

## Shared Governance Council Minutes

October 12, 2006

2 p.m., EGF Campus

**Present:** Linda Samuelson, Dan Sponsler, Norm Halsa, Diane Drake, Mark Johnson, Tim Reuter, Cynthia Jorstad, Danie Packard, Mary Lou Novak, Barb Forrest, Al Shervold, Anne Temte, Kent Hanson, Shari Olson, Mary Fontes, Jeff Thomas;  
Guests: Lindsey Wangberg, Chad Sperling, and Rocky Ammerman (via polycom).

**Additions to Agenda:** Administration added TRF Facilities Committee, and faculty added Employee Injury/Exposure policies and procedures.

**Alternative Structure:** Faculty presidents reported that the alternative structure proposed to add one additional administrator was approved by the state MSCF. Resolved.

**Integrated Planning and Budget Calendar:** Shari Olson reviewed the draft calendar and fielded questions and suggestions for additional changes. Changes will be made to the strategic plan portion of the budget request forms. Information was provided on the current and future practice of handling charge-backs for copy fees, mileage, postage, long distance and supplies. Starting soon, charge-backs will be entered monthly into the departmental budgets. On the TRF Campus, plans are to move the distribution of general office supplies to the bookstore to replicate the practice at the EGF Campus. Questions were posed by the Librarian regarding charge backs for copying done on network printers used by students. Shari will check on that procedure. Not Resolved.

**Program Credit Cards:** Administration reported they will continue to approve the issuance of credit cards to faculty on an as-needed basis, with budget controls in place. All credit card holders receive a procedures manual which outlines the approved usage of the card, restrictions and all reporting requirements. A credit card policy will be developed during this academic year. Resolved.

**Class Size Changes:** Administration reported on an error made in the class size maximum in two courses in the Architectural Technology program. (ARCH 2201 Estimating Technology I and ARCH1131 Model Construction). The numbers have been raised to 30, agreed upon with the program's faculty. The change will be effective Spring Semester 2007. Resolved.

**Marketing & Recruiting Plans/Budgets:** Lindsey Wangberg, Director of Marketing, reported on various aspects of marketing and addressed questions from faculty. She reported the Marketing Plan can be accessed in Employee Virtual Office. The plan is being updated this year. This year's marketing budget was \$150,900. The Marketing Committee met every month last year. She reported on various advertising efforts during fall and spring semesters. She reported on two billboards now in place. Dan Sponsler suggested a possible site for a billboard on private property along I-29. Mary Fontes provided information on the Enrollment Management Plan, the fall semester recruiting schedule, and recruiting budget. She explained the follow-up process used by recruiters. Resolved.

**Retention and Advising:** Faculty inquired about strategies planned to encourage returning students to register. Discussion was held on the use of the Degree Audit Reporting System (DARS) process to assist students in registering for the appropriate classes for their major. Changes were suggested to ensure that a student registering on-line, who does not personally meet with an advisor, is aware of the DARS process. Kent

Hanson will work with Rocky Ammerman to make the needed changes on the website.  
Not Resolved.

**Campus Security Issues:** In light of recent school violence in the nation, faculty inquired about lock down procedures and the need for communicating them to employees. Shari Olson reported that the facilities supervisors are working on door locks on both campuses. Dan Sponsler inquired about possible grant opportunities for funding this type of expense. Administration reported that plans are being made to conduct a lock down drill for employees during the January In-Service Workshop, and at a later date with students. It was suggested this training be held annually. Faculty requested that the Pandemic Plan be accessible to employees on the website, and discussed at a future meeting. Not Resolved.

**Board of Trustees' Award for Excellence in Teaching:** Administration distributed information from the Office of the Chancellor about this new award and requested faculty representatives interested in serving on a nominating committee for the award. Names of four faculty (one liberal arts and one technical faculty from each campus) should be submitted to Cindy Cedergren by the November Shared Gov. meeting. Not Resolved.

**TRF Campus Facilities Committee:** Administration reported on the need to establish a Facilities Committee on the TRF Campus, similar to the EGF committee. Shari Olson will forward the preferred number and composition of the committee to the faculty presidents, so they can submit names of faculty representatives to Shari Olson by the November Shared Gov. meeting. Faculty expressed frustration that many of the college or campus committees do not meet and therefore, appointing faculty representatives to committees each year often seems a waste of time. Administration will communicate with committee chairs and gather information on their proposed schedule or frequency of meetings and the posting of minutes on the website. Not Resolved.

**Employee and Student Injury/Exposure:** Faculty suggested that college policies and procedures be established on this topic, as most employees may not know or understand the current process. Administration agreed to develop such a policy. Not Resolved.

**Policy Review:**

First Reading: Public Information Access Policy & Procedure – minor changes to the procedures were suggested.

Institutional Record of Student Complaints – No changes at this time.

Final Reading: Faculty Professional Development Policy/Procedure – Accepted

**Budget:** Shari Olson reported that links are being developed in Virtual Office for employees to access up-to-date information within each cost center. It was suggested that faculty receive detailed reports of their expenditure budgets on a quarterly basis. Discussion was held regarding on-line purchase orders and the need for training more faculty, and the possibility of setting a deadline of July 1, 2007 to have all employees using on-line purchasing. Linda Samuelson will discuss this issue with the TRF faculty and respond at the next meeting. This does not pertain to EGF faculty, as they already exclusively use on-line purchasing. Not Resolved.

Meeting adjourned at 3:40 p.m.

Cindy Cedergren, Recorder