



Meeting: Shared Governance Council

Date: Thursday, August 31, 2017

Location: TRF 662 (EGF 290/AC16)

Present: Dennis Bona, Mary Amundson, Lisa Anderson (in EGF), Jennifer Dahlen, Don Fischer (in EGF), Linda Samuelson, Adam Paulson, Shannon Jesme, Carey Castle, Jack Haymond (for Shannon Nelson) (in EGF), Jodi Stauss-Stassen, Dorinda Sorvig, David Christian, Tracy Boman, Brent Braga, Carey Castle, Joel Ziegler, Rob Jung (for Justin Berry) and Julie Fenning (recorder).

Absent: Shannon Nelson and Justin Berry

Topic	Responsible Party	Discussion/Outcome
Call to Order Add to Agenda	Amundson	Meeting called to order at 10:03 am. <u>Additions to Agenda:</u> Old Business: None New Business: Equity and Inclusion Announcement - Carey Castle Service Learning Update - Stephen Nelson
OLD BUSINESS	ITEMS	
18-19 Academic Calendar	Bona	The 18-19 academic calendar has been approved. ACTION: Jodi Stauss-Stassen will forward it to Jason Pangiarella for review by the Student Senates. Dr. Bona shared that he appreciated the open discussion on the calendar this year.
Committees	Nelson	The new master committee chart has been posted with new membership. This is a working document and any changes should be forwarded to Julie Fenning. ACTION: The Board of Trustees Award Committee will be added to the master committee chart under “Committees Called as Needed”. Faculty requested clarification on the Institutional Outcomes committee. Carey Castle shared that this committee will focus on long-range planning for the college. It will also cover topics relating to monitoring the progress of the Minnesota State defined performance metrics, as well as marketing, enrollment, and retention brainstorming activities. Shannon Jesme will be co-chairing this committee with Carey.
NEW BUSINESS	ITEMS	
Annual Project Review	Jesme/Jodi Stauss-Stassen	Shannon provided a brief update on the fitness center project. Facilities plans to move the machines in on September 15 th and be open on September 18 th . Jodi gave an update on the progress of the OTA lab. The new lab includes a classroom and a mock apartment. The move will take place on Sept. 8 th . Shannon shared that there will be two projects beginning next spring. The science lab renovation and the EGF roofing project. Shannon will be working with the faculty in those spaces on final planning details. Planning needs to be done regarding relocating science classes during the summer. Shannon will provide updates as progress is made. Shannon shared that we

Strategic Planning Update	Carey Castle	<p>should know by December 15th if we will get the funding for the second half of the EGF roof. This would complete roof replacement for EGF.</p> <p>Carey shared that the staff sessions are complete, and the community sessions are scheduled for September 6 and 7. He is now working to set up the faculty sessions. Faculty requested to have two on each campus. Noon was a good time as well as 1:00 p.m. They requested that these not be scheduled during the week of MEA, October 19 and 20. Carey will work with Praxis Strategy Inc. to schedule. Morning afternoon. Not week of MEA. October. Noon. 1-3.</p> <p>Carey shared that once the Vision, Mission, and Values are written, he will begin working with a team to write the strategic plan, with the goal to implement by Fall 2018.</p>
Professional Development Funds	Amundson/ Nelson	<p>Dr. Bona shared that administration has had concerns budgeting for professional development and travel requests, as the amount faculty funds pay is not always known. Mary and Stephen outlined the process for each campus.</p> <p>TRF faculty receive \$250 per FTE for their professional development account. The leadership has determined that since all faculty do not request this amount, faculty may request up to \$800. This is amount is awarded first come first served. Ralph Cox is chair of committee. If a faculty member requests more than \$800, in June they may submit for the additional money. TRF faculty can roll over up to 1/3 of fund from year to year. Faculty leadership expressed concerns that they do not have a process in place to know if a faculty does not use the funds requested.</p> <p>EGF faculty also receive \$250 per FTE. They allow the MSCF full members to receive \$500 per year, and fair share members to received \$250. If the faculty is less than full time, the amount is pro-rated. Once the supervisor and (president, if out of state travel) have approved the request, the faculty member completes the form for these professional development funds. Dan Sponsler reviews, and signs off guaranteed amount. As the chapter president, Mary then signs off on the form and returns to Dan. These professional development funds reimburse the cost center. The Friday after spring break, an ad hoc committee meets to distribute any excess funds. If there are more requests than funds remaining, there is an equitable distribution.</p>
Enrollment	Bona	<p>Dr. Bona appreciated the information and will be better able to budget professional development and travel requests.</p> <p>Dr. Bona shared an update on the current enrollment report. Enrollment is lower than projected. Fall enrollment is down 8%. They are still expecting some increase in numbers from the FBM and College in the High School. Hoping to gain 2% by the end of the week.</p> <p>Need to look at new ideas for part-time students and new online programs. Faculty inquired about new initiatives for boosting Spring enrollment and expressed eagerness to share ideas and help implement them. Carey Castle</p>

Proctor Schedule	Stauss-Stassen	said that the Institutional Outcomes Committee may have a subcommittee on enrollment that could be the appropriate platform for such discussions. Faculty requested an update on the testing and proctoring staff schedule. Jodi shared that she researched the use on each campus to determine proctoring needs and established the current schedule. Faculty expressed concern about the arrangement in TRF negatively impacting students by limiting proctoring hours and reducing library services. Jodi expressed confidence that we would be able to clear up any problems, such as by having EGF proctoring staff help monitor TRF students remotely while taking tests. She would like any questions and concerns about these issues brought to her attention.
Transfer Pathways	Castle	This item will be added to next month's agenda.
NSF Grant	Retka	This item will be added to next month's agenda.
ON-GOING	ITEMS:	
Policy/Procedure	Jesme	7037P Fixed Assets – Second Reading – No further suggestions.
Budget Update	Jesme	Shannon shared the report outlining the final budget for FY17.
Minnesota State Update	Dr. Bona	Time did not allow for this agenda item.
MSCF Update	Nelson/ Amundson	Time did not allow for this agenda item.
Information:		
Organizational Chart	Bona	There are two positions in the search process at this time: Academic Success Center access specialist and the COI administrative assistant position.
Off Record #1		Time did not allow for this agenda item.
Adjournment		Meeting adjourned at 11:58 a.m.
Next Meeting		October 4, 2017, 10:00 a.m. – 12:00 p.m., EGF Room 290