

# NORTHLAND

## COMMUNITY & TECHNICAL COLLEGE

**Meeting: Shared Governance Council**

**Date: March 21, 2024**

**Location: Zoom**

**Time: 10:00 a.m. – 12:00 p.m.**

**Present:** Sandy Kiddoo, John Fields, Stephanie LeDuc, Monty Johnson, Lynette Neppel, Linda Samuelson, Joel Ziegler, Erin Bulger, Jeff Bell, Rick Simon, Brent Braga, Heather Koland, Adam Paulson, Stephen Nelson, Tracy Boman, Trisha Stromsodt, Lisa Olson, Caleb Curfman, and Julie Fenning (recorder). Several MSCF faculty attended as guests.

**Absent:**

Topic	Responsible Party	Discussion/Outcome
<b>Call to Order</b>	Neppel	The meeting was called to order at 10:02 a.m.  <b>Additions to Agenda:</b> <b>Old Business:</b> None <b>New Business:</b> AI Discussion and Payroll Errors – MSCF
<b>OLD BUSINESS</b>	<b>ITEMS</b>	
<b>Course Schedules</b>	Kiddoo	No additional update. Minnesota State Community and Technical College has not responded. Linda updated that no other Minnesota State colleges are using anything other than eServices at this time. They are waiting on Workday to see if there are better schedule reports available. There was a request to remove the default campus choice from the TRF campus to a generic “select a campus” as students are choosing the wrong classes. Dr. Kiddoo shared that a ticket for this request has previously been submitted.
<b>HLC Update</b>	Kiddoo	John Fields and the academic deans are preparing for next year’s HLC visit. They are working on program assessments and the President’s Cabinet is working on non-academic program assessment.
<b>2024-2025 draft schedules</b>	LeDuc	Scheduling is on track. The fall schedule is open for registration and the deans are actively working on the spring schedule. The team is moving toward the goal of having registration open for the full academic year.
<b>Student Services Update</b>	Fields	John reported that Jeff submitted a report agenda item on activities coming up. John shared that Heidi Kippenhan will be taking Tiffany’s graduation coordination piece and her advising load during her maternity leave. They are currently cross-training. Dr. Kiddoo shared that the President’s Cabinet has also approved an advisor position to assist with the nursing and health programs. That position posting is moving through the search process, currently in HR for position description review.
<b>Final 25-26 Academic Calendar</b>	Ziegler	Joel reviewed the final 25-26 academic calendar. Approved. <b>ACTION:</b> Julie will send it to the appropriate people for posting on the website and for student review.

<b>Website Search Function Update</b>	Kiddoo	Chad has made progress with the search function on the website. <b>ACTION:</b> Please provide Chad with feedback.
<b>Student Senate Budgets</b>	Kiddoo	Dr. Kiddoo has been working with the Student Senates, helping them understand Northland's fee structures and the necessity to increase the technology fee and add a health fee to cover the additional mental health services we are providing. They are also looking at their fund balance and proposing how they want to spend down that money. They have purchased more furniture for student seating in hallways. They are also looking at the fitness center in EGF. The EGF Student Senate supports the EGF fitness center, and it has reported minimal use. The Student Senate is creating a survey for students regarding the use of the fitness center. No decisions have been made on how the students want to move forward on that. Dr. Kiddoo shared that the students are driving that process.
<b>NEW BUSINESS</b>	<b>ITEMS</b>	
<b>Fall In-service Schedule</b>	Fields	John will begin working with faculty and staff on the fall in-service after the spring in-service is complete. He would like the planning group to be a subgroup of SGC and include staff members, to create meaningful sessions for everyone. He is looking for a faculty co-chair to assist. <b>ACTION:</b> Let John know by April 8 <sup>th</sup> if you would like to participate in the subgroup.
<b>Faculty Handbook Updates</b>	Fields	John will assist the group that is working on the handbook. Linda Samuelson, Derek Lewis, Monty Johnson, Caleb Curfman, and Adawn Nelson. They are meeting next week.
<b>FY25 Shared Governance meeting schedule</b>	Neppel	Lynnette shared the final calendar. It was approved.
<b>Class Capacities for OCHS – (handout)</b>	Neppel/LeDuc	The faculty requested clarification on class capacities for OCHS. Lab Sciences were listed as a capacity of only 24 vs. 36. This was an error and will be corrected.
<b>Expanding D2L Capabilities</b>	Neppel	There are new features or additional features in D2L and faculty are requesting that they be turned on and training provided for faculty. Linda will be going to D2L Conference and will share information she learns about these additional features. This will be a topic/training session at the fall in-service. Faculty are requesting to reinstate the eLearning Committee. This request will be discussed during next year's annual committee review.
<b>Library Position</b>	Kiddoo	The college librarian will retire in April. This position will be replaced with a MAPE position at this time. Faculty shared that they felt this position should be replaced as is, as a MSCF position.
<b>AI Discussion</b>	Neppel	The faculty shared concerns regarding students using AI. They want to know that student conduct issues have been addressed. <b>ACTION:</b> John will form a task force with faculty, student services, and deans regarding AI. Faculty requested that an email be sent to all faculty at the start of each semester regarding utilizing BIT

