

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Meeting: Shared Governance Council

Date: October 4, 2023

Location: Zoom

Time: 10:00 a.m. – 12:00 p.m.

Present: Sandy Kiddoo, Sheri Hutchinson, Mary Amundson, Stephanie LeDuc, Jeff Pool (for Monty Johnson), Linda Samuelson, Brent Braga, Jeff Bell, Adam Paulson, Lynette Neppel, Tracy Boman, Trisha Stromsodt, Lisa Olson, Caleb Curfman, Heather Koland, and Julie Fenning (recorder). **Guests:** Kalen Wiseth, Marnie Glaizer

Absent: Joel Ziegler, Erin Bulger

Topic	Responsible Party	Discussion/Outcome
Call to Order	Amundson	The meeting was called to order at 10:00 a.m. Additions to Agenda: Old Business: None New Business: None
OLD BUSINESS	ITEMS	
Course Schedules on Website	Kiddoo	Dr. Kiddoo and Stacey Hron discussed this project with Steve Erickson, Director of Technology at Minnesota State Community and Technical College, Moorhead. He is currently understaffed and will work to see what would be involved in this project and if they have the capacity to work on it. Stephanie shared that there is a PDF available as a stop gap. More information to come.
FY24 College Committees and Work Groups	Amundson	Meetings are moving forward. Faculty membership has been finalized and documents have been updated.
Ways to Improve	Amundson	The faculty gave examples on how administration can do better. Examples included a gap in communication regarding books for OCHS, student engagement activities and lack of planning, and false advertising for course activities. Dr. Kiddoo requested that these issues be addressed immediately with the appropriate administrator and not held onto for weeks to be addressed during these monthly SGC meetings. ACTION: Stephanie requested information regarding the book issue with OCHS, as she was not aware of the concerns. Faculty also requested more student life activities on campus and questioned the extra activities on the TRF campus regarding Hispanic Heritage Month. Dr. Kiddoo explained that the activities were funded by a grant received for Pennington County from the Northwest Minnesota Foundation. Dr. Pool shared that they are offering activities, but struggle to find the right activities that interest the students. He is currently struggling to get student input in planning. Dr. Hutchinson shared that it was important for faculty to encourage students to attend and even offer extra credit for attending various events. Several ideas were generated, including providing transportation between campuses for activities and creating a short video regarding

<p>Student Success Days</p>	<p>Pool</p>	<p>student life and Student Senate. If anyone ever has ideas and wants to lead a student life activity, contact either Dr. Pool or Abdul Chamma.</p> <p>The faculty did appreciate that as the weather turns unpredictable, the town halls may be held via Zoom.</p> <p>Dr. Pool has decided not to schedule single days for advising for the following semester, but to work individually with programs and faculty. He is working on a new student orientation project and will address this retention idea with the team working on the project. There was an idea to create a course shell for students to house all the videos and announcements. Faculty shared that it is critical that advisors are promoting courses. Stephanie shared that advisors did spend time with faculty during division meetings learning about their courses and the instructors. Dr. Pool plans to do this each semester.</p> <p>Dr. Pool has also scheduled training for students on eServices. Oct 11, & 24 TRF Oct 12, & 25 EGF</p>
<p>NEW BUSINESS</p>		<p>ITEMS</p>
<p>Curriculum Work</p> <p>Meet New Administrators</p> <p>Current and forecasted budget projections</p>	<p>Neppel</p> <p>Kiddoo</p> <p>Kiddoo/Wiseth</p>	<p>AASC has formed a small subcommittee to work through the process and create new forms for AASC. These new ideas came from Sarah Dorn, registrar, and the work she has done at Pine Technical College. If you would like to join this small work group, contact Lynette Neppel.</p> <p>Dr. Kiddoo introduced Marnie Glazier, new Liberal Arts Dean and Kalen Wiseth, new chief financial officer. Welcome to Northland!</p> <p>Dr. Kiddoo submitted Northland's budget in May of 2023. She needed to provide an updated budget in October with final enrollment numbers. Dr. Kiddoo and Kalen decided to keep the projection of flat enrollment. Dr. Kiddoo and Kalen shared an updated budget document with projections for the next two years. The system office is seeking a supplemental budget request to cover personnel increases in year two.</p> <p>The faculty asked about the potential fines from the Department of Education. Dr. Kiddoo shared that they are still working on finalizing these issues with the system office. She is hoping by being proactive and upfront, there will be less consequences for Northland. She does not know what the final cost of this issue will be. Northland does have a large fund balance that will be able to cover any fines. Dr. Kiddoo estimated that fines could be anywhere from \$100,000 up to \$1M-\$2M. These payments would take place over a few years. Dr. Kiddoo will share information as she meets with the system office and the Department of Higher Education.</p> <p>The faculty are looking for a general ledger type report for each Shared Governance meeting. Kalen will look at what report is available for this purpose.</p>

