

Shared Governance Council
April 13, 2006
2:15 p.m., EGF Campus, Room 315

Present: Dan Sponsler, Linda Samuelson, Norm Halsa, Diane Drake, Kevin Stuckey, John Doppler, Danie Packard, Tony Sorum, Pam Schorsch, Mary Novak, Barb Forrest, Al Shervold, Kate Schmalenberg, Kent Hanson, Jim Davis, Mike Normandin, Jeff Thomas.

Addition to Agenda: Administration added Distance Ed. Consortium and Process Group.

Old Business:

Internship Workloads: Faculty from both campuses agreed in writing “to use the actual workload calculation for the actual workload assigned, with no rounding, with the lowest possible number/assignment being .5 credits for internship courses”. Workload assignments for clinicals will be determined on a case by case basis with the faculty member and Dean. Resolved.

Maximum Class Sizes: Faculty requested that a notation be made to the class size list stating that in some instances, the class size is determined by the room size. No other concerns were raised. Administration will post the list on the intranet. Resolved.

College Award of Excellence Committee: Most of the faculty’s questions had been addressed via email prior to this meeting. Faculty inquired about whether or not a faculty member would need to re-submit an application for a project that was turned down for a particular reason, or if it would be considered after revisions were made. Administration stated that the funding will drive the number of proposals the college will fund. Resolved

Calendar Committee and Final Exam Schedules: A meeting to discuss the 07-08 academic calendar and the 2006-07 final exam schedules will be held prior to the next SGC meeting. The committee will report at the next meeting. Not Resolved.

Faculty Internship Committee: Faculty inquired about whether there are funds set aside for faculty internships. Administration made a commitment of \$10,000 for FY07. One EGF faculty still needs to be placed on the committee. Resolved.

Developmental Education Committee: Mike Normandin will schedule a meeting before the end of the semester. Resolved.

New Business:

Proposed 06-07 Committees: Administration presented a proposed list of college-wide and individual campus committees for discussion. Faculty and administration agreed to remove the Women’s History Month Committee from the TRF Campus list. Faculty

inquired whether all the technology subcommittees were necessary and functioning. Dr. Davis will address this question with Stacey Hron. Not Resolved.

Program Directors: Faculty requested a compiled list of all college programs, program heads, and any compensation and/or release time they receive. Administration agreed to compile this information. Not Resolved.

Distance Education Consortium: Kent Hanson reported on the development of a Governing Board and Process Team being formed in the region. He asked that one faculty be selected to serve on the Governing Board. Barb Forrest was recommended and faculty agreed to the selection. One faculty member from each NCTC campus is needed for the Process Team. Kate Schmalenberg volunteered for the EGF Campus. Not Resolved.

Policy Review:

First Reading:

- Fraudulent or Other Dishonest Acts – no changes at this time.
- Possession or Carry of Firearms – no changes at this time.
- Credential Field Policy/Procedures – One change recommended.
- Professional Development Plan Policy/Procedures – These documents will be reviewed by the faculty evaluation subcommittee.
- Automated External Defibrillators Policy – not ready for review; May not be included as a policy, but a procedures manual, with a brief policy written.

Second Reading: The following were adopted with no changes:

- Fixed Asset Records and Sensitive Items
- Drop/Add, Withdrawal & Refund
- Registration Procedures
- Tuition and Fees
- Financial Aid Procedures
- Registration Cancellation for Non-Payment

Budget: Administration reported that the FY06 budget currently includes approximately \$1.5 million in unspent funds. In order to balance next year's budget, we need to carry forward at least \$125,000. Dr. Davis stated that non-personnel expenditures (with the exception of travel and recruiting) are delayed until after July 1st, unless it is needed for instruction before that. Faculty can anticipate the same amount of funds for equipment as this year, dependent upon MnSCU's technology initiative cost to the college, and the remaining carry forward funds. Resolved.

Meeting adjourned at 3:20 p.m.

Next meeting: Thursday, May 4th at the TRF Campus, Room 654 @ 2 p.m., with faculty pre-meet at 1:00 p.m. in the same room.

