

**Shared Governance Council Minutes**  
**September 14, 2006**  
**TRF Campus, Room 515**

**Present:** Linda Samuelson, Dan Sponsler, Norm Halsa, Tony Sorum, Barb Forrest, Kate Schmalenberg, Al Shervold, Diane Drake, Mark Johnson, Tim Reuter, Cynthia Jorstad, Danie Packard, Anne Temte, Kent Hanson, Jeff Thomas, Mary Fontes, Shari Olson; Cindy Cedergren, Recorder.

**Additions to Agenda:** Request for Alternative Structure for administrative membership.

**Old Business:**

**College Award for Excellence:** Administration reported that the first round of proposals resulted in seven proposals approved for a total of \$35,000. The committee met this week to review the second round of proposals and is forwarding recommendations to the President to approve another \$35,000 in projects. Five additional proposals were reviewed and require additional information before a recommendation is made. The Office of the Chancellor has allocated \$275,224 to NCTC for FY06 and FY07 to fund the proposals. Faculty requested that a website link containing sample proposals be available to faculty. **Resolved.**

**New Business:**

**Alternative Structure:** Administration requested faculty to consider an alternative structure to the administrative membership of the Council, increasing the number of administrators from four to five, including the President. Faculty expressed no opposition to the request and will forward the request to the state MSCF office for their approval, per MSCF contract. **Not Resolved.**

**Organizational Structure Changes:** President Temte asked faculty if there were any questions or concerns about the changes made in the administrative structure. Faculty requested an organizational chart with no names included. The only question raised was regarding a support staff position that may be shared by the Foundation and the COI. President Temte reported that job descriptions are being revised for all positions affected by the changes. After they are submitted to MnSCU for evaluation, budgets will be adjusted accordingly. **Resolved.**

**Planning for FY08:** Shari Olson distributed a proposed Integrated Planning and Budgeting Calendar for FY08 and a Budget Request Form. She asked for faculty input on the documents. Discussion was held on timelines for submitting forms, and tying projects to MnSCU and NCTC Strategic Plans. A subcommittee consisting of Linda Samuelson, Dan Sponsler, Jeff Thomas, Mark Johnson, Tony Sorum, and Shari Olson will meet to discuss and finalize the documents for review at the next meeting. **Not Resolved.**

**Orientation for Adjunct and Part-time Faculty:** Faculty expressed concerns about the lack of information and guidance provided to new adjunct faculty hired each semester. Faculty made the following suggestions on possible communication methods: developing a written guide, developing a video accessible via the college website, developing a list of frequently asked questions and answers, establish a “Go to” person on each campus, ask adjunct faculty what they have concerns about, etc. Kent Hanson will work with the Deans, faculty, and the Active Learning Coordinator to improve communications with adjunct and part-time faculty. **Resolved.**

**Sabbatical Leave Replacements:** Faculty expressed concern about some faculty having to spend a considerable amount of time finding replacements for their sabbatical leaves. Concerns were raised about whether the search process begins early enough once sabbaticals are approved. Administration responded to the concerns and stated that every effort is made to find qualified replacements, but in many specialized programs the candidates are difficult to find and assistance from the current faculty in locating candidates is often essential. Administration will take faculty’s concerns and suggestions under advisement. **Resolved.**

**Budgets for New Programs:** Faculty inquired about the process of funding new programs, primarily the equipment needs. Administration reported that all new programs go through the Academic Affairs and Standards Council approval process, and the equipment needs are funded through the current year’s equipment budget. With the proposed budget planning calendar process, most equipment needs will be anticipated and included in the next year’s budget. **Resolved.**

**Program Credit Cards:** Faculty requested that more programs be issued college credit cards for purchases needed in their programs. Discussion was held on concerns related to purchasing, and it was determined that a policy could be developed to address many of the concerns. Discussion was held on reporting charge-backs (phone, postage, copying) on a monthly basis, and possibly utilizing Virtual Office to keep faculty aware of the status of their program budgets. Administration will take faculty’s suggestions under advisement. **Not Resolved.**

**Institutional Target Measures:** Administration distributed and reviewed a report submitted to the Office of the Chancellor which indicated targeted goals in various areas. Faculty will be involved in the process of helping to meet those targets. **Resolved.**

**Facilities/HEAPR/Initiatives/Bonding Bill:** Administration presented information regarding capital bonding and special initiative projects submitted to the Office of the Chancellor last week. A MnSCU-appointed architect will be visiting all campuses that have submitted projects, and will be in TRF and EGF on Sept. 19<sup>th</sup>. NCTC projects submitted include: 1) Renovation of Theater/Auditorium (TRF); 2) Construction Electricity Renovation (TRF); 3) Swenson House Renovation (TRF); and 4) Remodel Welding, Move Carpentry (EGF). These initiatives will go through an extensive review process and may be considered for funding in the 2008 Legislative Session. Each

initiative must meet specific criteria to be considered for funding. The initiatives will be posted on the college website for review. **Resolved.**

**Campus Management Team:** Administration proposed the development of two Campus Management Teams, which will have broad-based representation from various areas of the college. Administration asked for faculty feedback on the proposal. Faculty were in favor of the teams and the proposed membership. The teams would serve in an advisory role to the President and Vice Presidents and will discuss topics of interest on the respective campuses. Faculty presidents agreed to serve on the campus teams. The Academic Deans will serve as chairs for the teams. **Resolved.**

**Policy Review:** #3450 Faculty Professional Development Policy and #3450P Faculty Professional Development Procedures: Faculty accepted the second reading of this policy and procedure, contingent upon final review by the AASC of the most recent changes. **Resolved.**

**Budget:** Shari Olson asked faculty to identify what kinds of information and in what format they want budget information. The subcommittee working on the integrated planning and budget calendar will also discuss this topic. **Resolved.**

**Program Budgets:** Faculty expressed concern about the timeliness of receiving equipment budgets, and that both campuses should be receiving the information in the same timeframe. Administration will take faculty's concerns under advisement. **Resolved.**

Meeting adjourned at 3:30 p.m.

Cindy Cedergren, Recorder