

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Meeting: Shared Governance Council

Date: February 22, 2024

Location: Zoom

Time: 2:00 0.m. – 4:00 p.m.

Present: Sandy Kiddoo, John Fields, Stephanie LeDuc, Monty Johnson, Lynette Neppel, Linda Samuelson, Joel Ziegler, Erin Bulger, Jeff Bell, Adam Paulson, Stephen Nelson, Kristin Knudsen (for Heather Koland), Bobbie Taylor (for Brent Braga), Tracy Boman, Trisha Stromsodt, Lisa Olson, Caleb Curfman, and Julie Fenning (recorder).

Absent: Rick Simon, Brent Braga, Heather Koland

Topic	Responsible Party	Discussion/Outcome
Call to Order	Zeigler	The meeting was called to order at 2:03 p.m. Additions to Agenda: Old Business: None New Business: None
OLD BUSINESS	ITEMS	
Online Schedule	Kiddoo	No response from MSCTC. The faculty asked if another college could be contacted. ACTION: Linda Samuelson will send a list of other colleges using something different than E-services to Dr. Kiddoo to reach out.
HLC Update	Kiddoo	The HLC concerns regarding CBE and non-notification programs have been resolved. Northland did not notify HLC that our Electronics programs changed format by more than 25%. We had three students who received financial aid in this program. Northland paid the financial aid back to ensure nothing would be identified in an HLC or the US Department of Education audit in the future. \$26,000. Resolved.
Policy Updates	Kiddoo	A complete policy review is being conducted. The 7000 series is scheduled for March. The biggest changes have been with removing policies that were outdated and no longer needed, and when we could directly link to the system office policies and procedures.
2024-2025 draft schedules	LeDuc	Next year's course schedules are ahead of schedule, thanks to a heavy lift by Jeff Bell and Linda Samuelson. Fall will be opened first and shortly afterward spring will be opened. Monty requested all faculty review the schedule as soon as possible, as it is easier to make changes early on.
Poverty Session Follow-Up	LeDuc	Stephanie LeDuc shared the draft basic needs statement developed by the Student Success Committee. It was approved to be included in the faculty handbook and the syllabus checklist.
Student Services Update	Fields	John Fields shared an update prepared by Jeff Pool. Marketing purchased a list of 7000 student leads focused on liberal arts transfer and trades, and then an additional buy for juniors. There has been an uptick in activity on campus. Student Life and Student Senates are working hard to keep the calendar full on

<p>Draft 25-26 Academic Calendar</p>	<p>Ziegler</p>	<p>both campuses through the end of the spring semester. Jeff will be sending info on upcoming grad prep events and specific program days on campus. Outreach efforts have increased to encourage students to register early. Advisors are going to ask CTE programs to register their students on a specific day. If liberal arts instructors want someone to come into your class and speak with students about registration, send a request to Jeff. The increase in ad buys on local networks includes small video snippets for academic programs. The academic deans selected programs that will be participating. Chad Sperling will be scheduling shoot dates with the faculty soon. Please contact Jeff or Heidi with any questions.</p> <p>Faculty shared that there was no signage or promotion outside the theater of the student event yesterday. Faculty are looking for specifics of the plan with Tiffany Beneda's leave. Specifically, who will be taking over her advising load and who will be coordinating graduation. ACTION: John will discuss this with Jeff and provide an update for the next meeting.</p> <p>Stephanie shared that they are also looking at moving the TRF career day for TRF from April 17th, due to a conflict with nursing students in TRF. They should have a new date by next week.</p> <p>Joel Ziegler shared that they added a day for student registration, the second Tuesday after spring break. This will be a student success and registration day, with no class, and requested that it be a faculty duty day. Administration agreed. ACTION: Joel will schedule a meeting after spring break for the second meeting.</p>
NEW BUSINESS	ITEMS	
<p>Zoom Phones</p>	<p>Kiddoo</p>	<p>Our phone system is out of date. Stacey Hron and IT are piloting Zoom phones. The plan is to convert to Zoom phones next year for everyone and the following year for classrooms. Employees will have the option of a softphone through their computer or a physical phone. These phones will replace Cisco Jabber. Dr. Kiddoo asked for input regarding the classroom phones being soft phones or physical phones. It was determined classrooms will receive physical phones.</p>
<p>Facilities Updates</p>	<p>Kiddoo</p>	<p>Inter-county Community Council has dollars that help support our students. The outreach program is adding a staff person in EGF. They are asking to lease office space in the student services area on the EGF campus. The space chosen is Cory Feller's floater office space. Cory will be relocated. This will be a great partnership to offer additional opportunities to our students needing assistance.</p> <p>We are working with two different groups to host their events this spring: Alluma Mental Health will be hosting an event at the end of May. They will be using our campus for two days. More to come. The Grand Forks school district has an event for middle schoolers. They will be using Northland for their event at the end of March. There will be 1000 middle schoolers on campus. We will be requesting faculty participation as well for help with hands-on activities. More to come.</p>

