

# NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

**Meeting: Shared Governance Council**

**Date: April 24, 2024**

**Location: TRF Room 662**

**Time: 10:00 a.m. – 12:00 p.m.**

**Present:** Sandy Kiddoo, John Fields, Stephanie LeDuc, Monty Johnson, Lynette Neppel, Linda Samuelson, Joel Ziegler, Jeff Bell, Adam Paulson, Stephen Nelson, Tracy Boman, Brent Braga, Heather Koland, Lisa Olson, Caleb Curfman, and Julie Fenning (recorder). **Guests:** Jeff Bell, Heidi Kippenhan

**Absent:** Erin Bulger, Rick Simon, Trisha Stromsodt

Topic	Responsible Party	Discussion/Outcome
Call to Order	Zeigler	The meeting was called to order at 10:03 a.m.  <b>Additions to Agenda:</b> <b>Old Business:</b> <b>New Business:</b> Future Planning Liberal Arts Dean and Auto Programs – MSCF
<b>OLD BUSINESS</b>	<b>ITEMS</b>	
Course Schedules on Website	Kiddoo	No update from MSCTC. No other colleges are using anything other than eServices. Most institutions are waiting for Workday. <b>ACTION:</b> Julie will add item to “Ways to Improve” in ongoing items.
HLC Update	Fields	John will provide a detailed update at the town hall next week. He just returned from the HLC conference and continues to work with the HLC Work Group on the Year Four Assurance Review plan. John shared the work plan with the assignments and proposed responsible person. The faculty noted that faculty involved with this project need to be compensated for their work.  John met with Northland’s liaison at the HLC Conference. There is a major shift to online offerings across the nation, which is resulting in more competition. Faculty questioned Katlyn’s role in this work. John shared that she will be providing the data for the report. Faculty expressed concerns that the data being pulled is not being analyzed. Dr. Kiddoo shared that it is up to all of us to analyze this data. Faculty and administration know what the data means and the factors that play a role in the analysis. John shared that HLC also focused on the nonprogram assessment process as well. The faculty requested that the person responsible have their title listed versus the name. John shared that specific people have been identified based on their areas of expertise. He will review the assignments and add titles when appropriate.
Fall In-service Schedule	Fields	John requested participation from faculty regarding a work group to work on the agenda for fall in-service. He did not have any interest. Stephanie has been collecting ideas from faculty and staff regarding ideas for professional development around assessment and internal sessions for working on assessment. Other ideas included D2L Features, GenZ, OCHS, AASC

<b>Faculty Handbook Updates</b>		process, IT Updates, and Salesforce Training. Please send any ideas to John or Stephanie. Another request was to ensure HR is sending new employees to chapter presidents per the MSCF contract and Minnesota State statute. <b>ACTION:</b> Dr. Kiddoo will discuss this with the Cabinet.
	Fields	Linda reported that the faculty group met on the handbook updates. The syllabus template is complete. It is a work in progress.
<b>NEW BUSINESS</b>	<b>ITEMS</b>	
<b>Capitol Bonding Projects and HEAPR Projects Updates</b>	Kiddoo	<p>The EGF bonding project is in progress, working through finding temporary teaching spaces. The architect has been chosen for the HEAPR project for the aerospace reroof project to do the design.</p> <p>The system office has requested not to create new predesigns until they complete the existing list. Northland had been planning for the TRF nursing lab, student services redesign, and library areas to conduct a predesign. Those projects have been postponed.</p>
<b>Current and Forecasted Budget Projections</b>	Kiddoo	Dr. Kiddoo provided an update on the budget. Kalen Wiseth will submit it to the system office by the May deadline. Student consultations have been completed.
<b>Enrollment and Recruiting Update</b>	Pool/Kippenhan	<p>The faculty invited Heidi Kippenhan, the new Director of Enrollment Management and Advising, and Jeff Pool, Dean of Student Affairs, to share details regarding their enrollment plans. Heidi introduced herself, and after only being at Northland for four months, shared that she is still learning. She has also taken responsibility for graduation coordination and is handling Tiffany Beneda's advising load. Heidi has also been focusing on a new campus visit experience and personalizing communication to potential students. Recruiting is now using the hospitality room in EGF and they have identified a room in Thief River Falls within Student Services.</p> <p>The faculty asked for the plan for low-enrolled programs. Jeff shared that they are currently focusing on new students getting enrolled. Currently, they are up 34 percent in new students and are focusing on admits who need to be enrolled. After these are addressed, then they will look at individual programs regarding enrollment concerns. Jeff is requesting assistance from faculty to assist in recruitment and enrollment efforts. Jeff hopes for faculty support in outreach to admits, trying to convert them to enrolled students.</p> <p>Jeff expanded on the work they are doing with the lead reports, event follow-up, and the plans for the view book.</p> <ul style="list-style-type: none"> <li>Leads Reports – Faculty will have access to Salesforce and will receive automatic emails each week. Jeff, Chad, and Heidi will provide training to faculty upon request. Faculty are to send their StarID to Jeff so he can easily add them.</li> </ul>
<b>Lead Reports, Event Follow-Up, And Faculty Recruitment Support</b>		

