

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Meeting: Shared Governance Council

Date: February 23, 2023

Location: Zoom

Time: 2:00 p.m. – 4:00 p.m.

Present: Sandy Kiddoo, Sheri Hutchinson, Brent Braga, Dorinda Sorvig, Stephanie LeDuc, Curtis Zoller, Mary Amundson, Linda Samuelson, Jeff Bell, Adam Paulson, Lynette Neppel, Tracy Boman, Trisha Stromsodt, Lisa Olson, Erin Bulger, ADawn Nelson (for Tim Gabor), Jennifer Dahlen (for Justin Berry), Caleb Curfman, and Julie Fenning (recorder).

Absent: Justin Berry, Tim Gabor

Topic	Responsible Party	Discussion/Outcome
Call to Order	Sorvig	Meeting called to order at 2:02 p.m. Additions to Agenda: Old Business: None New Business: None
UNFINISHED BUSINESS	ITEMS	
Personnel Update	Kiddoo	Dr. Kiddoo shared the following position updates: Filled <ul style="list-style-type: none">• GRW-East Grand Forks-Jon Heffernan• GMW-East Grand Forks-Cole Boushee• GMW-TRF Garrett Hoglo• HR Technician-Kari Beito will transition by Feb 1• Grants and Special Project Coordinator-Sierra Anderson• Enrollment Specialist-TRF-Amanda Hoglo• Student Success Advisor-TRF-Maureen Monson start January• Admissions Coordinator-Breanne Dronen• Social Media and Marketing Specialist-Tracy Jo Peterson• Assistant Director of HR-Rachel Larson• Health Lab Simulation Specialist-Christine Fontaine• Accounts Payable Clerk-Autumn Breuer start January 26• Registrar-Julie Roisland begins March 1• Student Life and Athletic Director-Abdul Chamma-March 1 Open – Posting Soon <ul style="list-style-type: none">• Counselor-remains open• Director of Business Services-Committee extended deadline-readvertised• Chief Financial Officer-Target Date to repost-Feb 1, working with an executive search firm• Vice President of Academic and Student Affairs-Target Date to repost-Feb 1, working with an executive search firm• Enrollment Coordinator-TRF• OAS Senior-EGF• Dean of Liberal Arts, Online and Transfer• Academic Projects Coordinator*• EGF Accounting Clerk*• Temporary OAS-Academics, part time*

		<ul style="list-style-type: none"> • NCAT-Equity & Inclusion Communications Director • OAS Senior <p>Coming Soon</p> <ul style="list-style-type: none"> • Director of Enrollment Services • Customized Training Representative • Surgical Technology Faculty • Nursing faculty • Respiratory Therapy • We are transitioning our transcript service to a third-party provider, testing coordination will then shift to Amanda <p>CFO - A suggestion was made regarding a CFO for hire while the search for a permanent employee was being conducted. ACTION: Dr. Kiddoo will connect with the system office on this and circle back with Trisha Stromsodt.</p> <p>Counselor - A suggestion was made to look at creating two part-time counselor positions again. Dr. Kiddoo shared that we may have a couple applicants later this spring for this position, due to contracts counselors have with high schools that may be ending in May.</p> <p>Faculty asked for the plan for the Architectural Drafting program with Rod Lahren's retirement this May. Stephanie shared that they plan to post a part-time adjunct position while they are reviewing the program.</p>
Fall 2023 Class Schedule	LeDuc	<p>The fall 2023 academic schedule has been distributed to faculty for final review. Stephanie will continue to work through any changes. The schedule will be live on March 1st. Room assignments have not been finalized as they are waiting for the new flexible learning classrooms to be identified. Faculty requested to have signs on the doors at the start of the semester, but to be sure only courses running are listed. Faculty strongly recommended that division chairs continue coordinating scheduling.</p>
Facilities Master Plan	Kiddoo	<p>Dr. Kiddoo shared a slide show of the current facility planning work that is being done outlining the proposed areas for updates over the next 20 years. There will be a survey coming out in April to gather input from students, employees, and community members. Faculty questioned why newer spaces would be updated before more outdated spaces. Dr. Kiddoo stated that this is big picture planning of spaces versus painting and interior finishing updates. Those would be on a separate revitalization plan within facilities.</p>
FA for Non-Bookstore Purchases	Kiddoo	<p>Stacey Hron has been researching if students can purchase items other than books using their financial aid. Dr. Kiddoo will provide an update when available.</p>
NEW BUSINESS	ITEMS	
Consultant to Northland	Kiddoo	<p>Michelle Benitt is coordinating schedules for focus groups with Barb Tuckner, the consultant recommended by the Chancellor to</p>

