



## Shared Governance Council Meeting Minutes

Thursday, April 9, 2015, 2:00 – 4:00 pm

TRF Room 735 (301/AC13)

**NCTC Participants:** Anne Temte, Carey Castle, David Christian, Shannon Nelson, Brian Huschle, Dorinda Sorvig, Jennifer Dahlen, Don Fischer, Joel Ziegler, Brent Braga, Adam Paulson, Linda Samuelson, Erin Almlie, Mary Amundson, Justin Berry, Becky Lindseth, Gerald Schulte (guest for Item #1), Kristi Lane (guest for item #2) and Julie Fenning (recorder).

**Absent:** Erin Almlie, Kathy Huschle, and Tishara Melcher

Topic	Responsible Party	Discussion/Outcome
<b>Call to Order</b> <b>Add to Agenda</b>	Ziegler  Ziegler	Meeting called to order at 2:06 PM.  Additions to Agenda: Old Business: Housing RFP Update, Awards for Excellence New Business: Committees
<b>OLD BUSINESS</b>		
<b>1. Financial Aid Disbursements</b>	Schulte	Gerald Schulte, Director of Financial Aid, was invited to provide information regarding the new financial aid disbursement schedule. He shared details regarding the schedule for first time students, with a 30 day delayed disbursement. Returning students will not be affected. This did not affect the ability for students to charge up to \$800 in the bookstore prior to completing financial aid applications. Students can charge over the \$800 limit if they have financial aid in place and have an excess amount.
<b>2. Recording Open Forums</b>	Lane	Kristi Lane, Director of Human Resources, was invited to hear about the concerns from faculty regarding alternative options for faculty to participate in open forums for potential candidates. Ideas discussed included live web stream, recorded presentations, or video conference options. <b>ACTION ITEM:</b> Kristi will research technology options as well as any legal concerns with public recordings. She will provide an update at the May meeting.
<b>3. 2015-2016 Academic Calendar</b>	Amundson	This topic was clarified at the agenda setting meeting and was removed from the agenda.

<p><b>4. 2016-2017 Academic Calendar</b></p>	<p>Ziegler</p>	<p>The council completed the second review of the 2016-2017 academic calendar. The council reviewed and discussed changes to the calendar. It was determined that there would be three administrative days for this academic year, with one of these days noted as faculty directed. The purpose for this change was to ensure that this academic calendar would not be precedent setting with just two administrative days due to that fact that if an agreement could not be reached between faculty and administration in the following year, the calendar would defer back to this calendar. This will ensure the new president can determine the schedule and not automatically revert to the 2016-2017 schedule in the event an agreement cannot be reached.</p> <p>Faculty met privately and agreed to this change.</p> <p><b>ACTION ITEM:</b> The calendar will be updated and distributed.</p>
	<p>All</p>	<p><b>In-Service Planning</b> – There was discussion during previous meetings regarding the content of the administrative days during in-service. It was discussed and agreed that division chairs will work with the academic deans to develop an agenda that faculty would find valuable.</p> <p><b>ACTION ITEM:</b> Brian Huschle will add to the agenda for division chairs meetings to start discussions. Brian shared that he will also work with the new president on his preferences.</p>
<p><b>5. SGC Administrative Membership</b></p>	<p>Temte</p>	<p>President Temte shared that the administration membership of the SGC will be finalized by the first FY16 meeting.</p> <p>Discussion was also held regarding the FY16 meeting schedule and the use of the telepresence rooms. <b>ACTION ITEM:</b> Becky will research time blocks that the telepresence rooms are available for the faculty pre-meet and the SGC meeting. <b>ACTION ITEM:</b> Julie will add <i>FY16 Meeting Schedule</i> to the agenda for the agenda setting meeting.</p>
<p><b>6. Housing Update</b></p>	<p>Lindseth</p>	<p>Becky Lindseth shared that the RFP deadline was March 31<sup>st</sup> and proposals were received. A small group will be convened to review the proposals, along with staff from the system office. The recommendation must go before the Board of Trustees in June.</p> <p>Becky also provided an update on the UND housing partnership. Brochures have been created and are being distributed to potential students. There is also a link on our home page to assist students in finding housing. She also shared that there will be a late bus route added as well.</p>

NEW BUSINESS		
1. HLC Conference Update	Castle and Huschle	Carey Castle and Brian Huscle provided a brief update on the conference they attended last week. They shared that the impression was moving towards data assessments, with colleges being able to take a program, build a process, meet goals, and measure success. <b>ACTION ITEM:</b> Carey shared that he would like to work with Brian and Karl Ohrn (who also attended) to prepare a summarized report for all employees.
2. Suspended Program Review Process	Castle	Carey Castle shared a standard operating procedure (SOP) for the suspended program review process. The purpose of this SOP is to ensure NCTC is reviewing suspended programs and making the decision to close or reopen them. <b>ACTION ITEM:</b> It was recommended that this item be added to the master calendar to be reviewed each fall.
3. Awards for Excellence	Amundson	Mary Amundson shared that there is an email circulating among chapter presidents regarding how each college is utilizing, if at all, awards for excellence. President Temte shared that in the past, designated funds were given to the colleges for this purpose. Those funds are no longer given, and, at this time, NCTC does not have the budget available for this purpose.
4. Committees	Amundson	Mary Amundson shared that there were questions from faculty regarding college committees. She shared that the committees have changed over the years and more discussion is necessary regarding the importance and value of each and the possible need for new committees. <b>ACTION ITEM:</b> It was determined that the small group will meet to discuss the Master Committee Chart for FY16. The group includes Jennifer Dahlen, Linda Samuelson, Mary Amundson, Joel Zeigler, President Temte, Carey Castle, Becky Lindseth, and Brian Huschle.
ON-GOING ITEMS:		
1. Policy Review	Temte	<p>First Reading:</p> <p>President Temte shared that Mary Fontes had made only minor changes to the policies. Faculty shared that there was one sentence in policy 2090 regarding withdrawing. More information is needed. Faculty agreed that the other policies reflected MnSCU changes, and minor word changes. Becky requested any proposed edits be sent directly to Mary Fontes.</p>

<p><b>2. Budget</b></p> <p><b>3. Information</b></p> <p><b>4. Organizational Chart</b></p> <p><b>5. MnSCU Framework Metrics</b></p> <p><b>6. Off the Record</b></p>	<p>Faculty also shared that policy 2110 Student Code of Conduct was very difficult to read. It was suggested that a task group be formed to review. Mary and Joel volunteered to participate in this policy review.</p> <p><b>ACTION ITEM:</b> Becky will forward this request to Mary Fontes.</p> <p>There was no new budget information available at this time.</p> <p>Open Discussion</p>
<b>Adjournment:</b>	<b>3:49 PM</b>
<b>Next Meeting:</b>	<b>Wednesday, May 6, 2015, @ 2:00 pm – EGF Room 290 (662/AC-13)</b>