

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Meeting: Faculty Shared Governance Council

Date: December 3, 2024

Location: Zoom

Time: 2:00 p.m. – 4:00 p.m.

Present: Shari Olson, Stephanie LeDuc, Don Fischer (for John Fields), Sara Johnson, Lynette Neppel, Linda Samuelson, Joel Ziegler, Adam Paulson, Erin Bulger, Rick Simon, Tracy Boman, Brent Braga, Heather Koland, Caleb Curfman, Jeff Bell, David Lovly, ADawn Nelson, Chad Sperling (guest), Kalen Wiseth (guest), Lars Dyrud (guest), and Julie Fenning (recorder).

Absent: John Fields (attended only for one item)

| Topic | Responsible Party | Discussion/Outcome |
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| Call to Order | Paulson | The meeting was called to order at 2:00 p.m. Additions to Agenda: Old Business: None New Business: None |
| Topic | Guest | |
| Pioneer Pantry Update | Lars Dyrud | <p>The Foundation has applied to become a partner agency with the North Country Food Bank. Local food banks are open on limited days and hours, which is not convenient for students. As a result, the Foundation is working to establish its own food shelf. There is a minimum of \$300 per month required to purchase food for the pantries. In the meantime, the Foundation is working directly with food shelves to pick up food and personal items. Food and items have been moved to the commons in East Grand Forks and the game room in Thief River Falls, increasing usage of the pantries. The Foundation is also working towards securing the Hunger-Free Campus designation, which would allow for the application of grants to support the pantries.</p> <p>A work-study position has been created to assist with the pantries. A request has been made to set up a pantry at the aerospace site. Don is looking for a location tomorrow and will set up the shelving for the pantry.</p> <p>Chad is working with Ladora on promoting the Pioneer Café's and updating the website. There is a possibility of adding a page dedicated to the pantries, which would include information on where to find them and how to donate. Communication will be made with students regarding pantry restocks, possibly through the D2L page and the myNCTC app.</p> <p>The \$2000 goal for the student emergency fund has been met. Dr. Olson has increased her match to \$2250. While food will be taken care of, there is still a need for other items such as paper products, can openers, etc. For questions, please contact Lars Dyrud.</p> <p>Thank you to the TRF MSCF for their generous donation of groceries and warm clothing to the pantry!</p> |

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| <p>Marketing & Recruiting Update</p> | <p>Chad Sperling</p> | <p>Chad provided an update in recruiting. Alyssa has coordinated faculty meet and greets and the recent STEAM event on the East Grand Forks campus. A new process has been developed for large school visits, including creating an itinerary to make the tours more interactive.</p> <p>Northland did not sign up for the Fargo Career Expo this year. The decision was made after meeting with the health faculty, and the fact that the deadline for the Gold Star Membership (\$1000) was missed. We will revisit next year.</p> <p>High school contact lists are now available in a database on Teams. Amanda and Alyssa will be the admins for this list, which covers a 90-mile radius and includes expansion into North Dakota and further into Minnesota. An introductory video is being created to send out to all schools. Additionally, a letter will be sent to schools twice a year.</p> <p>A list of 7000 names has been purchased for the past four years and was used for the Warren open house. This is the final year of the contract for this list. Chad plans to use as much as possible for events and look into renewing the contract.</p> <p>The texting tool has been broken, and Chad is working on getting it up and running by January as a recruiting tool.</p> |
| <p>Budget Update</p> | <p>Kalen Wiseth</p> | <p>Kalen shared a budget summary handout, with projections for FY25. He also shared a spreadsheet comparing the actual budgets versus the original projected budgets over the past 10 years. He explained the reasons behind several instances that were not clear, but more research is needed to explain all of the major differences from year to year.</p> <p>Kalen provided a handout showing the fund balance history since 2012, which includes the percentage of the fund balance. A fund balance percentage of 40% and above is considered good and impacts the institution's Facility Condition Index (FCI) score.</p> <p>ACTION: Julie will send the attachments to the Faculty Shared Governance Council (FSGC).</p> |
| <p>UNFINISHED BUSINESS</p> | <p>ITEMS</p> | |
| <p>Two Dean Positions – Update on Hiring Process</p> | <p>Fields</p> | <p>The discussion on the two dean positions began in May. Efforts have been made to align all three dean positions. The draft is open for feedback, and ideas and questions are encouraged. Online Coordination: Deans are expected to work with their programs, whether online or in-person. However, overall coordination responsibility will need to fall under one position, the Dean of Liberal Arts. The Dean of Liberal Arts position will house concurrent enrollment, the online college in high school, and PSEO (Postsecondary Enrollment Options). This position description does not need to be sent to the system office for classification, unless major changes are requested. There will continue to be a faculty liaison on the CHS team. Some minor wording suggestions have been made. ACTION: Julie will upload the draft on Teams for further input.</p> |