		<ul style="list-style-type: none"> <li>– Event follow-up - Faculty wanted to know how they follow up with students after events on campus. Jeff explained that if they are high school students, they are entered into Salesforce and treated like prospective students. Middle school children and younger, are encouraged to sign up for things, but they are not marketed to in the same way.</li> <li>– View Book - The view book is an expensive piece for recruiting and is not as effective. Chad, Heidi, and Jeff are looking at an alternate piece to save money and be more personalized and specific to prospective students' interests.</li> <li>– Faculty Recruitment Support – Faculty shared that each program does not have pull-up banners. They are also looking for support for printing program sheets, etc. Faculty shared that some program sheets are not up to date. Jeff reminded them to review their program sheets and provide any updates to Chad. Program sheets are available for faculty to print as needed. Faculty can contact their division chair with any questions. Jeff will look into the pull-up banners for each program.</li> <li>– Faculty are concerned with a perceived decline in partnerships within the communities. Are we still working with Career Academy, Digi-Key? Dr. Kiddoo shared that Kirsten Michalke is taking the lead on working with local partners, in a non-credit format, as well as the Deans.</li> </ul> <p>Jeff also shared that they are working on an event calendar for the year. They are working with schools early to schedule visits. Faculty questioned the next program to be focused on...It will be the allied health programs. Jeff encouraged faculty to reach out anytime with questions or concerns.</p>
<b>Program Reinstatement Communication</b>	LeDuc	<p>Stephanie shared that a press release was distributed about the paramedics program and advertising was done on social media. Danika Johnson is having a photo shoot with a professional photographer for pharmacy tech advertising and marketing. Both programs have been active in high school events and local healthcare events. Dietetic tech is working on the teach-out program, completed by the end of FY25.</p>
<b>FY25 Committee Review</b>	Kiddoo	<p>The faculty leadership will send the final membership to Julie by May 1<sup>st</sup>. Julie will then update the committee documents for FY25.</p>
<b>Future Planning Liberal Arts Dean and Auto Programs</b>	Ziegler	<p>The faculty leadership questioned the plan moving forward with Marnie Glazier's position since she has resigned. John shared that he would create a survey for faculty to provide input regarding planning for the position. The survey is expected to be out by May 10<sup>th</sup>.</p> <p>The faculty requested clarification on the status of the auto programs. The faculty teaching the programs and the advisors advising the program are not clear on the final decision and are delaying responding to students. <b>ACTION:</b> John will connect with the deans and advisors.</p>

		<b>Fall 2024</b> Autobody - 2 <sup>nd</sup> year only Automotive - 1 <sup>st</sup> year only
<b>Report Agenda Items</b>		HR Position Updates – Business Manager was deemed a failed search. Posting again.  Enrollment Report for Summer Fall Note - Health programs were registered early, which will influence the reports.
<b>ON-GOING</b>	<b>ITEMS:</b>	
<b>Presidential Transition Update</b>	Kiddoo	Dr. Kiddoo is working on transition materials for Dr. Shari Olson. Caring Campus training has begun and will continue. They do have a faculty module and could try to continue the project if funding was available. Foodservice has always been and continues to be a challenge. The new plan for next year is to go with a micro market, self-checkout. Food service will be open more and will also receive revenue from vending.
<b>Ways to Improve</b>	All	Ways to Improve – College-wide calendar. Dr. Kiddoo shared that the Partnership Committee is working on a calendar that could be replicated for this purpose.
<b>Recruiting and Enrollment Updates</b>		Discussed above.
<b>Policy/ Procedures</b>	Kiddoo	First reading of 4000, 5000, 6000, and 7000 series policies and procedures. No changes were recommended. A second reading was not requested.
<b>Budget Update</b>	Kiddoo	Discussed above.
<b>MN State Update</b>	Kiddoo	No update was given.
<b>MSCF Update</b>	Neppel/Ziegler	The faculty provided an update on the local election of members. Adam Paulson will be the TRF Chapter president and Brent Braga will be the EGF Chapter president. Other additions included David Lovly and Caleb will be members At Large, Vice President will be Linda Samuelson, Tracy Boman will remain Treasurer, and the Secretary position is open. In EGF, Rick Simon will be the VP, the Treasurer will be Erin Bulger, and Deb Beland will join as well.
<b>Organizational Chart</b>	Fields	John shared that the supervision of the library staff will now be his area of responsibility.
<b>Open Discussion</b>		Short discussion.
<b>Adjournment</b>		12:05 pm.