<p>Process for Presidential Transition</p>	<p>Kiddoo</p>	<p>Stephanie shared that the bonding project in EGF is moving forward. The faculty involved have been contacted and invited to the planning meetings.</p> <p>Chancellor Scott Olson will be coming to Northland on October 24th. He will spend time on each campus conducting open forums for faculty, staff, students, and community members. The faculty leadership asked if Dr. Kiddoo plans to continue her work as president until June 30th. Dr. Kiddoo shared that yes, she will continue moving forward with the strategic initiatives. She will not be making major, long-term decisions without system office input and approval. For example, the NSF grant renewal submittal was discussed and approved by the system office. Faculty asked about the future of the open searches for the Director of Human Resources and Vice President of Academic and Student Affairs. Chancellor Olson recommended filling the positions as planned.</p>
<p>Student Success Allocation Ideas</p>	<p>Kiddoo</p>	<p>Dr. Kiddoo shared that the legislative funding for student success resources was \$28,000. She requested input on how to spend these funds. She is looking for items that will be sustainable. Some ideas she has received so far include mental health first aid training for employees and a college garden to support fresh food for students. Dr. Kiddoo is asking multiple groups for input. The faculty shared ideas including funding student live activities, medical supplies for students, classroom supplies for students – in the form of gift cards to our Northland Stores, laptops for students, checkout laptops, and open computer lab hours on weekends.</p>
<p>Report Agenda Items</p>		
<p>Sustainability Process</p>	<p>Hutchinson/ LeDuc</p>	<p>Dr. Hutchinson and Stephanie provided an update on the project. Stephanie reviewed the process with the council. Each program will receive the report each year for a formal, consistent process for forward thinking to address any concerns sooner. This new process is tied to the allocation model and HLC criterion.</p> <p>The faculty want a detailed explanation of where this data comes from. It is important to have faculty input and explanation in designing this process. There was a discussion on course success rates. Faculty shared that there are so many reasons why students do not persist. Northland needs to follow up and ask why.</p>
<p>Enrollment</p>	<p>Kiddoo</p>	<p>Dr. Kiddoo provided a handout with enrollment data. The faculty suggested to provide labels and data sources. Dr. Kiddoo will contact Katlyn to update the handout.</p>
<p>Marketing/ Recruiting Update</p>	<p>Pool</p>	<p>Programs highlighted were construction trades and liberal arts. Videos should be completed by December. The faculty want to know what else we are doing for these two specific programs. Dr. Pool shared that they are doing extra digital marketing, social media posts, new marketing materials, billboards, and tv spots.</p> <p>Faculty requested an update on website corrections. Some have not been completed. For example, the search function is still ineffective. They are unable to download the logos. ACTION: Dr.</p>

		Pool will provide an update to faculty prior to the next SGC meeting.
ON-GOING	ITEMS:	
Policy/Procedure		None
Budget Update		Discussed above.
MN State Update	Kiddoo	<p>Dr. Kiddoo attended Leadership Council this week. The focus was on the legislative ask, North Star Promise program, new Minnesota State promotional materials, Equity 2023 scorecard, and Workday.</p> <p>Dr. Kiddoo shared the equity scorecard. The system office is working to add broader access soon.</p> <p>On October 16, at 4:00 pm, Chancellor Olson is giving a State of the System Address. ACTION: Julie will schedule a room on each campus to live stream the event.</p>
MSCF Update	Amundson/ Ziegler	<p>MSCF negotiations are still in progress. The system office has applied for mediation. Dr. Kiddoo sent a letter in support of the fair process to Chancellor Olson.</p> <p>The faculty asked if Northland has an AI policy and are recommending that we have one. ACTION: Adam Paulson will share a link with examples.</p> <p>November and December meetings will be chaired by Joel.</p>
Open Discussion		None
Organizational Chart		None
Adjournment		12:00 p.m.