



Meeting: Shared Governance Council

Date: Thursday, September 1, 2016, 10:00 a.m. – 12:00 p.m.

Location: TRF 662, 301/AC15

Present: Dennis Bona, Shannon Nelson, Adam Paulson, Dorinda Sorvig, Jodi Stauss-Stassen, David Christian, Ralph Cox, Brent Braga, Jennifer Dahlen, Joel Ziegler, Don Fischer, Linda Samuelson, Peggy Rogers (for Erin Almlie) Mike Curfman (for Carey Castle), Kristi Lane (guest for HR items), Julie Fenning (recorder)

Absent: Mary Amundson, Erin Almlie, Kathy Huschle, Shannon Jesme, Justin Berry, Carey Castle

Topic	Responsible Party	Discussion/Outcome
Call to Order	Nelson	Meeting called to order at 10:04 p.m.
Add to Agenda	Nelson	<u>Additions to Agenda:</u> Old Business: None New Business: EGF Smoking Entrance, MN BOT Award SOP
OLD BUSINESS	ITEMS	
OneDrive	Jesme/Bona	Dr. Bona reported that there has been no new communication from the system office. Shannon Jesme will provide an update when new information becomes available.
Campus Safety/Acting Administrator on Campus	Jesme/Bona	Dr. Bona shared that this process has been finalized and was shared during the fall in-service. The numbers have been added to the employee directory. ACTION: It was suggested to add this number and process to the faculty handbook.
Bookstore Update	Jesme/Bona	Dr. Bona shared that there are no new updates at this time. The goal is to have a new bookstore concept implemented by summer of 2017. Shannon Jesme is working with her team to research options. Office supplies, instructional kits, and apparel would still be sold in the current bookstores. Textbooks would be purchased from an on-line vendor. Questions were raised regarding shipping times and remodeling ideas. Dr. Bona shared that there would be several options for shipping available, and that remodeling the space has not been discussed at this time. Faculty also asked who the contact will be in the bookstore for ordering supplies/kits. Shannon Jesme will communicate that to all employees once a decision has been made and a process identified. Shannon Jesme will provide an update at the next SGC meeting.
New Classroom Observation Tool	Stauss-Stassen	Jodi Stauss-Stassen distributed the draft classroom observation tool. She shared that several tools across the system were reviewed. The tool is designed to help the visitor with desired outcomes. ACTION: Faculty requested that the wording be changed from “required” to “suggested” regarding statements on course syllabi.
Faculty Handbook	Stauss-Stassen	Jodi Stauss-Stassen shared the draft of the new faculty handbook. It was created by a small group with administrator and faculty participation. The

		handbook is filled with key items that are easy to access. ACTION: Please send any additions/edits to Jodi or Mike. This item will be on the next meeting's agenda to finalize the handbook.
NEW BUSINESS	ITEMS	
November Meeting Conflict	President Bona	Dr. Bona shared that he is the chair for Century College presidential search committee. There is a meeting scheduled in the morning of Nov. 2 nd at the system office in St. Paul. Discussion was held regarding rescheduling the SGC meeting or having Dr. Bona participate from his cell phone. It was agreed that this meeting will go on as scheduled. Dr. Bona will participate via cellphone. If an additional meeting is needed, it can be scheduled with the faculty presidents and grievance representatives. Resolved.
OER Grant Discussion	Nelson	Faculty expressed concerns regarding NCTC's participation in the Open Educational Resources grant. Questions raised included: what is the process for faculty being compensated for participating in the grant; and will faculty be given duty days for their participation in the OER conference. Stephen Nelson shared that an informational meeting has been scheduled with Brian Huschle for September 2 to discuss the grant and NCTC faculty involvement.
Institutional Learner Outcomes Communication to Faculty	Nelson	Stephen Nelson shared that there has been some confusion among the faculty regarding which classes need assessment. Faculty are requesting individual emails with a list of all of the courses and sections that need assessments. ACTION: Dr. Bona will connect with Carey Castle regarding this communication to see if Karl Ohrn would be able to do this extra communication.
Overload Pay Distribution Changes	Lane	Kristi Lane provided an update regarding new changes in overload payments to faculty with FWA. Previously faculty were paid "overload" when teaching more than 30 credits in a year. The new system pays "overload" when teaching more than 18 credits in a semester. Faculty are concerned with the possibility of having to pay money back in the spring, if less credits are taught. ACTION: Kristi is looking into this process and will provide an update when more information is available.
Vehicle Fleet Update	Jesme/Dr. Bona	Dr. Bona provided a brief update regarding the reduction of the vehicle fleet to save personnel time, as well as the expenses associated with maintaining vehicles. He shared that a few vehicles will be kept for specific reasons, but will not be available for check out. The goal is to have the fleet reduced by the end of the fiscal year. Shannon Jesme will communicate updates as the details become known. This applies to the FBM vehicle fleet as well.
Diversity Plan	Castle/Curfman	Mike Curfman provided a brief update on the diversity committee. The Minnesota State system office has changed the "diversity" plan to the "Equity and Inclusion" plan. Carey Castle will be serving the role as chief diversity officer (CDO), and will convene the group in the next month to begin updating the current Equity and Inclusion plan.

