:00 p.m.</p>
Open Positions	Curfman	<p>Dean of Student Affairs – The committee extended the search. Interviews will be scheduled after Memorial Day.</p> <p>Criminal Justice Instructor, Program Director – An offer has been made.</p> <p>Criminal Justice Instructor – Position was posted on Monday.</p> <p>FBM – In progress. Confident that will be filled soon.</p> <p>Chief Strategy Officer – This was determined a failed search. Dr. Kiddoo discussed possibly restructuring the position and revising the minimal qualifications.</p> <p>Mechatronics Instruction, Warroad Site – Curtis is working with Marvin's search firm to help market the position.</p>
REPORT AGENDA ITEMS		
Recruiting Events & Marketing Activities	Kiddoo	No report was provided.
ON-GOING	ITEMS:	
Policy/Procedure Budget Update		None.
MN State Update	Kiddoo	Dr. Kiddoo shared that the current focus is on monitoring the budget process within the legislature.
MSCF Update	Nelson/Braga	The faculty chapters held elections for several positions and there are some changes. Adam Paulson will be the vice president, Lisa Olson will replace Linda's at large position, and Tracy Boman will replace Shannon Nelson in the treasurer position. Dorinda Sorvig will replace Stephen Nelson as chapter president. Lynette Neppel will be the vice president, Trisha Stromsodt will be the treasurer. Jeff Bell will be replaced by Tony Sorum. MSCF contract negotiations are still in progress.
Org Chart Update	Curfman	Update provided in the agenda item above.
Off Record		No discussion was held.
Adjournment		11:52 a.m.