

Shared Governance Council Meeting Minutes

Wednesday, May 6, 2015, 2:00 – 4:00 pm

EGF Room 290 (662/AC13) MnSCU Room Video Connection with President Temte

NCTC Participants: Anne Temte, Carey Castle, David Christian, Shannon Nelson, Jennifer Dahlen, Justin Berry, Don Fischer, Joel Ziegler, Brent Braga, Linda Samuelson, Erin Almlie, Mary Amundson, Erin Almlie, Kathy Huschle (sub for Dorinda Sorvig), Shannon Jesme (sub for Becky Lindseth), Kristi Lane (sub for Brian Huschle), and Julie Fenning (recorder).

Absent: Tishara Melcher, Adam Paulson, Dorinda Sorvig, Brian Huschle, Becky Lindseth

Topic	Responsible Party	Discussion/Outcome
Call to Order Add to Agenda	Amundson	<p>Meeting called to order at 2:13 PM.</p> <p>Additions to Agenda: Old Business: None New Business:</p> <ul style="list-style-type: none"> • Faculty Development Planning Form Revision – Castle/Huschle • Summer Faculty Pay – Zeigler • Board of Trustees Award – Faculty Feedback - Amundson
OLD BUSINESS		
1. Recording Open Forums	Lane	Kristi Lane shared an update on the request to record open forums during the search process for administrative level positions. She shared that there is a cost to provide this service, as well as staff-time and not a lot of colleges are using it. She did share that she would be willing to pilot it for administrative level position searches in FY16.
2. Suspended Program Review Process	Castle	Carey Castle shared the latest revision to the 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. Discussion was held regarding AASC's role in program suspensions. It was clarified that the AASC has recommending authority, with administration having final decision-making authority.
3. FY16 SGC Meeting Schedule	Amundson	Mary Amundson shared that more time is requested to create a proposed schedule for FY16. She will share a proposed schedule from faculty at the next SGC meeting. She shared that the faculty were interested in utilizing the telepresence rooms and maintaining alternating days of the weeks and rotating morning and afternoon meetings. ACTION ITEM: Julie will add this item to the next meeting's agenda.

NEW BUSINESS		
1. FY16 Master Committee Chart	Ziegler	The FY16 Master Committee chart handout was reviewed and changes were identified. ACTION ITEM: Julie will send the revised draft to Joel and Mary for final review.
2. Summer Faculty Pay	Ziegler	Joel Ziegler shared that there were some questions regarding the pay summer faculty are receiving. The system office directive is to pay only based on credits versus the greater of the formula calculations between credits and contact hours as is done during the fall and spring semesters. Carey Castle shared that this is a direction from MnSCU and since it is not a new procedure, special notification to faculty was not necessary. ACTION ITEM: Carey felt that more research was needed and he offered to convene a small group to research and find clarification. Participants in the group include Joel Ziegler, Mary Amundson, Kristi Lane, Becky Lindseth, Linda Samuelson, Jen Dahlen, and Brian Huschle. Faculty pay for the past three summers will be examined to verify that Northland has paid faculty members by credit.
3. Board of Trustees Awards	Amundson	<p>Mary Amundson shared results from a recent survey of faculty regarding their interest in participating in the BOT awards program into the future. Overall, faculty felt that the award and recognition alone was not worth the amount work involved in developing the application portfolio.</p> <p>Carey Castle shared that while he understands the volume of work involved in the application, he finds the award very valuable and plans to move forward with the process for FY2016.</p>
4. Faculty Professional Development Form Revision	Castle/Huschle	Carey Castle shared that Brian Huschle is in the process of revising the faculty professional development form currently on the website. He would like to work with a team of representatives of division chairs and of the Shared Governance Council. Brian is planning to complete this project over the summer. Concerns were expressed by faculty regarding faculty input over the summer break. ACTION ITEM: Carey will connect with Brian and discuss how input can be solicited from faculty over the summer. ACTION ITEM: Mary and Joel will distribute the request to faculty and ask for participation in this group.

ON-GOING ITEMS:		
1. Policy Review	Temte	Second Reading of Policies
2. Budget	Jesme	<p>President Temte shared that Mary Fontes had made only minor changes to the policies, with MnSCU language revisions. Faculty approved the policies at the second reading, noting that rewrites for flow and understanding would be looked at next year.</p> <p>Faculty Presidents will work with administration to determine if a summer meeting is necessary. Budget information will be sent via email to the Shared Governance Council as it becomes available.</p> <p>Shannon Jesme provided a brief budget update. While there is no new budget information at this time, she did share that consultations meetings have been held with the student senates and it was agreed that in the event tuition is frozen, there will be a technology fee increase of \$.50. If tuition is raised, the technology fee will remain the same.</p>
3. Information	Castle	<p>Carey Castle asked for input regarding any reason to not stop the bus schedule on May 14th. There were no requests for the bus service to continue past that date. Resolved.</p>
4. Organizational Chart		
5. MnSCU Framework Metrics		
6. Off the Record		
Adjournment:		3:49 PM
Next Meeting:	TBD	