

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Meeting: Shared Governance Council

Date: December 7, 2023

Location: Zoom

Time: 2:00 0.m. – 4:00 p.m.

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

Absent: Stephen Nelson

Topic	Responsible Party	Discussion/Outcome
Call to Order	Ziegler	The meeting was called to order at 2:03 p.m. Additions to Agenda: Old Business: Committee Business – MSCF; Marketing (Website, social media) – MSCF New Business: BetterMynd – Administration
OLD BUSINESS	ITEMS	
Course Schedules on Website	Kiddoo	Steve Erickson from MSCTC is looking to see if he has the capacity and what the cost would be. No response yet.
Ways to Improve	Amundson	Students have expressed concerns with Examity proctoring software. These concerns have been addressed with the faculty, students, and respective Dean. The faculty have heard that ProctorU has purchased Examity. Northland switched from ProctorU to Examity and faculty are wondering about the status for spring semester. ACTION: Dr. Hutchinson will reach out to Michael Oleson, from the system office, for an update. Required Training – Faculty shared that it is not clear that the “Submit” button needs to be clicked to “complete” the training. ACTION: Dr. Kiddoo will discuss with Cory Feller and Michelle Benitt.
HLC Update	Kiddoo	Dr. Kiddoo met with Department of Education regarding the CBE issue. There was a small number of students impacted and the cost to Northland is much less than anticipated. The Aerospace site has been approved and added and Warroad has been submitted in the location model system. Faculty asked if we have done the work to resolve the concerns regarding assessment for the visit next year. Dr. Hutchinson is working on gathering everything and saving it in one HLC folder.
Policy Updates	Kiddoo	SGC wants to review and approve all policies, even with minor changes. ACTION: Dr. Kiddoo will review the MSCF contract language regarding policies to ensure compliance. Julie will ensure all appropriate policies are brought to SGC.

2024-25 Draft Schedules	LeDuc	There was an issue with the course roll and all D2L shells were overwritten. ACTION: Stephanie will communicate with faculty regarding not updating Fall 2024 courses until this is fixed.
Northland Career Academy	Kiddoo	The idea for a Northland Career Academy was shared with division chairs. There are some faculty who are looking into ideas for pathways for their programs. Dr. Kiddoo shared that an EDA grant proposal was submitted for work on short-term credentials and pathways in certain program areas. The faculty requested to change the name and remove “career” so liberal arts courses can also be promoted. ACTION: Dr. Kiddoo will revisit the name. Ideas included Northland Academy and Pioneer Academy.
Instructional Equipment Request Process	Kiddoo	The list of equipment requests was pulled, and the President’s Cabinet and the division chairs will be ranking each item. Faculty shared that this time around, they were not able to rank their priorities. The division chairs plan to work with the faculty on their priorities during their ranking process. The form will remain open so faculty can add requests anytime. ACTION: Dr. Kiddoo will connect with Stephanie and Kalen regarding changing the form to allow prioritization by the requestor.
Committee Business	Samuelson	Linda Samuelson showed a shared calendar she created in Outlook and suggested we create one for college committees. ACTION: Julie will connect with Stacey regarding options.
Marketing	Ziegler	<p>The faculty requested clarification on the programs receiving additional marketing dollars this year. Dr. Kiddoo shared that the development of the materials begins in July, not ready in July. Chad and the team are working with faculty and the respective deans on these projects including additional marketing pieces, videos/commercials, billboards, etc. These pieces will be used when they are completed this year and into the future. ACTION: Jeff will connect with Chad regarding liberal arts on social media.</p> <p>Faculty also expressed concerns regarding the timing of social media posts. They are after the events and in the evenings. This is due to having photos of the events and when the target audiences are on social media. The faculty asked when marketing is planning to market the North Star Promise program. Dr. Kiddoo shared that the system office is leading that push and just sent materials to Chad this week to begin marketing the program. We will see that soon.</p> <p>Website – Faculty shared that the website search engine is still ineffective. Dr. Kiddoo shared that marketing is aware of this and is working towards a solution.</p>
NEW BUSINESS	ITEMS	
Spring In-Service	LeDuc	Stephanie LeDuc reviewed the tentative agenda. Faculty will be on the EGF campus on January 3 rd . Due to unpredictable weather in January, Stacey Hron is working on creating a video conference and Zoom option for faculty who cannot make the drive and for TRF staff. Stephanie is looking for feedback and volunteers from faculty to present on the topics or any new topics. The faculty requested an agenda for each session. Division chairs would like to be in their divisions during the discipline breakout