Master Committee Chart	President Bona	<p>Dr. Bona provided a copy of the most recent master committee chart and membership documents. ACTION: Please review and update faculty representation. Please send any edits to Julie Fenning.</p> <p><i>Kristi left meeting.</i></p>
In-Service Feedback Survey	Castle/ Curfman	<p>Mike Curfman distributed survey results from the fall in-service. Overall the comments were very positive about having both staff and faculty together for the first part. There were several requests for adding more time for the faculty discipline group meetings. There were also several responses indicating that there was broad positive approval for holding the entire in-service in one day. Dr. Bona shared that administration will commit to those activities during the next in-service. Jim Retka will be planning the spring 2017 day and a half in-service.</p>
Service Learning	President Bona	<p>Dr. Bona shared his interest in establishing a service learning graduation requirement for the Associate of Arts degree. He shared that the details have not been worked out at this time, but was looking at requiring between 10 - 30 hours of work in the community in a structured service learning model.</p> <p>Dr. Bona stated that we would need to identify someone to coordinate and create these service learning opportunities. His experience has been that people have negative feelings at first, but overall, employees and students have found it to be a worthwhile experience. Faculty shared that they are currently requiring service learning within their courses. Dr. Bona shared that a notation could be made, that “this course satisfies the service learning requirement”. Faculty expressed interest in being involved in any aspect that included curriculum-type work (assigning reports/papers, grading, etc.) that’s done outside of the scope of specific classes. More research and input is needed.</p>
EGF Smoking Entrance	Nelson	<p>Faculty expressed concerns regarding the new location of the smoking entrance on the EGF campus. They requested that it be moved to a different location with less traffic. Suggestions included building a structure away from entrances and any air intakes. ACTION: This item will be revisited at the EGF management team meeting.</p>
BOT Award Nominations	Castle/ Curfman	<p>Mike Curfman shared a copy of the revised standard operating procedure for the MN BOT Faculty of the Year award. Changes included revising the dates to accurately reflect practices. Please direct any comments or concerns to Carey Castle.</p>

ON-GOING	ITEMS:	CONTINUED
		<p><u>First Reading:</u></p> <p>Missing Person – Missing Person policy first reading. No edits were requested.</p> <p><u>Second Reading:</u></p> <p>6030P – Public Access – Recommendation is to remove this policy per MnSCU legal counsel. – Approved.</p>
Budget Update	Jesme	Shannon Jesme will report on the allocation framework at the next meeting.
Information	Dr. Bona	Dr. Bona provided a brief update on enrollment. Currently enrollment is up 2%. There are only four MN State institutions with an increase this semester and only one is higher than NCTC. Great news!
Organizational Chart	Dr. Bona	Dr. Bona shared that the organizational chart has been updated and posted. There were questions regarding the following positions: Foundation Executive Director - this position has been posted; Marketing Director – this position search is still in progress.
Off Record		Short discussion held.
Adjournment:		Meeting adjourned. 11:52 pm
Next Meeting:		Wednesday, October 5 th , 10:00 a.m. – 12:00 p.m., Room 290 (662/AC16)