

Meeting: Shared Governance Council

Date: Wednesday – November 4, 2015 at 2:00 p.m.

Location: EGF-290 (TRF-735/AC-13B)

Present: Erin Almlie, Mary Amundson, Dennis Bona, Carey Castle, Brent Braga, Jennifer Dahlen, Don Fischer, Shannon Jesme, Shannon Nelson, Adam Paulson, Linda Samuelson, Dorinda Sorvig, Jodi Stauss-Stassen, Joel Ziegler, Justin Berry, David Christian, Karen Paulson

Absent: Ralph Cox, Kathy Huschle

Topic	Responsible Party	Discussion/Outcome
Call to Order Add to Agenda	Amundson Amundson	Meeting called to order at 2:00 p.m. <u>Additions to Agenda:</u> Old Business: None New Business: <ul style="list-style-type: none"> Drop/Add – Amundson (item “C”)
OLD BUSINESS		
Charting the Future	Bona	A team has been identified, to create teams who will work on the separate initiatives outlined in proposal. Six objectives are to be accomplished with ongoing research in St. Paul. System-wide research groups are needed, you may get a call. Next week (Nov. 12-13), the President’s Council will hold a team building retreat in Bemidji. On the agenda are CTF goals and identification of who will work on each.
Evening Programming	Castle	Surveys need to be finalized asap before sending out. These will go out to industry businesses, communities, students. Advantage impact: More opportunity for working people, core scheduling.
NEW BUSINESS		
Staffing	Bona	New vacancy: Assistant to the President. President Bona announced that Sheila was approved by NCTC Foundation Board as their full-time Executive Director, working between NCTC & NCTC Foundation. Sheila will work this position and the Asst. to the President until the assistant position is filled.
Marketing	Bona	No update at this time as Chad Sperling is out of town. ‘YouVisit’ (on-line virtual tour) is coming along well. Discussion followed; <ul style="list-style-type: none"> Chad should be present for updates SGC members agreed to keep marketing as ongoing topic for future agendas.

Drop/Add	Amundson	Drop/add issues during the first week of school were expressed with a scenario given. Discussion followed.
	Bona	<ul style="list-style-type: none"> If student is a no show the first week, but it is due to late registration, should they be dropped?
	Faculty Bona	<ul style="list-style-type: none"> If a student misses the first week info, can they not get the same info off of the website? Discussion followed. A question was asked if an earlier add date could be implemented to avoid missing the important first week information. Options identified: <ul style="list-style-type: none"> ✓ Clarify on schedules that first week of classes must be attended. ✓ Flag classes that are not eligible for a drop/add student after classes start <p>ACTION: Faculty will follow-up with appropriate dean as suggested for specific class requirements.</p>
Program Sustainability Reports	Castle All Faculty	<p>It was shared that Program Sustainability Reports should be given to faculty before going to the advisory board. Also suggested was to move the fall advisory dinner to 3rd week in October, to allow sustainability report to be shared with Advisory board. Noted was the fact that 3 metrics are governed by the instructional cost study. Discussion followed.</p> <ul style="list-style-type: none"> It was recommended to change the heading on the orange section of the ‘Program Effectiveness’ report from: “Immediate Intervention is Required” to “Programs Requiring Supportive Action.” This text is felt to be more positive and in support of building programs. Also noted was the fact that anyone can go online and review. Everyone agreed that this information should not be available to the public as it could be misinterpreted. Discussion followed. <p>Consensus was that these reports should only be on the “N” drive.</p> <p>ACTION: Carey Castle will have the Program Sustainability and Program Data Analysis reports removed from the website and placed on the “N” drive only.</p>
Faculty Support	Faculty	<p>It was brought up that faculty was not notified prior to Mary Cox’s hours cut to half-time. This can impact the faculty. Discussion followed with questions asked.</p> <ul style="list-style-type: none"> Will the testing center be fully manned? Are there plans to hire someone part-time? Is it temporary or not? <p>ACTION: Carey will talk to Mike.</p>
ON-GOING ITEMS:		
Policy Review		No policies for review

TRF Student Housing Project Update	Bona	<p>In Sheila's absence, President Bona shared the following regarding the TRF Student Housing Project: (Sheila & Lars will be involved 100%.)</p> <ul style="list-style-type: none"> • Grant award of \$1.1M approved by MnSCU BOT on Oct. 21st. From funds appropriated by legislation. • NCTC Foundation will purchase (May 2016), renovate, own and manage student housing currently known as "Foxtail" • Estimated total project cost is \$3.7M which includes 144 beds in 3 & 4 bedroom units. • NCTC Foundation and Northland are working to hire staff for leasing, etc. and for maintenance of complex. • Room rents are \$435/mo. (4 bedroom unit) and \$450/mo. (3 bedroom unit) • Rents are all inclusive and give access to common areas. • Units will be fully furnished. <p><u>Discussion followed</u> with questions asked and options shared:</p> <ul style="list-style-type: none"> • Who will be eligible to rent units? Students first, then if vacancy to staff, then if still vacancies to provide affordable workforce housing. • What is the threshold for credits in order for a student to enter into a lease? This criteria has not been established yet, but will be determined prior to leasing. • Lease terms will be student friendly - 10 month leases • Discussions are being held on potential community space for students living in units: <ul style="list-style-type: none"> ✓ Possibly utilizing former Criminal Justice Bldg. ✓ Converting one unit into a community area ✓ At a future date, build a new standalone community facility. ✓ Other options as they are presented • Will there be additional college services provided? (i.e. extended hours for food service, etc.) It was noted that all units have kitchens in them, and other colleges have not experienced changes to existing food service hours.
MnSCU Framework Metrics	Bona	Dr. Bona shared that he will send out the MnSCU Framework Metrics report for discussion at the December meeting.
ACTION ITEMS		<p>To follow up at December meeting</p> <ul style="list-style-type: none"> • Organizational Chart • SENSE/CESSE • Master committee chart/membership list • MnSCU Framework Metrics
Discussion held 'Off the Record'		
Adjournment:		4:00 PM
Next Meeting:	Thursday Dec. 3 rd	Time 2:00 p.m. TRF Library #217