

**NCTC Shared Governance Council Minutes**  
**February 8, 2005**  
**EGF Campus, Room 106**  
**2 p.m.**

**Present:** Linda Samuelson, Dan Sponsler, Kathy Olson, Kevin Stuckey, Roger Peterson, Norm Halsa, Al Shervold, Barb Weber, Chris Reak, Barb Forrest, Bonnie Andrys, Orley Gunderson, Steve Alson, Jeff Thomas; Guest: Dennis Paesler

**Additions to Agenda:** May 16<sup>th</sup> In-Service Day; CTL brochure input.

**Old Business:**

**On-Line/ITV Class Size & Procedures:** Dr. Thomas reported on progress of the subcommittee working on these topics. He reported the committee was not ready for a final recommendation on the class size issue and ITV procedures are being developed. Barb Weber asked questions about current distance education services. Linda Samuelson requested a copy of the survey that is being utilized to determine average class size figure. **Not Resolved.**

**Course Cancellation Procedures:** Administration distributed a list of informal criteria used in determining class cancellations. **Resolved.**

**Concurrent Enrollment:** Dr. Thomas reported that the relationship with TRF Lincoln High School and the “college in the high school” program was working well. Feedback he has received from faculty mentors has been favorable. Faculty inquired about the development of a future structure for this type of program. Faculty asked for additional information regarding the recommendations presented at the January meeting. **Not Resolved, pending possible contract negotiations.**

**Liberal Arts Program Offerings:** Dr. Alston reported on a meeting held with faculty on February 8<sup>th</sup> to continue discussions about liberal arts offerings on the EGF Campus. Linda Samuelson raised questions about the definition of an evening course. This item is also being discussed in Division Chair and AASC meetings, and will be a topic of discussion for liberal arts faculty on February 22<sup>nd</sup>. **Not Resolved.**

**New Business:**

**February 22 In-Service Agenda:** Administration shared a tentative agenda for the in-service workshop to be held on the EGF campus. Discussion was held on possibly changing the focus for faculty (Liberal Arts only) during the 1:30-3 p.m. timeframe. Administration will make the necessary changes in the agenda to accommodate desired discussion time for faculty. **Resolved.**

**May 16<sup>th</sup> In-Service Day:** Faculty requested administration to consider allowing faculty (upon request) to work an alternate day during spring break in exchange for the May 16<sup>th</sup>

faculty in-service day requirement. Administration will take this request under advisement. **Not Resolved.**

**CTL Brochure:** Kathy Olson distributed a draft CTL brochure that is being developed for a state CTL conference and asked for faculty's and administration's feedback and suggestions for changes. **Resolved.**

**On-Going Agenda Items:**

**Policy Review:** Faculty accepted MnSCU's alcohol policy as presented for second reading. Administration presented a number of policies for first reading. Minor changes were made to some of the policies. Regarding the Safety Policy, faculty recommended that the college increase the maximum amount toward the purchase of safety glasses from \$175 to \$200. Regarding the Facilities Use Policy, faculty inquired about rates for the Swenson House. Administration will take faculty's recommendation to increase the amount on safety glasses under advisement, and will add the Swenson House rates to the room rate information.

**Strategic Plan Initiatives:** Administration distributed a list of the proposals approved for funding and implementation, and those which were not funded. Proposals that were submitted for the February deadline will be reviewed and determined in the near future, and will be reported to the Shared Governance Council at a future meeting.

**Budget:** Dennis Paesler distributed a summary of revenue/expenditures for FY05 with a projected year-end deficit of \$156,441. He shared administration's assumptions for the FY06 budget, projecting a deficit of approximately \$1 million at year-end. Dr. Gunderson reported that the FY06 budget is built on an assumption of a 4% increase in tuition. He discussed the student-proposed statewide tuition freeze and the impact it would have on the college budget. Dennis Paesler will provide information on FY06 equipment requests to the faculty presidents in the near future.

**Next meeting:** Tuesday, March 8, 2005 at 2 p.m., TRF Campus, Room 217;  
Faculty pre-meet at 1 p.m. in same room.

---

Linda Samuelson  
TRF-NCTCF Chapter Pres.

---

Dan Sponsler  
EG-NCTCF Chapter Pres.

---

Orley D. Gunderson  
NCTC President