

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Meeting: Faculty Shared Governance Council

Date: January 23, 2025

Location: Zoom

Time: 2:00 p.m. – 4:00 p.m.

Present: Shari Olson, John Fields, Stephanie LeDuc, Sara Johnson, Lynette Neppel, Linda Samuelson, Joel Ziegler, Adam Paulson, Deb Beland, Erin Bulger, Rick Simon, Tracy Boman, Brent Braga, Heather Koland, Caleb Curfman, Jeff Bell, David Lovly, ADawn Nelson, Clinton Castle (guest), and Julie Fenning (recorder).

Absent:

Topic	Responsible Party	Discussion/Outcome
Call to Order	Braga	<p>The meeting was called to order at 2:00 p.m.</p> <p>Additions to Agenda: Old Business: None New Business: Location of Pioneer Pantries, Process for Faculty Submitting Purchase Orders – MSCF</p>
Topic	Guest	
Records Retention Work Over the Holiday Break EGF Effective Teaching and Learning Lab Capital Bonding Project Aerospace Roofing Project	Clinton Castle	<p>On January 9th, Docu-Shred disposed of 19 bins of old documents dating back to 2005. In EGF, 19 bins of old documents were recycled on January 15th. This will become an annual process.</p> <p>Discussion on whether this work will free up a classroom or space for other uses. The current space is not ideal for a classroom or office due to noise from the air handler. Additional work will be done to maximize the use of this space.</p> <p>Diversified Contractors is the general contractor. Following the initial meeting next week, the contractors will be on-site. Project completion is scheduled for August 2025.</p> <p>Renovations include Rad Tech, Pharmacy, Resp, and Computer Networking rooms, as well as the 250 rooms will be upgraded with better movable walls. An adult changing room will be added near the reception desk. A foot washing station will be installed in room 240H.</p> <p>We appreciate Clinton and the team for relocating classes and labs to temporary spaces for the next 16 weeks.</p> <p>Budget: \$2.3 million. The classroom addition roofing project required a redesign as the existing roof did not meet system office specifications. An additional \$2.5 million is required to restructure the roof. Due to funding constraints, the project will be divided into two phases: Phase 1 will begin this summer and Phase II is tentatively planned for Summer 2026. The system office is working on securing extra construction funds. If additional funds are not secured, the project will need to be included in the next HEAPR bonding request process.</p>

UNFINISHED BUSINESS	ITEMS	
Vice President of Human Resources Position	Olson	Post vacancy – January 27, 2025; during the posting period, the search committee will be formed; committee screen applications – March 19-28; Zoom interviews – Week of April 7-11; campus Interviews for final 2-3 candidates – April 21-22; reference checks – April 23-24; offer position to candidate – April 24-25; and start date to be determined with successful candidate. Becky Lindseth will chair the search committee.
Two Dean Positions – Update on Hiring Process	Fields	<p>Faculty shared their feedback on the position description for the Liberal Arts Dean. Minor changes were addressed, including changing the language about the guided pathways structure to language regarding the Minnesota Transfer Pathways. Faculty expressed concerns regarding no mention of online supervision. John shared that he represents Northland in the Distance Minnesota consortium, and all three deans have online as a modality, not one dean supervising all online programs and courses. The position will be posted on Feb 3 and posted for a month, with screening March 3-7 and Zoom interviews March 31 – April 3. We expect to conduct on-campus interviews the week of April 14. The goal is to offer the position the last week of April.</p> <p>Due to the number of open positions, the CTE Dean search will be pushed back. The faculty requested to move forward with the CTE dean and not wait. John will consider this request.</p>
HLC Update	Fields	No additional updates have been provided since the in-service and listening sessions. John is working through his schedule for the visits. The team leads will attend meetings with Irene Kovala to discuss her suggestions.
Course Substitution Procedures	Fields	<p>Division Chairs had reviewed the course substitution process and recommended creating an online form. Stacey Hron is currently working on this.</p> <p>D2L Faculty Input – John shared that he is meeting with Jon Worth, the system office D2L lead, with questions regarding features in D2L and opportunities for faculty to provide input in the D2L setup. He will share the results during the next Division Chair meeting.</p> <p>Course equivalency: Has there been any discussion about moving this to an electronic process? Yes, it is on the list for improvement.</p> <p>Sara also shared that five (previously paper) forms have been updated to online forms, which will be directly routed to the appropriate person and into student records. They went live last week. The green sheet/student event request form also went live last week. Thank you to everyone for their hard work streamlining these processes for our students.</p>
NEW BUSINESS	ITEMS	
Mental Health First Aid	Braga	Faculty have been invited to the upcoming Mental Health First Aid training. ACTION: Stephanie will contact Kirsten Michalke

Re-form the eLearning Committee	Olson	<p>regarding faculty who have taken the course but will need recertification.</p> <p>Shari has heard several comments from faculty about the need for the eLearning Committee to be reinstated. The committee comprised faculty leading the college in new technologies for the classroom. The Learning Council is currently discussing these topics. ACTION: Faculty recommended that division chairs manage these topics, and a workgroup can be formed from that group if needed. That workgroup can report through the Learning Council.</p>
Food Pantry Locations	Braga	<p>Some faculty feel that the pantries are too open, discouraging students in need from accessing food and other items. The visibility of shelves and fridges in open areas affects the college's image. Non-students have been using the pantries and taking winter clothing. The counting buttons have been received and need to be wired in. Northland needs to determine a permanent location for the pantries. The college's mission is to help students and the community, should the pantries provide services to the ABE students. ABE students are potential students, and the pantries could serve as a recruiting tool. Other items discussed included the fact that students are confused about what they pay for versus what is free. There are concerns about the pantries being too close to the kitchen and impacting its operations. Suggested creating grab bags with essentials and individual meals. Recommended adding privacy for students, possibly using a movable wall. Some students have been seen hiding food to avoid being noticed. Others believed that having the pantry in an open area may help reduce stigma over time. It was suggested that students be surveyed about their needs and preferences for pantry locations. The faculty suggested working with the student senates to gather feedback. Katlyn could create a quick survey with a QR code for student input. The survey could be included in the Northland 101 Shell. More discussion is needed.</p>
Processes for Purchase Orders	Braga	<p>There is a lot of confusion about the purchasing process for faculty. They requested clarification on the process and who assists faculty with purchasing. ACTION: Dr. Olson will meet with Kalen Wiseth to clarify the process.</p>
ON-GOING	ITEMS:	
Policy/ Procedures		None
MN State Update	Olson	<p>Dr. Olson has the Leadership Council and Board of Trustees meetings next week, with the budget the main focus. Updates will be provided to the college community throughout the FFT Council meetings.</p>
MSCF Update	Braga	<p>MSCF Lobby Days at the capital are February 12-13.</p>
Open Discussion		<p>A good discussion was held.</p>
Adjournment	Paulson	<p>4:00 p.m.</p>