

NCTC Shared Governance Council
April 26, 2005
2 p.m., EGF Campus, Room 106

Present: Linda Samuelson, Dan Sponsler, Norm Halsa, Kathy Olson, John Doppler, Roger Peterson, Dorinda Sorvig, Al Shervold, Barb Weber, Chris Reak, Barb Forrest, Bonnie Andrys, Orley Gunderson, Kent Hanson, Steve Alston, Jeffery Thomas.

Additions to Agenda: Changes to Organizational Chart and EGF Campus Foundation.

OLD BUSINESS:

Concurrent Enrollment: Administration reported that we now have seven contracts with area high schools to implement College in the High School programs, including Lincoln High School, TRF. A committee of faculty and administration is meeting tomorrow to review faculty credentials from the high schools. Resolved.

On-Line/ITV Committee Report: Administration distributed a survey of NCTC on-line courses in comparison to the same classes at other MnSCU colleges. It was determined that the maximum class size would be 25 college-wide. The ITV procedures manual is in progress. Not Resolved.

Faculty Evaluation Committee Report: A proposal developed by a committee of faculty and administration was distributed. Administration stated that a job description is being developed for faculty, the mentorship component still needs work, and a form needs to be developed. A peer evaluation will be optional. It was recommended that both campuses have a common course assessment tool. Not Resolved.

NEW BUSINESS:

Program Accreditation Requirements: Faculty requested that the Deans solicit programs that have information needs for accreditation from outside their programs, to include site visit information requirements that may be sensitive in nature and what information is needed to ensure it can be gathered in a timely manner and not disrupt the accreditation process for these programs. Resolved.

Higher Learning Commission Visit Follow-Up: A preliminary list of 12 recommendations from the HLC evaluation team was shared and discussed. Administration received positive remarks during the exit interview for the progress made on the merger and administration commended and thanked faculty for their assistance with the visit and their positive attitude about the merger. HLC will require no follow-up reports until the accreditation expires in 2009-10. Resolved.

05-06 Committee Structure: Administration shared a list of proposed committees for 2005-06, and the Council discussed various portions of the document. One addition to the list was a Student Services Appeal Committee for the TRF Campus, and other

changes were made. Administration will send a revised list to the faculty presidents so they can seek faculty representation for the committees before the semester ends. Not Resolved.

Bonding Bill/HEAPR Construction Update: Administration reported that the TRF Campus will receive \$2,156,000 in funds to construct a new WorkForce Center, remodel their existing space for nursing and allied health, and remodel the Management Center for a Manufacturing Technology program. The selection of an architect is in progress and will be determined in mid-May at the MnSCU level, with input from the college. Administration reported that planning meetings will be scheduled this summer with the employees involved in the project. If all goes well, groundbreaking could occur this fall, with an expected completion in fall 2006. The EGF Campus has a request in for \$6.6 million for the 2006 Bonding Bill. The campus can expect to host visits from the Senate and House next fall to review the proposed project. Administration shared a list of 20 HEAPR (Higher Education Asset Preservation and Restoration) projects submitted to MnSCU for consideration in 2006, totaling \$5,787,494. The college received \$600,000 of HEAPR funds for projects that will be completed this summer on both campuses.

EGF Campus Foundation: Faculty inquired about the status of the development of a Foundation to serve the EGF students. Administration explained the changes in the staffing of the TRF Foundation office, plans to reclassify the current Executive Director to an administrator position, and to establish a full-time office support position. The intent in making these changes is to allow a new director to work with the EGF Campus on the development of a Foundation, focusing on fundraising efforts for large contributors. The college is making a financial commitment to accomplish this. The Foundation office will be moving to the Swenson House this summer. Resolved.

Organizational Chart: Faculty inquired about any updates to the chart. Administration reported that working titles for four administrators were being changed, as stated at the last meeting. No change in salary will be implemented due to the title changes. Other changes in positions will be in the Foundation office as noted above. Resolved.

ON-GOING AGENDA ITEMS:

Policy Review: The following policies were presented for first reading and faculty had no questions or changes: Drop/Add, Withdrawal & Refund Policy (revised); Active Duty with the Armed Forces; Data Privacy Policy (formerly called FERPA) (revised); and Tuition Waiver for Persons Under the Guardianship of the Commissioner of Human Services.

Strategic Planning Update: Administration distributed a list of all the projects that were funded from the Strategic Plan Budget this year. Administration reported on a Strategic Planning meeting held recently and plans for a follow-up meeting in June. (possibly June 21 following SGC meeting).

Budget Update: Administration shared a summary of 2004-05 revenue and expenditures, indicating a projected deficit of \$142,465 (current fund balance not included in this total). The 2005-06 budget is being built on the assumption of a 4% tuition increase, noting that most MnSCU colleges are projecting a 7-10% tuition increase. It was noted that NCTC will align our tuition rate with the other 2-year colleges in our region. Administration shared a report comparing the MnSCU system request with the Governor's recommendation, and the House and Senate Bill.

Next meeting: The next meeting was tentatively set for June 21, 2005 at 9:30 a.m. on the TRF Campus. (Faculty pre-meet at 9 a.m.) Faculty presidents will forward names of new Council members to administration.

Linda Samuelson
TRF-NCTCF Chapter Pres.

Dan Sponsler
EGF NCTCF Chapter Pres.

Dr. Orley Gunderson
NCTC President

Cc\sgc 4-26-05