<p>Budget Update</p>	<p>Kiddoo</p>	<p>address concerns from faculty leadership. Michelle will be sending dates to all employees once they are confirmed.</p> <p>Dr. Kiddoo did not provide an updated budget document to share as there is no new information. Currently the system office is going through multiple budget scenarios, including the governor's recommendation, the Senate's, the House's, and with tuition increase/freeze, etc. The next budget projection is dependent on how the legislative session ends.</p>
<p>Marketing Recruiting (Canva, Poster Printer)</p>	<p>Chad Sperling</p>	<p>Chad Sperling provided an update on Canva. The templates are out there, and employees are using them. If you have any issues or would like to have additional templates made, contact Chad. ACTION: Chad will add the link to Canva to the Marketing website.</p> <p>The poster printers are being installed and configured and will be available soon. Chad shared that Canva and the large posters do not make the quality prints like the marketing software can do. If you need something more high-end, please continue to contact Chad or Tracy Jo Peterson.</p>
<p>WDS Updates</p>	<p>Michalke</p>	<p>Kirsten reported that this has been a busy past year, with an uptick in employers reaching out to them and requesting training. Overall, there is a desperation to find employees and upscale their workforce. With all our recent community engagement activities and open houses, employers have been eager to see how they can be more collaborative with Northland. WDS has been focused on sharing about existing programs they offer, making Northland's pathways more clearly defined, and sharing more about competency-based education options. Kristianne Boroski was hired, and she has been working with several employers, which has made a big difference in the enrollment in mechatronics and welding. Pine to Prairie instructors are taking courses at Northland as well. WDS has received feedback and connections through the Northland President's Advisory Committee.</p>
<p>Warroad Site HLC Updates</p>	<p>Michalke</p>	<p>Kirsten will be going to Marvin's to share more information about Northland's CBE program in Warroad. Faculty stated that the CBE terminology should be reviewed to better describe its format, and then that new terminology needs to be better marketed. Faculty questioned the success rates of students in the CBE programs. They have heard complaints from students regarding confusion on the number of courses and progress tracking. ACTION: Curtis will ask Aaron Dahlen to share his assessment strategies for the program. Incompletes are offered so students do not have to purchase the courses again. CBE programs to result in traditional Northland AAS degrees.</p>
<p>Foundation Updates</p>	<p>Dyrud</p>	<p>Lars provided an update on scholarships - Over \$248,000 distributed in 2022, more than double than in 2021. They also facilitate MN Workforce Development scholarships distributing \$157,000. He is finding gaps in groups of students eligible for scholarships (EGF liberal arts) and is working to fill these gaps with new scholarships.</p>