<b>Payroll Errors</b>	Ziegler	<p>tickets. This will also be mentioned at in-service and added to the faculty handbook.</p> <p>Faculty leadership have shared that there have been several payroll errors for faculty. Some faculty have even had to pay back large sums of money due to these errors. The Northland HR department has shared that these are errors made at the service center and that they are not able to resolve these issues. Faculty are requesting the Northland HR begin verifying the work done by the service centers. <b>ACTION:</b> Dr. Kiddoo will connect with Michelle Benitt to see if there is anything that can be done to ensure accuracy with our payroll processing.</p>
<b>Report Agenda Items</b>		<p>Dr. Kiddoo shared data reports and a narrative on how the data is used. There were some errors identified in the report. Dr. Kiddoo will correct and resend.</p> <p>Budget Worksheet – There were some differences between January and March reports – missing cost centers, amounts changed in special payroll cost center. <b>ACTION:</b> Dr. Kiddoo will have Kalen will respond.</p> <p>Dr. Kiddoo added the T4 event, which will be held on March 27 and 28, 2025. The Grand Forks school district will be hosting this event for middle schoolers.</p> <p>Enrollment and Recruiting Update – Applications and admits are up for fall.</p> <p>HR Position report. No additional discussion.</p>
<b>ON-GOING</b>	<b>ITEMS:</b>	
<b>Presidential Transition Update</b>	Kiddoo	We will get the list of finalists on March 28th. We will move in-service to EGF, extend by one hour to allow faculty to attend third candidate open forum.
<b>Ways to Improve</b>	All	Items mentioned included developing a college calendar. Handshake is in progress. Students are being loaded into the system, with employers loaded this summer. The faculty suggested an email be sent to employers, so they know it is going to be available for them to use.
<b>Recruiting and Enrollment Updates</b>	Kiddoo/Tamaalii	Talked about above.
<b>Policy/ Procedures</b>	Kiddoo	Second reading of policy series 1000, 2000, and 8000. No additional suggestions or edits were made. Series 3000 will be worked through in AASC. Series 4000, 5000, 6000, and 7000 updates will be shared in April but will not require 2 readings.
<b>Budget Update</b>	Kiddoo	Dr. Kiddoo shared updated numbers for the budget summary. The budget is due at the end of May to the system office. They are currently looking at budget requests that have been submitted.
<b>MN State Update</b>	Kiddoo	Dr. Kiddoo and Lars Dyrud attended the legislative breakfast. Strong promotion of bonding requests, HEAPR projects, and the supplemental budget request.

<b>MSCF Update</b>	Neppel/Ziegler	The faculty leadership have been hearing about changes to HLC standards regarding credentialing for faculty. There is a fear that the system office will lower credentialing requirements to the same level as HLC. John Fields shared that there has been a lot of discussion around the recency requirement, but not lowering the credentialing requirements. He will continue to monitor for any changes that will affect Northland.
<b>Organizational Chart</b>	Kiddoo	Discussed above.
<b>Open Discussion</b>		Short discussion was held.
<b>Adjournment</b>		11:30 a.m.