

Meeting: Shared Governance Council

Date: Wednesday – September 2, 2015 at 10:00 a.m.

Location: EGF 290 (TRF-662/AC-13)

NCTC Participants: Erin Almlie, , Dennis Bona, Carey Castle, Justin Berry Brent Braga David Christian, Jennifer Dahlen, Don Fischer, Shannon Jesme, Adam Paulson, Linda Samuelson, Al Shervold – *alternate for Mary Amundson*, Dorinda Sorvig, Jodi Stauss-Stassen, Joel Ziegler, and Sheila Bruhn

Absent: Mary Amundson, Shannon Nelson

Topic	Responsible Party	Discussion/Outcome
Call to Order	Ziegler	Meeting called to order at 10:06 a.m.
Add to Agenda	Ziegler Bruhn Huschle Sorvig Almlie	Additions to Agenda: Old Business: None New Business: <ul style="list-style-type: none"> Agenda Setting – according to MSCF contract, agendas and materials need to be out to members one week prior to meeting. It was noted that the agenda setting mtg. was not held until Fri., 8/27/15, with President’s Council meeting on 9/1/15 where Master Committee Chart and Policies were reviewed & updates made prior to SGC. The short turnaround was noted on Friday. Best Practice discussion held regarding items accepted/agreed upon and should they be voted on. It was noted there is no language in contract regarding voting. All agreed to make recommendations as best practice.
OLD BUSINESS		
Master Committee Chart Revisions	Bona	Reviewed Master Committee Chart, and saw opportunities to streamline structure. A 2-page document distributed. Dr. Bona shared thought process. <ul style="list-style-type: none"> President’s Council replaces President’s Exec. and Cabinet SGC-Staff replaces Staff Support, and will work like SGC-Faculty Administrative Services vs. Campuses management Discussion Followed. It was determined that both are important. Admin Services are long term discussions and Campus management does triage for the week (i.e. group link tickets, etc.) The name ‘SGC-Staff’ for the group discussed. Not finalized yet will discuss with new members when committee is determined.
NEW BUSINESS		
FY16 Meeting Schedule Structure	Ziegler	The FY16 Meeting Schedule is set. Shannon J. and Jodi S. added as administrators and Ralph Cox as SGC member. ACTION: Mary Amundson will send Outlook mtg. invites to members.
Professional Development Plans	Stauss-Stassen Almlie Cox Bona	Jodi shared the template sent out to all was to finalize the process discussed at fall in-service. Brian Huschle received only minor changes, mostly grammatical. If faculty felt prior PDP plan was up-to-date, the understanding is that faculty can transfer information to the new form. A reminder will be sent out by deans with the document and timelines. Recommendation of SGC to adopt the new Faculty Professional Development Plan. Resolved.
Organizational Chart Revision Review	Bona	Moved to October to allow time for review.

Evening Program Discussion	Bona Bona (continued)	Dr. Bona shared his reasoning for having this item on the agenda. He needs to understand more why we do not have night classes. Some students may need this schedule. President will explore opportunities with input. Targeting fall of 2016 with an April 1 st deadline to incorporate. Discussion at AASC will need to happen also. Evening classes at UND was noted for research.
STAY N.C.T.C.	Ziegler Cox Fischer Shervold Huschle Paulson Castle Ziegler	A population is out there looking for certification of employees. Discussion followed. Several issues need to be considered (i.e. childcare, employment, transportation, etc.) Roseau Site mentioned, lots of opportunities (i.e. nursing, science, Polaris) Next Steps – move conversation to AASC, division chairs, etc. Sophomore (or Student) Tuition Award Year at Northland – Information sent out with agenda. <i>S.T.A.Y at Northland!</i> Intended as a liberal arts retention incentive/reward initiative. Purpose is to retain successful sophomore liberal arts students who would not otherwise remain at NCTC. Need to meet to discuss further.
ON-GOING ITEMS:		
Policy Review	Bruhn Ziegler	Policies reviewed. 1000 series tabled until October 1. Policy 8030 discussed. Additional changes needed. Recommendation to have all policies considered 1 st reading due to number of changes. All agreed.
FY16 Budget	Jesme	Shannon Jesme provided a budget update. A 1-page summary, dated 9-1-15 was distributed to members. Points covered: <ul style="list-style-type: none"> On target for 2300 FYE. (FBM will be added) Access & Opportunity down Leveraged Equipment exists (also an expense) Tech Fees increased slightly Personnel Budget adjusted Tuition – clarified with MAELC line item explained HEAPR funds explained \$470K additional HEAPR received yesterday from a proposal submitted by Bob G. & Clinton C. (HVAC repairs, locks on both campuses), these funds do not need to be repaid. <i>Noted:</i> Northland is in a better place than most rural colleges. A GASB 68 accounting change is occurring. (A one-time adjustment to both income and profit and loss statements regarding pensions.) Will reduce the COI.
<u>Information</u> <ul style="list-style-type: none"> UND Housing Update NCTC Fdn. TRF Housing Project 	Castle Bruhn	Going well, 14 students @ UND took advantage of housing option, busing to and from Northland also going well. Sheila reported that the NCTC Foundation BOD is waiting for the appraisal on the TRF Housing Project. Once received, the board will make a decision to move forward or not. Discussion followed.
MnSCU Framework Metrics	Bona	President Bona requested this item be reported on in October. All Agreed.
ACTION ITEMS:	REVIEW	ACTION: Bruhn will send out meeting packets 1 week prior to meeting. ACTION: Amundson will send Outlook invites to SGC members.
Off the Record		No discussion held.
Adjournment:		11:56 AM
Next Meeting:	October 1 st , Thursday – Room TRF#735 (EGF-290/AC13B) at 10:00 a.m.	