BetterMynd	Kiddoo	<p>sessions. Faculty also requested a session on committees for new faculty to sign up. ACTION: Stephanie will connect with division chairs on the planning of these sessions.</p> <p>Last year we entered into a one-year contract with BetterMynd when Northland did not have a counselor on campus. We purchased 100 hours of 24/7 access to counseling. The system office is working through the RFP process for a vendor to be used across the entire system. Should Northland renew the contract for 100 hours with BetterMynd, and possibly have an overlap, or wait to see what the system office does. Students used 40 hours of services last year and Becca Johnson, the counselor, has been referring students to this service when she is not available. Cost for contract \$15,000. Faculty supported this initiative. ACTION: Dr. Kiddoo will ask Jeff Pool to renew the contract.</p>
Report Agenda Items		
None		
ON-GOING	ITEMS:	
Presidential Transition Update	Kiddoo	All employees received a memo from Chancellor Olson regarding conducting a search for an interim president. Dr. Kiddoo is expecting more information after the first of the year.
Recruiting and Enrollment Updates	Kiddoo	<p>Dr. Kiddoo reviewed the numbers from Katlyn Tamaalii. There have been some class cancelations for spring, most have resulted in shifting in other courses. There is a concern regarding math courses with low enrollment, which Stephanie LeDuc is working through.</p> <p>The faculty mentioned that the liberal arts departments were not listed on department numbers. ACTION: Dr. Kiddoo will connect with Katlyn regarding how to better set up the reports. Katlyn is meeting with Rochester to see how they are using PowerBI for just-in-time reporting.</p>
Policy/ Procedures	Kiddoo	Children on Campus – changes were discussed. ACTION: Julie will bring back for a third reading for a final review once all comments have been collected.
Budget Update	Kiddoo	<p>Discussed above. ACTION: Dr. Kiddoo will ask Kalen Wiseth to start the Fiscal Committee. Trisha Stromsodt and Linda Samuelson will be on the committee as MSCF members.</p> <p>Faculty had reviewed the budget spreadsheet provided by Kalen Wiseth and questioned items:</p> <p>Seat at the Table Funds – only spent ½ of the funds. Dr. Kiddoo will connect with Kirsten. There may be some outstanding invoices, or we may have to give the funds back.</p> <p>Work-study off-campus – What is this account? Could we have work-study students drive students around. Dr. Kiddoo shared that students now have access to The Bus. This activity would be out of the Student Life budget, which is determined by the Student Senate.</p>

MN State Update	Kiddoo	<p>The big focus of the system office right now is the supplemental budget request. Kalen Wiseth is at the annual CFO conference at the system office. He should have some new budget projections for the next meeting.</p> <p>Other topics include NextGen and sustainability. LeadMN has gone through leadership transitions, and presidents are discussing how can we support them. Discussion was held on the possible deficit in Minnesota next year and how that will affect students in the North Start Promise program if funding goes away. Dr. Kiddoo will continue to report new information as it becomes available.</p>
MSCF Update	Amundson/ Ziegler	<p>The tentative agreement vote is next week. The MSCF State VP election is occurring. This is Mary's last SGC meeting. Lynette is going to be interim president with Rick Simon as Vice president. We wish Mary well in her retirement!</p>
Organizational Chart	Kiddoo	<p>VPASA – John Fields accepted the position. Starting January 3. Director of Enrollment/Advising – Starts Monday CHRO – still reviewing applications – in progress Handout was provided on all positions.</p>
Open Discussion		<p>No discussion was held.</p>
Adjournment		<p>3:34 p.m.</p>