Student Senate Budgets	Kiddoo	Dr. Kiddoo has been working with both Student Senates on their budgets and fund balances. The students have ideas of where they want to spend their funds on each campus. They include student spaces and furniture. There was also discussion on changing the structure of the athletic fee to ensure athletics gets funds. This would separate student life and athletics and have Student Senators manage the student life funds and not the athletic funding. There was concern about EGF students funding athletics but there are many athletes in EGF. There has also been discussion on adding a health fee. This would be an additional fee to help fund mental health services for students. The Student Senate in EGF is having discussions on the fitness center and future funding as currently they fund a student worker and there is low usage. The student senate is working on broader input before they make recommendations. The faculty asked how we are promoting the fitness center to students. Do we offer any credit classes in the fitness center? Discussion was held on how to increase student usage.
MOU for Division Chair Process	Ziegler	The faculty has reviewed the MOU and did not request any changes. Approved to move forward obtaining signatures.
April In-Service – Assessment	Fields	John Fields shared the plan to address HCL concerns regarding college and program assessment. The APR Committee is working on a template(s) for each program to conduct an assessment as a soft reset and to get everyone on schedule and up to date for the HLC visit next year. Once this is complete, programs will be scheduled for review every three years as a best practice. This work will be done during the April 5 th in-service half day. Dr. Kiddoo shared that the President's Cabinet is working on non-academic assessment for HLC as well.
Radio Station Update	Kiddoo	The radio station has successfully become a 501c3. They will be leasing (at no cost) our space, equipment, and the FCC license moving forward. The employees will remain Northland employees, with all their costs reimbursed to Northland, like the Foundation model.
Report Agenda Items		HR Position Updates – The financial aid position on the EGF campus was hired. Corina Feist. Faculty questioned the status of the librarian position with the retirement. The position is currently being discussed. Faculty expressed support for replacing this position.
ON-GOING	ITEMS:	
Presidential Transition Update	Kiddoo	We will get the list of finalists at the end of March.
Ways to Improve	All	None
Recruiting and Enrollment Updates	Kiddoo/Tamaalii	Katlyn was present for the enrollment report. Katlyn explained the reason for discrepancies with Liberal Arts reports. Liberal arts is not considered a “program” in ISRS data. Katlyn was able to manually code so that the data could be pulled. Seats Open Report – Katlyn shared that when pulling the data, each course is listed separately and there is no way to connect

		<p>courses that are taught at the same time, but on different campuses. Deans combine these courses when reviewing the data.</p> <p>Faculty shared some overall concerns regarding the data and how it is being used. Dr. Kiddoo shared that they use the data to look at low-enrolled courses and programs for additional targeted digital marketing for those programs. They look at patterns from last year, where we were losing students, and how we should focus our resources. The Fiscal Committee will be digging into data on academic program financials. Dr. Kiddoo will collect interpretations of this data from Cabinet regarding how they use these data sets.</p> <p>The faculty had questions about some of the reports in general. Katlyn asked them to email her specific questions and she would respond. Katlyn also offered to meet with faculty regarding their data requests and any questions they have. She would like to have these discussions before she completes the assessment data packets.</p>
Policy/ Procedures	Kiddoo	Dr. Kiddoo led the SGC through the first reading of policy series 1000, 2000, and 8000. The second reading will take place at the next meeting.
Budget Update	Kiddoo	Dr. Kiddoo provided a budget update for FY24 and projections for FY25. There are still many unknowns as well as the possibility of supplemental budget funds from the legislature. Dr. Kiddoo will update the budget summary as new information becomes available.
MN State Update	Kiddoo	Time did not allow for this item.
MSCF Update	Neppel/Ziegler	Time did not allow for this item.
Organizational Chart	Kiddoo	No additional updates.
Open Discussion		No discussion.
Adjournment		4:16 p.m.