

## Shared Governance Council Meeting Minutes

Wednesday, January 7, 2015, 3:30 – 5:30

EGF Room 290

**NCTC Participants:** Anne Temte, Carey Castle, Brian Huschle, Dorinda Sorvig, Jennifer Dahlen, Tishara Melcher, Don Fischer, Joel Ziegler, Brent Braga, Justin Berry, Adam Paulson, Kathy Huschle, Linda Samuelson, Erin Almlie, Mary Amundson, Stephen Nelson (sub for Shannon Nelson) Shannon Jesme (guest), and Julie Fenning (recorder).

**Absent:** Becky Lindseth, David Christian, Shannon Nelson

Topic	Responsible Party	Discussion/Outcome
<b>Call to Order</b> <b>Add to Agenda</b>	Amundson	Meeting called to order at 3:32 pm.  Items Added to Old Business: <ul style="list-style-type: none"> <li>• UAS &amp; Aviation Class Schedule</li> <li>• Award for Excellence Portfolio</li> </ul> New Business: <ul style="list-style-type: none"> <li>• Shared Governance Process</li> <li>• Timing of Search Committee Request</li> </ul>
<b>Old Business:</b>		
<b>1. AMP Update and Feedback</b>	Castle	Mary Amundson brought forward that faculty have not seen a draft of the academic master plan. Carey Castle stated that the minutes did not correctly reflect his timeline. He shared that a rough draft will be posted to the website tomorrow. Mary shared that faculty wanted more time to review the draft. Carey agreed to move the deadline for feedback to February 6 <sup>th</sup> . The AMP will be posted along with a cover page with instructions and a place for feedback. An email notification will be sent to all employees, as well as program advisory board members.
<b>2. Instructional Cost Study/FAMA</b>	Jesme/ Huschle	Shannon Jesme and Brian Huschle shared that there is a discrepancy in the instructional cost study reports where faculty are coded to multiple CIP codes. The faculty salary is coded correctly; benefits are not coded completely accurately. MnSCU is aware of this issue and a solution is not available at this time.  Shannon Jesme also shared that the system office is working on rolling out a new project called FAMA, Faculty Assignment Management Automation. This is a curriculum development project that will link ISRS and the HR module to increase efficiencies as well as reduce

<p><b>3. Faculty Evaluations</b></p>	<p>Castle</p>	<p>errors when building/adjusting assignments. The deadline for this implementation is July 1, 2015. Shannon and Brian will provide updates as more information becomes available.</p> <p>Mary Amundson requested an update on the agenda item from December's meeting on faculty evaluations. Carey Castle shared there is a requirement that all employees received an annual performance evaluation. He shared that a small group will be established this spring to determine how to accomplish this with faculty. Carey and Becky will take the lead, convening the committee this spring. Mary requested that this item remain on the agenda for status reports at each meeting.</p>
<p><b>4. UAS/AMT Class Schedules</b></p>	<p>Castle</p>	<p>Mary Amundson stated that the UAS courses were still not listed on the on-line course schedule. Carey Castle reported that there are no classes offered this spring and shared that the UAS/AMT classes will be posted when offered.</p> <p>Linda Samuelson shared that she has noticed that the employee directory needs to be updated. Carey Castle will review and ensure updates are made.</p>
<p><b>5. Award for Excellence</b></p>	<p>Castle</p>	<p>Mary Amundson requested a status update on administration assisting the faculty member in completing the application packet for the Award for Excellence. Carey Castle reported that administration continues to assist throughout the process.</p>
<p><b>New Business:</b></p> <p><b>1. Organization Structure</b></p>	<p>Amundson</p>	<p>Mary Amundson asked for an update on the work by administration in creating a new organizational structure. She shared that faculty were surprised by the two positions posted and requested further information. President Temte shared the reasoning behind the positions and ensured faculty that new positions are not being created. Faculty members were not satisfied with the explanation and requested additional information.</p> <p>Mary also requested an update on the exercise reviewing staff responsibilities. President Temte shared that the project is a large project and will take several meetings to complete. The next meeting is scheduled for January 16<sup>th</sup>.</p>