		<p>Student Housing – After COVID, they are struggling to keep students in housing. Currently there are 57 students out of 144 beds available. They have opened up 10-12 units to workforce housing with Digi-Key and possibly more for Textron.</p> <p>Lars is working to plan the EGF Campus 50th Anniversary celebration. It will be on April 28th.</p> <p>Lars has been working with Dr. Kiddoo promoting the biennial budget with local legislators. He plans to attend the TRF day at the Capitol with the TRF Chamber. Lars has also been working to transition the radio station.</p> <p>Faculty made some suggestions:</p> <ul style="list-style-type: none"> • Going back to living donors to change criteria of scholarships - Lars shared that this is being done. • Reaching out to businesses – This is being done as well. Progressive Ag just gave \$15,000 in scholarships. Lars is also promoting Northland Works for tuition assistance for students. • Radio station is also having a 50-year anniversary this year. Maybe incorporate that into the college celebration. • The Foundation does not track the success of any scholarship recipients. <p>Faculty expressed a concern regarding connecting with Lincoln High School. They felt that we have not reached out to Lincoln but have to other schools in our region. Dr. Kiddoo shared that we have a strong relationship with Lincoln High School and are working to create relationships with all area schools. Curtis shared that he is working closely with Lincoln on the Experience Aerospace event and Rich Johnson shared that he is working with Lincoln on College in the High School and PSEO. Lincoln also has a sizeable presence at our advisory boards. ACTION: Dr. Kiddoo will connect with Jeff Pool regarding outreach to Lincoln and find out what is the actual concern. Faculty questioned Northland’s presence at the TRF Rotary and other local groups. Dr. Kiddoo shared that she has missed a few recent meetings but is still a member and has presented at Rotary on several occasions. Lars Dyrud shared that he is a TRF Lion, and that Northland is scheduled for a presentation in March. We also have a strong presence of community members involved in advisory boards and special projects.</p>
<p>APR and Equity and Inclusion Committee Updates</p>	<p>Hutchinson</p>	<p>The APR Committee has their kick off meeting Feb 24. Their goal is to go through the status of where we are currently at and what needs to be done with respect to Assessment and Program Review.</p>
<p>HLC Updates</p>	<p>Hutchinson</p>	<p>Dr. Hutchinson is working with the Equity and Inclusion Committee to get started on the changes with Goal #7. She wants to look at creating a new plan and including measurables. She is incorporating the Equity by Design program and will review current policies with an equity lens.</p> <p>System faculty have been working on rewriting Goal # 7. We need to implement changes at Northland. This work will begin fall of</p>

		<p>2023. Final language was confirm on Feb. 15th. This work needs to show in HLC reporting, that we are continuing assessments. ACTION: Sheri will send out an email to faculty regarding assessment work during the April half-day in-service.</p> <p>Dr. Hutchinson is submitting the paperwork for the Warroad site this week.</p>
D2L Layouts	Sorvig	<p>Faculty expressed that they would like to be able to control what they can turn on and off in their D2L shells. Students are receiving multiple emails, causing confusion. They would like more control over classroom management. ACTION: Dr. Kiddoo will connect with Stacey Hron regarding this request.</p>
Liberal Arts Division Chair MOU	Sorvig	<p>Current liberal art division chairs felt that without scheduling as a responsibility, they were not providing value to the college. They are requesting to add the scheduling back into the position responsibilities. Dr. Hutchinson shared that she is having a retreat with the deans and will be reviewing all positions and needs. May 15th is the deadline to have division chairs assigned.</p>
TRF Sporting Events/Campus Activities Safety Issues	Kiddoo	<p>Dr. Kiddoo is looking at increasing security efforts on campus. The Safety Committee will be adding security to its focus.</p>
Program Suspensions	Hutchinson	<p>Dr. Hutchinson shared the programs that have been put on suspension: Dietetic Tech, Pharmacy Tech, and Paramedics. Faculty requested to look at the raw data that was used when making these decisions. Faculty also requested to see the current program prospect lists and how these suspensions will affect liberal arts enrollment. Suspension does not mean a program is closing, but that it is under review. Faculty also asked how this information is being shared with the local media. Dr. Kiddoo stated that wanted to share with this group prior to notifying the rest of the college community. Dr. Kiddoo and the academic deans have met with top leaders at local organizations regarding program and workforce needs.</p> <p>Faculty asked if there could be additional suspensions. Dr. Hutchinson shared that they are reviewing all programs and determining needs.</p>
ON-GOING	ITEMS:	
Policy/Procedure Budget Update MN State Update MSCF Update Org Chart Update Off Record		<p>Time did not allow for these items.</p>
Adjournment	Sorvig	4:31 p.m.