



Meeting: Shared Governance Council

Date: Thursday, May 5, 2016, at 2:00 p.m.

Location: EGF #290 (735/AC13B)

Present: Mary Amundson, Dennis Bona, Kathy Huschle, Erin Almlie, Shannon Jesme, Shannon Nelson, Adam Paulson, Dorinda Sorvig, Jodi Stauss-Stassen, David Christian, Justin Berry, Ralph Cox (TRF campus), Brent Braga, Jennifer Dahlen, Joel Ziegler, Carey Castle Julie Fenning (recorder)

Absent: Don Fischer, Linda Samuelson

Topic	Responsible Party	Discussion/Outcome
Call to Order	Amundson	Meeting called to order at 2:07 p.m.
Add to Agenda	Amundson	<u>Additions to Agenda:</u> Old Business: None New Business: None
OLD BUSINESS	ITEMS	
OneDrive	Jesme	Shannon Jesme reported that she has made contact with MnSCU and they do not have a final answer regarding their position on what data can be placed on OneDrive. MnSCU legal is still working with MnSCU IT on security concerns. At this time, it has been confirmed that FERPA data can be stored on OneDrive as long as it is not synced to a home computer. ACTION: This item will be carried forward to the September meeting to finalize.
Campus Safety/Acting Administrator on Campus	Jesme	Shannon Jesme provided feedback from the security task force. Stacey Hron is working on a tiered hunt group for each campus. The hunt group would include four people at each campus. Their numbers would ring simultaneously, both office and cell phones. The caller ID would reference a specific extension number beginning with “2” for EGF and “8” for TRF. This will allow the designated individuals to decide if they were able to answer or let someone else answer. If no answer, the call will be sent to the reception desk. Karen Meine or the work-study students who have been trained in this procedure, would find an administrator. The designated individuals for the TRF campus are Richard Speas, Clinton Castle, Cory Feller, and Mike Curfman. The designated individuals on the EGF campus are Bob Gooden, Brian Huschle, Jodi Stassen, and Mary Fontes. Stacey is working with Cisco on the details. ACTION: An update will be provided at the September meeting.
17-18 SGC Meeting Schedule	Amundson	Mary Amundson presented the proposed FY17 SGC meeting schedule. Modifications were discussed and finalized. ACTION: Mary will make revisions and forward to Julie to make room arrangements. Approved meeting schedule will be sent out with the minutes.
Class Capacity Update	Stauss-Stassen	Jodi Stauss-Stassen shared that the requested changes were made. Karl will post on the college website. There was a question on the Women’s Literature course with a cap of 28. ACTION: Adam Paulson will discuss with Mike Curfman. Final updates will be given to Jodi Stauss-Stassen and Karl Ohrn.

FY16 Equipment List	Stauss-Stassen	Jodi Stauss-Stassen shared handout on the equipment funded for FY16. She shared that NCTC was fortunate to secure extra FY15 funds for additional leveraged equipment funding. NCTC used all of the leveraged equipment funds, as well as all of the Perkins funding for equipment.
MOA Update	Castle	Carey Castle shared that the MOA has been signed and approved by the necessary parties for division chairs this year. Dr. Bona has the names for all of the division chair nominees and is working with HR on assignments.
NEW BUSINESS	ITEMS	
Bookstore	Jesme	Shannon Jesme provided an update on personnel within business services. Pat Amiot has accepted a position within the college, and DeeDee Johnson will be leaving NCTC in May. Shannon is working to reconfigure responsibilities within business services and has been exploring alternatives for the college bookstore. Over the summer, she will be forming a team to look at the possibility of a virtual bookstore. Faculty were supportive of the idea with the understanding that there would still be a bookstore on campus which would sell clothing, supplies, and course specific items, such as supply kits, holsters, and art kits. Shannon requested faculty participation on the group. ACTION: Joel Ziegler and Mary Amundson agreed to send an email to faculty requesting volunteers to participate in the work group over the summer. ACTION: An update will be provided at the September meeting.
Classroom Observation Tools	Stauss-Stassen	Jodi Stauss-Stassen shared that she has formed a work group with faculty which will meet over the summer to update the classroom observation tool. The goal is to make it more consistent with the online tool. ACTION: The revised tool will be shared with at the September meeting.
Faculty Handbook	Stauss-Stassen	Jodi Stauss-Stassen provided an update on the work being completed on the faculty handbook. They are expanding the existing handbook for adjuncts, making one complete handbook for all faculty, regardless of assignment. ACTION: The team will present the handbook at the September meeting.
Student Life Use of Funds	Ziegler	Joel Ziegler shared that the current process for requesting student life funds needs to be streamlined. What can be purchased with student life funds must also be addressed. Currently all students are not following the process. He also shared that there is a different process between the two campuses. ACTION: Shannon shared that this process is currently being worked on and will be shared at the September meeting.
MnSCU Policy 5.22.2 Cellular & Mobile Computing Devices Update	Amundson	MnSCU Policy – 5.22.2 – MSCF presidents received a notice that a workgroup made up of union representatives has been formed and is looking for alternative language regarding Part 7, Sub Part B. At this time, a personal device is not subject to seizure until resolved. ACTION: An update will provided at the September meeting if available.
AMP Update	Castle	Carey Castle provided an update on the implementation of AMP initiatives. He is currently working on developing an inventory of completed projects that align with the AMP. He shared that the AMP committee meets next week for the final meeting. He will continue to record activities and objectives that are met and will post these items on the web site.

ON-GOING	ITEMS:	CONTINUED
Bonding Update	Jesme	Shannon Jesme provided an update on bonding projects. Currently we have several HEAPR projects on the priority list for funding: roofs, theater, HVAC, and additional door locks. In addition, the renovation of the science labs on the EGF campus are high on the list to be funded. The final results will be known at the end of the legislative session on May 22 nd . Shannon also shared that Bob Gooden was able to submit a request to fix the EGF water main this year. This request was funded by extra funds that have not been spent by other MnSCU colleges for FY16. This money must be fully spent by the end of June.
ON-GOING	ITEMS:	
Policy/Procedure	Jesme	Second Reading: 6025 Use of Facilities by External Organizations – Approved. 6035 & 6035P Signage Policy and Procedure – Approved. 6030P – Public Access – Recommendation is to remove this policy per MnSCU legal counsel. ACTION: This policy will be added to the agenda for September meeting for the second reading.
Budget Update	Jesme	Shannon reviewed a handout on the budgets for FY16, FY17, and FY18. She planned for no increase in enrollment and a decrease in allocation. She shared that more definite numbers will be available after May 22 nd .
Organizational Chart	Dr. Bona	<p>Dr. Bona provided an update on personnel reductions. Several vacant positions will not be backfilled, four BESI's will be offered, and one position was eliminated. He shared that he does not want to cut programs or services to students.</p> <p>Dr. Bona provided an update on the status of the vacant coaching positions created with the resignation of Travis Martin, head football and softball coach. These positions will be posted separately. Abduhl Chamma will remain as the head volleyball coach for the next season.</p> <p>Dr. Bona shared that the Foundation has closed on the Foxtail Apartments. There are over 160 applications to date. Renovations have begun, and are scheduled to be completed by early August.</p>
Off Record		Short discussion held.
Adjournment:		Meeting adjourned at 4:00 PM
Next Meeting:		The faculty did not request a summer meeting. The next meeting will be September 1, 2016.