

Shared Governance Council Meeting Minutes

March 8, 2005

2 p.m., TRF Campus, Room 217

Present: Dan Sponsler, Linda Samuelson, Kevin Stuckey, Kathy Olson, Barb Forrest, Dorinda Sorvig, Bonnie Andrys, Roger Peterson, John Doppler, Norm Halsa, Steve Alston, Kent Hanson, Jeff Thomas, Orley Gunderson; Guest – Dennis Paesler.

Additions to Agenda: President's status.

Old Business:

May 16th In-Service: Administration responded positively to a request to allow faculty the option of working one day during spring break in exchange for May 16th. Faculty choosing to do so must work out the arrangement with their dean. **Resolved.**

Concurrent Enrollment: Dr. Thomas shared guidelines from MSCTC-Fergus Falls for discussion purposes and to aid NCTC in preparing policy guidelines regarding concurrent enrollment. All guidelines must fall under MnSCU policies, and should be developed by faculty from both campuses. A question was raised about who would review high school faculty credentialing. Dr. Thomas suggested that it may be done through each department or discipline. For example, the Biology dept. could review the credential of the high school biology teachers. **Not Resolved.**

Liberal Arts: Dr. Gunderson reviewed a memo he prepared for all faculty which included information on the state's funding formula, the FY06 budget shortfall, and inflation. He explained administration's rationale for making changes in previous decisions regarding the liberal arts program offerings. Dr. Gunderson requested feedback from faculty. Some faculty responded by asking why this decision to expand the Liberal Arts program wasn't made when we first merged. Dr. Gunderson responded by saying that it would not have been accepted favorably by TRF faculty at the time of merger, and the funding and budget situation has now forced us to make this change in order to expand all programs wherever growth is possible. Dennis Paesler reviewed an attachment to the memo regarding FY04 MnSCU data on instruction and academic support. The memo was distributed to all employees following the meeting, with some minor changes to the memo. Faculty did not believe the data attached would be useful for all employees to receive without a detailed explanation. **Resolved.**

On-Line Class Size/ITV Procedures: Dr. Gunderson suggested that the committee working on this issue study the competition (other colleges). Dr. Thomas stated the committee needs to meet soon. **Not Resolved.**

New Business:

Faculty Evaluation Process: Kent Hanson noted that since each campus has its own procedures, the college must develop one process. A committee comprised of the following faculty will work on developing a new process and report at the next meeting: Barb Forrest, Dorinda Sorvig, Kathy Olson, and Bonnie Andrys. Faculty inquired about who will be evaluated and when. They stated that some faculty have never been evaluated. It was also suggested that a standardized student classroom evaluation should be developed, since the campuses currently have different instruments and procedures. It was agreed that the evaluations are for improvement purposes only. **Not Resolved.**

President's Status: Faculty inquired about the current status. Dr. Gunderson reported that the Chancellor's office has been very occupied with the presidential searches for MSCTC and Winona State. A president has been named at MSCTC and Winona State's president will probably be announced this week. Dr. Gunderson expects MnSCU to announce the appointment of the NCTC interim president at the end of March or early April. Dr. Gunderson tentatively plans to work through the end of July, but that will depend on the date the interim president begins. He anticipated that a search committee would not be formed before fall semester. Faculty inquired about any changes being made to the organizational chart prior to his departure. Dr. Gunderson reviewed proposed changes to working titles to specific administrators, pending MnSCU approval. No salary changes will accompany the change in titles, and are being made to assist in the presidential search. If these changes are approved, an updated organizational chart would be distributed. **Resolved.**

On-Going Agenda Items:

Policy Review: **Second readings:** A revision was made to the Safety Policy whereby administration approved a request to increase the maximum amount toward the purchase of safety glasses from \$175 to \$200. The room rates for the Swenson House were added to the facility use policy/procedures. No other changes were made to policies presented at the February meeting.

Strategic Plan Initiatives: Steve Alston reported that a few new proposals had been received in February but more clarification is needed before approval is granted. Currently, there is \$22,000 remaining in planning funds, prior to approval of the new proposals.

Budget: Dennis Paesler shared a summary of FY05 revenue and expenditures, indicating a deficit balance of (\$67,464). This is an improvement from last month's reports, due to changes in distance education expenditures.

Next Meeting: Tuesday, April 12, 2005 at 2 p.m., EGF Campus, Room 315

Linda Samuelson
TRF-NCTCF Chapter Pres.

Dan Sponsler
EGF-NCTCF-Chapter Pres.

Dr. Orley Gunderson
NCTC President