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| CHS Coordination | Fields | John gave an update on the Perkins and CHS Coordinator position. The position description for the Perkins and CHS Coordinator is being finalized and will be posted in January. |
| HLC Update | Fields | No additional updates. The launch will be on the January in-service, counting down required action items through to submission. The college will be asked to review the writing for each criterion throughout the process. |
| Polk County Dispatch Center Space Leasing | Olson | During the November 15 meeting, the FSGC recommended sending the request to the Finance, Facilities, and Technology Council (FFT) for review. The FFT did not recommend approval of the request, and Dr. Olson supported their recommendation. |
| NEW BUSINESS | ITEMS | |
| Student Services update | Johnson | Sara is working on updating the Enrollment Supervisor position descriptions. Advisors are now reporting to the deans. Sara is temporarily supervising enrollment and admissions. Northland's communication module had been automatically sending out letters to students with a no-reply feature, preventing students from asking questions. There was also incorrect information in the letter. This has been corrected, and more work needs to be done on this communication module. Sara has scheduled a meeting with admissions, advisors, and the business office and IT, to work through these changes. Sara shared that they have announced that library hours will be extended, though there will not be staff present during these hours. Students can check out materials during their work hours. |
| Course Substitution Procedure | Fields | There has been a request to streamline the course substitution procedure. John Fields requested assistance from a work group to review and streamline the process. He will reach out to Division Chairs and advisors to create a draft process for the Learning Council to review. |
| Employee Social Gatherings | Paulson | Employee social gatherings are valuable events for faculty and staff to connect. A Pie Social is planned for January during an evening with basketball games to show support for the teams. Employee End -of-Year Potlucks are scheduled: Dec 17th in TRF, 11:30 a.m. – 1:00 p.m. Dec 18th in EGF, 11:30 a.m. – 1:00 p.m. A Chili Contest will also be held in January on each campus, where chili will be served to students. |
| Human Resources Lead Title Change | Olson | The HR director position title is currently under review. The position was reclassified from Admin 5 to Admin 6, as it has been difficult to find candidates at the Admin 5 level. Sister institutions have a title of Vice President of Human Resources at the Admin 6 level. Dr. Olson is recommending using the Associate Vice President or Vice President title to help with recruiting. Faculty supported the Vice President title to help increase the pool of candidates. The plan is to post the position in January or February once the system office approval is received. |

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| Naming of Women's Locker Room in Honor of Deb Jacobsen | Olson | Dr. Olson shared the procedure for naming the women's locker room in honor of Deb Jacobsen, long-time Northland employee and supporter. Dr. Olson shared that she needs support from students, staff, faculty, and community members. She will then submit the request to the Chancellor. The FSCG supported this effort to name the women's locker room after Coach Deb Jacobson. The event honoring Deb Jacobson is scheduled for Saturday, January 25 th , with a 5-6 p.m. social and formal gathering in Gunderson Commons from 7-8 p.m. A Northland branded and personalized jacket will be gifted to Deb, and branded sweatshirts and hockey shirts will be available for sale. |
| ON-GOING | ITEMS: | |
| Policy/ Procedures | Fields | AASC is working on reviewing the 3000 series. |
| MN State Update | Olson | Minnesota State Update – Dr. Olson shared the biennial budget document from the BOT meetings. The Capital Bonding project request is \$200 million. Dr. Olson is scheduled to have coffee with Trustee Roger Moe. |
| MSCF Update | Paulson | There is a board meeting on Saturday, Brent will be going. \ |
| Open Discussion | | Short discussion was held. |
| Adjournment | Paulson | 12:00 p.m. |