		<p>Mary asked if general salary ranges for the positions could be included in the explanation of the new organizational chart changes so that faculty reviewing the chart could see the budget neutrality of the proposal as this may alleviate some of the faculty concerns voiced when the proposal was brought to staff meetings. President Temte shared that the organization chart will not include this information, and that faculty can view all position salaries and ranges on the State website. Budget information involving personnel will not be shared as there are too many variables with the budget over the next few months and it is possible that not all reductions will need to be implemented.</p>
<p><b>2. FBM Contracts</b></p>	<p>Ziegler</p>	<p>Joel Ziegler requested information on the new Farm Business Management (FBM) contracts with the Center for Outreach and Innovation. The questions included if credits will still be awarded, affecting FYE and if these credits will still be financial aid eligible. Carey Castle shared that he has met with FBM instructors and they all are working towards creating a new model. He shared that credits will still be awarded and they will remain financial aid eligible. Carey shared that all of the details have not been worked out and that additional meetings will be held. An advisory committee meeting is scheduled for Tuesday, January 13.</p>
<p><b>3. Enrollment Changes</b></p>	<p>Amundson</p>	<p>Mary Amundson asked if with the decrease in enrollment, there has been any other reductions of staff or services. Brian Huschle shared that with the decrease in enrollment, no additional layoffs have been given. He has been able to cover the decrease in FYE by reducing the number of sections offered and a reduction in the use of adjunct faculty. No services, including proctoring services, have been reduced.</p> <p>Carey Castle echoed that update for the TRF campus and added that he is working on reviewing how courses are scheduled.</p>
<p><b>4. January Legislative Visits</b></p>	<p>Amundson</p>	<p>Mary Amundson requested faculty participation at the legislative visits in January. President Temte shared that once a date was finalized, Joel and Mary would be asked for faculty representation. The confirmed date is January 23rd. President Temte shared that this visit would consist of a brief presentation to local legislators on the struggles rural colleges are facing and the importance of the \$142 million dollar base increase requested by MnSCU is to Northland and the East Grand Forks and Thief River Falls communities.</p>

<b>5. Timing of Search Committee Request</b>	Ziegler	<p>Joel Ziegler shared that faculty felt that not enough time was given for faculty to participate on the college lab assistant for the Learning Center position and felt that conducting the search over the holiday break prevented faculty from participating. Brian Huschle shared that the timing of this search was not ideal, but was influenced by several other factors, including, supervisory change, position description work, and contractual obligations for the position classification. Carey Castle shared that the HR department and committee chairs have done a great job including faculty in search committees. Another recommendation was to include a title and description in the request for search committee members for clarification for employees.</p>
<b>6. Shared Governance Process</b>	Temte	<p>President Temte requested discussion regarding the purpose of the Shared Governance Council. It appears that most of the items presented are small items that can be addressed easily through email or smaller group meetings, and that the Shared Governance Council should use their time for discussing big picture items. The faculty agreed and felt that this meeting was used as a reporting mechanism for administration to faculty versus working with faculty on decisions and issues of the college. They felt if they got the minutes earlier, they would be able to brainstorm big ideas for the future of Northland with each faculty group and bring forward to the council. It was requested that the minutes be submitted within the contractual timeline, so that they can be shared with the faculty groups prior to the agenda setting meeting. Julie will ensure minutes are provided by the required timeframe.</p> <p>In addition, faculty requested that administration create a list of ten expectations of the Shared Governance Council to be shared prior to the next agenda setting meeting. Faculty would prepare a list as well. Faculty and administration will submit their list to Julie Fenning by January 30, 2015.</p> <p>President Temte offered to have a meeting of a smaller task group to generate agenda items. Julie will assist in scheduling this meeting with the faculty presidents and grievance representatives.</p>

<b>On-Going Items:</b>  1. Policy Review 2. Budget 3. Information 4. Organizational Chart 5. MnSCU Framework Metrics		No on-going items discussed.
<b>Adjournment:</b>		<b>5:12pm</b>
<b>Next Meeting:</b>	<b>Thursday, February 12, at 10:00 AM, TRF Room 735 (301/AC-13)</b>	