

Shared Governance Council Meeting Minutes

Thursday, February 12, 2015, 10:00 am – 12:00 pm

TRF Room 601/149 Telepresence (Due to Weather)

NCTC Participants: Anne Temte, Carey Castle, Becky Lindseth, David Christian, Shannon Nelson, 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, James Retka and Shannon Jesme (guests), and Julie Fenning (recorder).

Absent:

Topic	Responsible Party	Discussion/Outcome
Call to Order Add to Agenda	Ziegler Temte	Meeting called to order at 10:07 AM. President Temte shared that the meeting was changed to a video conference due to the possibility of visibility concerns and poor road conditions. No additional items were added to the agenda.
1. Farm Business Management Program	Retka	<p>Jim Retka presented the proposed tuition changes for the Farm Business Management program. He offered to provide a historical review of how the program has been operating, but the faculty agreed that a summary of the proposed changes was adequate.</p> <p>Jim shared a handout and explained that the current program structure was not cash flowing and presented a proposal with tuition increases over two years to reduce and eventually eliminate the program's budget deficit. The program's deficit has been supported by the general fund. While the system office is in the process of reviewing the program structure, at this time there is no financial support from MnSCU or the legislature to support funding this program.</p> <p>Jim shared that there are several budget variables that are unknown and that the handout takes several assumptions into consideration: estimated contract settlement increases, continued tuition freeze, and no decrease in enrollment. The expenditures listed on this document include the nonpersonnel budgets for travel and meal reimbursements, but not other expenses including off-campus office leases, vehicles, separating costs, etc. Jim reviewed the handout and answered several questions regarding concerns over raising the tuition this significantly. Jim shared that by managing the contracts through the customized training model, tuition increases do not need to be approved by MnSCU. Shannon Jesme was</p>

		<p>called to the meeting to provide clarification on various budget questions. She clarified that the allocation value per FYE is the same for all programs.</p> <p>President Temte stated that these issues are not the mismanagement of these programs or any fault of the instructors, but that there are other factors contributing to FBM programs across the state that are in this situation, including the one on one consultative structure and the reduction of MnSCU dedicated funds for the program. The dedicated funds for MnSCU colleges with FBM programs was unfenced during the 2011 legislative funding year.</p> <p>Jim shared that he is continuing to work with legislators to promote the program and invited Shared Governance Council members to contact him to discuss any additional questions.</p> <p>Jim and Shannon exited the meeting at 10:57 AM.</p>
2. 2016-2017 Academic Calendar	Castle	<p>Carey Castle provided a draft of the 2016-2017 Academic Calendar for review. After discussion regarding taking two days from the spring semester and adding to the fall semester during finals week to even out the semesters with 80 days each, it was determined that more discussion was needed. Faculty requested the item be removed from the agenda and a smaller group review the calendar and present a more finalized draft at the March Shared Governance meeting. ACTION ITEM: Carey will convene a meeting with Brian Huschle, Mary Fontes, Joel Ziegler, and Mary Amundson, to review the calendar.</p>
3. Organizational Chart	Temte	<p>President Temte reviewed the handout of the proposed FY16 organizational chart. The proposed structure included individual campus deans as well as a dean of workforce development. The structure of administrative services will change with the retirement of Becky Lindseth. This position will no longer be serving as the chief human resources officer and will serve as the chief finance officer. Once the vice president position is filled, Becky Lindseth will work with that individual to look at restructuring within the departments as appropriate. Questions were asked about the FBM and Ag programs and various reporting structure changes were discussed.</p> <p>It was recommended that the chart be updated with Brian Huschle listed as remaining the distance education dean.</p> <p>Becky Lindseth shared that the search process needs to begin soon for the TRF academic dean for a fall semester start date. Carey shared that</p>

4. Shared Governance Purpose 5. NISOD Awards 6. Off the Record	Ziegler	<p>the position description was rewritten and he will be seeking input and moving the process along in the next few weeks.</p> <p>Faculty requested more time to discuss this topic with the rest of the faculty members. Administration agreed to move the item to the March agenda.</p>
	Castle	<p>National Institute for Staff and Organizational Development - Carey Castle shared that three NCTC employees have been nominated for an NISOD award: Mary Fontes, Davis Hamilton, and Peggy Rogers. Their names will be forwarded to NISOD for consideration. If selected, Carey will work to ensure they are able to attend the awards event in May.</p>
	All	<p>Open discussion.</p>
On-Going Items: 1. Policy Review 2. Budget 3. Information 4. Organizational Chart 5. MnSCU Framework Metrics	Lindseth	<p>1020 Equal Opportunity and Nondiscrimination – The policy changes were reviewed and approved by the council. It was determined that with this policy being a board policy and with very minor changes, the council did not need a second review. Resolved.</p> <p>Organizational chart was discussed as new business.</p>
Adjournment:		11:57 AM
Next Meeting:	Wednesday, March 4, at 2:00 PM, EGF Room 290 (662/AC-13)	