

# NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

**Meeting:** Shared Governance Council

**Date:** August 31, 2023

**Location:** EGF Room 290

**Time:** 10:00 a.m. – 12:00 p.m.

**Present:** Sandy Kiddoo, Sheri Hutchinson, Joel Ziegler, Mary Amundson, Stephanie LeDuc, Monty Johnson, Linda Samuelson, Brent Braga, Jeff Bell, Adam Paulson, Lynette Neppel, Tracy Boman, Trisha Stromsodt, Lisa Olson, Caleb Curfman, Heather Koland, Kari Koenig (for Erin Bulger), and Julie Fenning (recorder).

**Absent:** Erin Bulger

Topic	Responsible Party	Discussion/Outcome
Call to Order	Amundson	The meeting was called to order at 10:05 a.m.  <b>Additions to Agenda:</b> <b>Old Business:</b> None <b>New Business:</b> Bookstore - MSCF
<b>OLD BUSINESS</b>	<b>ITEMS</b>	
Course Schedules on Website	Ziegler	Faculty are requesting a simplified schedule on the website like MSCTC and Minnesota West, and what Northland had in the past. This feature was not carried forward with the new website due to the cost and complexity. Most Minnesota State colleges have moved to using eServices. It was determined that a PDF copy of the schedule may be a stopgap until additional training is provided for faculty and advisors on eServices. <b>ACTION:</b> Dr. Kiddoo will connect with MSCTC on how they have created their schedule and provide an update at the October SGC meeting.
FY24 College Committees and Work Groups	Amundson	Faculty were confused about committee membership and have not yet identified members. It was determined that MSCF members will roll from year to year, and faculty will only be removed when requested. <b>ACTION:</b> Julie will add last year's membership to the chart and faculty leadership will recruit new members where needed. September committee meetings will be canceled, with a start date of October. Faculty requested adding committees to fall in-service agendas to allow new faculty to learn about each committee and then choose to participate. Faculty requested to be able to send subs when faculty are not available for every meeting. Administration agreed.
<b>NEW BUSINESS</b>	<b>ITEMS</b>	
Communications Documentation Storage/ Communication Infrastructure	Amundson	The college needs to determine official means of communication and storage of documents and update policy if needed. Faculty requested that this be decided by the October SGC meeting. <b>ACTION:</b> Dr. Kiddoo will refer this request to the Facilities/Technology Committee for review and recommendation by the October meeting.  Faculty requested that we have a Zoom option for town halls. They believe this will encourage and increase faculty participation in the town hall while it is occurring. Faculty appreciate that the town hall is scheduled when the majority of faculty are available,

<b>Finance Update - Allocation Performance</b>	Kiddoo	<p>but this also means the majority of faculty are not on campus at the scheduled time, thus reducing participation to reading a summary of the presentation. Dr. Kiddoo prefers that these sessions remain in person to facilitate cross-departmental relationships and collaboration and will provide a recap after each town hall. With winter coming, she may reconsider a Zoom option at that time.</p> <p>Faculty are requesting that President's Cabinet meeting minutes be posted for communication and transparency. Noted.</p> <p>Faculty are requesting a detailed budget report. The report they referenced was an Excel worksheet dated 2009. Dr. Kiddoo will continue to review report options in ISRS and share them with the SGC. She indicated that in the future, Workday may have more report options.</p> <p>Dr. Kiddoo provided a handout with the allocation performance for divisions. Faculty requested a report with a historical look at band numbers. <b>ACTION:</b> Dr. Kiddoo will request prior years reports.</p>
<b>Enrollment Update</b>	Kiddoo	<p>Thirty students were dropped for nonpayment. Overall, we are up .75 FYE and up 1.85% headcount, after the drops and course moves. We will also be making a push for late start classes as well. The growth has been in concurrent enrollment options.</p>
<b>Sustainability Reporting</b>	Amundson	<p>Faculty wanted to make sure that deans were not including skill checkout type fill rates in health course that students take as an independent study. Stephanie was aware of this issue.</p>
<b>Technology Glitches</b>	Amundson	<p>Faculty shared concerns regarding technology issues with new flex rooms. IT was able to fix the problem in each instant. There was a time when an instructor could not assist in the classroom at other campus and there was no one to call for assistance. It was recommended to have a general help number added to classrooms for assistance with turning on equipment and to close doors, for sound purposes. <b>ACTION:</b> Dr. Kiddoo will have doors unlocked and signage installed to keep these doors closed.</p> <p>Dr. Kiddoo addressed several glitches in her newsletter that were out of Northland's control. Faculty shared other glitches. Stephanie will review each instance with Julie Roisland. They are also working on the D2L glitch. If someone dropped a class, the whole class was dropped. Faculty suggested a first week suggestion board, with all reported issues. <b>ACTION:</b> Dr. Kiddoo will refer to the Facilities/Technology Committee to research. The new flex rooms also need the cheat sheets and phone numbers added in EGF.</p> <p>Faculty stated that there are examples of students not receiving consistent advising. No specific example was given but concerns regarding staffing in Student Services were discussed. Dr. Kiddoo shared that the only position open in Student Services is the Director of Enrollment and Advising. All other employees have been trained.</p>

<p><b>Student Success Days</b></p> <p><b>Other Items</b></p>	<p>Kiddoo</p>	<p>Faculty also expressed concerns regarding positions that were primarily remote working, registrar and admissions coordinator. Dr. Kiddoo shared that these positions are not student-facing, and all their work can be done remotely. Dr. Jeff Pool is working on a new admissions position where that person will work more directly with students versus only processing applications.</p> <p>Stephanie LeDuc and team are working on developing the late start/mid-start, 8-week courses language campaign for students. Faculty division chairs are encouraged to invite advisors to their division meetings. An idea was shared to push late-start classes to high school students.</p> <p>Faculty requested the cost center for intercampus travel to ensure this expense doesn't affect their instructional costs. 330121  <b>ACTION:</b> Stephanie will ask Kari Beito to share that cost center in the email she sends out.</p> <p>Dr. Kiddoo requested faculty support to host Student Success Days, focusing on having students registered for the next semester. This may include advisors coming into classes on a designated day or hosting sessions for liberal arts students. Faculty supported this idea. <b>ACTION:</b> Dates will be picked for fall and spring.</p> <p>Dr. Kiddoo shared details regarding a grant project for Hispanic Heritage Month. Watch for details in the newsletter.</p> <p>Faculty shared two issues with the Northland Stores this semester. They included back-ordered books and no lab kits.  <b>ACTION:</b> Dr. Kiddoo will investigate these issues.</p> <p>Faculty requested Dr. Kiddoo write a letter of support to Chancellor Olson in support of MSCF negotiations. Noted.</p>
<p><b>Report Agenda Items</b></p>		
<p><b>HLC Update</b></p> <p><b>Organizational Chart Update</b></p> <p><b>Capitol Bonding Projects and HEAPR Projects Updates</b></p> <p><b>Recruiting and Enrollment updates</b></p> <p><b>Financial Aid for Nonbook Purchases - Additional Equipment/</b></p>		<p>See Attached Handout.</p>

Clothing Kits in Northland Stores		
Budget Request Forms and Processes		
Policy and Procedure		
Decision Structure		
Budget Docs		
<b>ON-GOING</b>	<b>ITEMS:</b>	
Policy/Procedure Budget Update MN State Update MSCF Update Open Discussion Organizational Chart Adjournment		Time did not allow for these items.          12:00 p.m.