



Meeting: Shared Governance Council
Date: Thursday, December 8, 2016

Location: EGF 290 (TRF 662/AC16)

Present: Dennis Bona, Shannon Nelson, Dorinda Sorvig, Carey Castle, Mary Amundson, Erin Almlie, Jodi Stauss-Stassen, David Christian, Ralph Cox (on TRF campus), Brent Braga, Jennifer Dahlen, Joel Ziegler, Don Fischer, Linda Samuelson, Adam Paulson, Kari Koenig (for Justin Berry), and Julie Fenning (recorder)

Absent: Justin Berry, Shannon Jesme

Topic	Responsible Party	Discussion/Outcome
Call to Order	Amundson	Meeting called to order at 2:06pm.
Add to Agenda	Amundson	<u>Additions to Agenda:</u> Old Business: None New Business: Elective Credits – Adam Paulson, Action Review Item: Lab Safety SOP, Enrollment Update – Dr. Bona
OLD BUSINESS	ITEMS	
Faculty Handbook	Stassen	Jodi shared that the faculty handbook was reviewed and updated. Thanks to Stephen Nelson for help with the formatting. It has been dated and posted to the website. It was agreed that there would be a team made up of faculty and administration reviewing it each summer, or when significant changes are needed. Resolved.
Service Learning	Bona	Dr. Bona shared that there is an article in the Grand Forks Herald regarding Northland's service learning initiative. Dr. Bona shared the plan is to implement this graduation requirement in fall of 2017. This initiative will require a service learning component for each program degree, excluding certificates and diplomas. There will be a survey sent out early next week regarding service learning activities currently being conducted at Northland. He shared that there will need to be coordination to ensure students and community organizations are matched for these activities. Faculty asked if a new position will be a result of this initiative. Dr. Bona shared that this is not a revenue generating activity, so these duties will be assigned to a current employee. Dr. Bona is looking at encouraging community members to help coordinate as well. Dr. Bona shared that a formal committee will be established to work through the details. There will be a presentation at the spring in-service with more information.
January In-Service	Castle	Carey Castle shared the draft agenda for the spring faculty in-service scheduled for January 4 th . Feedback from the faculty was reflected in the new format with the faculty discipline meetings occurring in the morning sessions. The afternoon will be used for small presentations and breakout sessions. Ideas were listed for possible presentations and breakout sessions. Faculty requested more communication and input when developing presentations ideas and before creating the list of possible topics. Faculty requested that the service learning topic be a presentation for all faculty with a more detailed breakout session for those with a greater interest. Dr. Bona shared that the in-service will be held at the aerospace site.

Overload Pay Distribution	Nelson	Stephen Nelson shared that he had a conversation with Kristi Lane, CHRO, for clarification on the process for overload pay distribution. The main concern was if there would ever be a reason for a faculty member to have to repay salary in the spring for overload paid in the fall. He understood that the employee would only see a reduction in pay vs. actually have to repay money. Stephen felt that there will be very few instances where this would happen, and that Kristi would be able to help the individual with any questions. There were several additional questions from faculty. It was proposed that a meeting be scheduled with Kristi Lane and faculty with these questions for clarification. Questions included: how will this affect 12-month vs nine-month payment schedules. Joel Ziegler shared that the faculty groups will discuss this at the next chapter meetings. He shared that the major concern is not if they get the money, but when, so they can plan around it.
NEW BUSINESS	ITEMS	
All Committee Review	Bona	<p>After several discussions regarding the purpose and future of the Strategic Enrollment Management committee, it was determined that the President's Council would review all committees to ensure that each committee has a purpose. There are some committees that are required by law, and others were created based on a specific need. The President's Council plans this comprehensive review on February 8 & 9, 2017. The outcome will be shared with the SGC, with the plan to finalize and implement in FY18.</p> <p>Mary Amundson shared that she has reviewed the college committee web pages and noticed that several committees were missing current minutes. She shared that these pages are available to the general public and organizations like the Higher Learning Commission, and that overall the committees were not reflected well. Dr. Bona shared that once the committees are determined, an effort will be made to get all committees current with posted materials.</p>
Strategic Enrollment Management Committee	Nelson	Stephen Nelson requested an update on the status of the SEM committee. Dr. Bona shared that the previous structure of the committee was not effective for the marketing and enrollment departments and needs to be reviewed. This committee will be reviewed and discussed at the President's Council retreat in February. Dr. Bona asked for input from faculty regarding this committee. Stephen Nelson shared that a committee of some form would be valuable for interested faculty to have a structure in place to share ideas.
NCTC Foundation	Bona	<p>Dr. Bona shared that Lars Dyrud has accepted the position as Executive Director of the Foundation. His current position will be reviewed and reclassified to an AFSCME level support position. Lars' primary office will be in TRF, with the new position in EGF. Both positions will spend time on each campus.</p> <p>Dr. Bona shared that there will be several students leaving the housing at the end of the semester, with new students coming for spring semester. There will be an option for students to stay through the summer. The housing space will also be used for summer camp activities.</p>

18-19 Academic Calendar	Amundson	Mary Amundson shared that she has done some research at other Minnesota State institutions regarding academic calendars. She has some new ideas and encouraged administration to start thinking of different activities and the structure as a whole. Ideas included new in-service ideas, new professional development ideas, reducing the number of faculty contact days, etc. Dr. Bona shared that he values the day and a half in-service, but would be interested in looking at having in-service at a later date during the semester. ACTION: Julie will add to the President's Council meeting for discussion. There will be a small group meeting with faculty scheduled after the February Shared Governance Council meeting.
Elective Courses	Paulson	Adam Paulson expressed concerns from faculty regarding requiring students to take a one credit course in order to participate in the musical production. This is not required for athletic activities. Dr. Bona shared that he supported student participation in the musical, and supported removing the requirement, keeping the elective credit an option. ACTION: Dr. Bona shared that he will meet with Carey and Mike Curfman and learn more about this process.
Lab Safety SOP	Castle	Carey Castle shared that he has had a conversation with Kathy Huschle regarding her concerns about the lab safety standard operating procedure. He clarified that the expectation is that the operator take care of the day-to-day operations of the equipment within his or her program. Any major repairs will be handled by the appropriate vendor.
Enrollment Update	Bona	Dr. Bona reported that enrollment for spring semester is only down 3%. This is very encouraging as it was down 15% three weeks ago.
ON-GOING	ITEMS:	
Policy/Procedure		No policies or procedures for review.
Budget Update		There was not a budget report as Shannon Jesme was attending the system office CFO conference.
Information		Nothing to report.
Organizational Chart		Nothing to report.
Off Record		Short discussion held.
Adjournment		Meeting adjourned at 3:29 p.m.
Next Meeting		February 2, 2017, 2:00 p.m. – 4:00 p.m., TRF 662 (301/AC16)