

NCTC Shared Governance Council Minutes
November 9, 2006
TRF Campus, Room 515
2 p.m.

Present: Linda Samuelson, Dan Sponsler, Diane Drake, Mark Johnson, Tim Reuter, Cynthia Jorstad, Danie Packard, Pam Schorsch, Barb Forrest, Al Shervold, Kate Schmalenberg, Kent Hanson, Mary Fontes, Anne Temte, Shari Olson.

Additions to Agenda: Faculty added credit cards to the agenda to be discussed with the on-line purchase orders item.

OLD BUSINESS

Integrated Planning and Budget Calendar: Some TRF faculty reported having problems with the on-line budget request forms. Shari Olson noted the concerns and will work with her staff to alleviate the problems wherever possible. It was determined that the deadline to submit forms will be extended to the last day of the fall semester (Dec.22 this year). Faculty asked for the ability to print the form before completing it. Administration agreed, noting that the ideas are more important than the format. Discussion was held on selecting one or more of the strategic goals when submitting the forms. Administration stated they want the mission/goals of the college to drive the college budget. **Resolved.**

Campus Security: As a follow-up to the concerns expressed at the previous SGC meeting, a lock down drill is being planned for January 11th on each campus. A drill will be conducted with students during spring semester. **Resolved.**

Board of Trustees' Award for Excellence in Teaching: Faculty presidents reported they had no volunteers from faculty to serve on a nominating committee. Administration and faculty agreed that the Academic Deans and Vice President of Academic Affairs and Student Services will forward a list of 2-3 nominations to the faculty presidents before the December SGC meeting, and move through the process outlined by the Office of the Chancellor. This will not need to return to SGC. **Resolved.**

Employee/Student Injury/Exposure: See policy review section of minutes.

Compilation of Committees: Administration shared a chart of all college and campus committees, specifying chairs/co-chairs, meetings, and minutes information. **Resolved.**

On-Line Purchase Orders: Administration reported that training has been scheduled for next week for anyone not currently using the on-line process. Faculty noted that the training should also be conducted during in-service time. Faculty inquired about the availability of additional credit cards, primarily for faculty who do not make frequent purchases and have difficulty remembering the on-line process because of infrequent use.

Administration will take their request under advisement. Currently credit cards are issued on an as-needed basis. **Resolved.**

NEW BUSINESS

Reductions in Unlimited Faculty: Administration reported that two faculty positions in Management Education were being reduced due to workload/enrollment. They will be recalled at a reduced contract. **Resolved.**

Preparing for Higher Learning Commission Comprehensive Evaluation: Administration shared a letter from the HLC and reviewed the upcoming process of preparing for the on-site evaluation scheduled for 2009-2010. They reported that a team of faculty and administration will be attending the HLC Annual Convention in April. **Resolved.**

January In-Service Plans: Administration shared a tentative schedule for the January 10-11 in-service days. After discussion, changes were made to accommodate additional time needed for department/division meetings. **Resolved.**

Administrative Teams/Structure: Administration shared a document which summarized the roles and membership of the President's Administrative Council (PAC), President's Cabinet, Campus Management Teams, and how they relate to the Shared Governance Council. President Temte explained that the 6-member Cabinet takes the place of unilateral decision-making, a change from previous administration. She noted that minutes will be posted for all PAC, Cabinet, and Campus Management Teams. Per faculty's request, administration agreed to add the librarians to the Campus Management Teams. **Resolved.**

Administrative Goals/Expectations: Administration shared a document that outlined broad expectations for each of the following areas: College, Planning, Academic Affairs, Student Services, Human Resources, Outreach, Advancement, and Administrative Services. The next steps are to develop the strategies to accomplish these goals in each area. Discussion was held on the status of the previous Strategic Plan and each department's goals. **Resolved.**

Policy Review:

Second Reading:

- 1) Public Information Access Policy & Procedure – no changes
- 2) Institutional Record of Student Complaints –no changes
- 3) Employee Parking Procedure – no changes

First Reading:

- 1) Safety Procedure – Faculty requested additional language to the process of reporting student injuries while in off-campus settings, ie. clinicals. Barb Forrest will work with Becky Holthusen to make requested additions.

- 2) Use of Volunteers Policy & Procedure – questions were raised about whether participants in community band or theater productions should complete the volunteer forms, since they are not enrolled as students. Administration will check into this inquiry.
- 3) Student ID Badge Policy – no questions/comments
- 4) Student Parking Policy and Procedure – no questions/comments

Budget: Shari Olson shared a document containing all the expenditures by category (Program Codes) for FY07 to date.

Faculty requested budget information regarding all college facilities (TRF, EGF, Airport, Swenson House, and Roseau), to include remodeling costs, income generated, etc.

Next Meeting: Thursday, December 14, 2006 at EGF Campus, Room 106 at 2 p.m.

Cindy Cedergren, Recorder