

Meeting: Shared Governance Council

Date: Wednesday, November 1, 2017

Location: TRF 662 (EGF 290/AC16)

Present: Dennis Bona, Mary Amundson, Stephen Nelson, Jennifer Dahlen (in EGF), Linda Samuelson, Shannon Jesme, Carey Castle, Dorinda Sorvig, Adam Paulson, Tracy Boman, Brent Braga (in EGF), Joel Ziegler, Lisa Anderson (in EGF), Mike Curfman (for Jodi Stauss-Stassen), and Julie Fenning (recorder).

Absent: Don Fischer, Shannon Nelson, David Christian, Justin Berry, and Jodi Stauss-Stassen

Topic	Responsible Party	Discussion/Outcome
Call to Order	Nelson	Meeting called to order at 2:05 pm.
Add to Agenda		<p>Additions to Agenda:</p> <p>Old Business: Food Service Survey Results - Nelson</p> <p>New Business: Employee Lounge, ILO's, and NextGen Exams – MSCF</p>
OLD BUSINESS	ITEMS	
Food Services Survey Results	Nelson	The food service vendor recently conducted a satisfaction survey for students and employees. Shannon Jesme has not received the food service survey results at this time. ACTION: Shannon will request a copy of the results from Consolidated Management.
NEW BUSINESS	ITEMS	
Institutional Outcomes Committee	Castle	Carey Castle provided a handout and reviewed the revised purpose of the Institutional Outcome committee (IOC). The handout included goals and desired outcomes for the committee. Faculty expressed that there was still some confusion regarding the name of the committee, as outcomes has an academic definition as well. Carey said that would be discussed at the next committee meeting. ACTION: Julie Fenning will schedule a committee meeting in late November or early December.
January In-Service	Bona	Dr. Bona provided an update on the new format for the spring in-service based on recommendations from the Shared Governance Council. He shared that we did receive very positive feedback from faculty for the fall in-service layout and content, but that there were some structural changes requested for the spring in-service. It was determined that all faculty will stay on their respective campuses. A video connection will be established for Dr. Bona's address. Faculty participating in the Quality Matters workshop will be asked to be present at their home campus for the first hour, but they will be excused from the rest of the day. Dr. Bona shared that he will be bringing all staff together for a spring semester in-service at a later date in the semester.
Committee Meeting Minutes Protocol	Fenning	Faculty have expressed concerns regarding the committee web page being out of date. The list of committees needs to be updated, as well as minutes need to be posted for various committees. Overall there is confusion

<p>Employee Lounge</p> <p>Institutional Learning Outcomes</p> <p>Next Generation Accuplacer</p>	<p>Nelson</p> <p>Nelson</p> <p>Nelson</p>	<p>regarding which committees need to post minutes. ACTION: It was agreed that Julie will update the existing committee minute standard operating procedure and send to the group for review and input.</p> <p>There has been discussion that the current employee lounge on the East Grand Forks campus will be repurposed into a classroom during the science lab project. Shannon shared that she is working with Bob Gooden, the kitchen vendor, and the bookstore staff to find an alternative location for their storage, and use the storage room next to the Veteran’s Center as the new employee lounge. Updates will be provided as the project progresses.</p> <p>Faculty asked for a status update on ILO’s due this year. Carey shared that if faculty are needing to complete an ILO, they will be receiving a reminder in the near future from Karl Ohrn, Academic Coordinator. ACTION: It was recommended to add Karl’s name to the instructions in addition to his title.</p> <p>Linnea Schluessler sent an email to faculty asking them to take the new Next Generation Accuplacer (NGA) in order to determine the new college-level cut scores. Each campus has been asked to take the NGA and provide feedback on cut scores. Stephen Nelson shared that faculty have expressed concerns regarding whether this was mandatory or voluntary. Dr. Bona shared that it was not mandatory, but highly encouraged. Other questions included who will see the scores? What will be done with the scores? Are the scores anonymous? Dr. Bona shared that it is valuable for faculty to take the course to help us place students in the appropriate level course. All test scores are anonymous. There were some faculty who were having trouble accessing the exam. It was determined that Internet Explorer was the most effective browser to use. There were some faculty who expressed that it was valuable to take the test themselves.</p>
<p>ON-GOING</p>	<p>ITEMS:</p>	
<p>Policy/Procedure</p> <p>Budget Update</p> <p>Minnesota State Update</p>	<p>Jesme</p> <p>Bona</p>	<p>None.</p> <p>Shannon shared that Northland had to submit a revised operational budget to the system office due to our lower than expected enrollment projections. Shannon provided a budget handout. The expectation for FY18 is to be cash neutral. At this time final enrollment numbers are unknown for FY18, as well as personnel expense. We will be using a large amount of funds from the reserve to balance the budget in FY19.</p> <p>Faculty requested to see nonpersonnel budgets. ACTION: Shannon will prepare a report with a two-year comparison. She is expecting that the next budget report will have solid allocation numbers and the contract settlements.</p> <p>Dr. Bona shared that he received email from the Interim Chancellor Malhotra regarding Minnesota State submitting a supplemental budget request to the legislature. The two areas Minnesota State was shorted significantly were the ISRS replacement and overall campus support. The Interim Chancellor Malhotra is asking the colleges to provide rationale for request. Faculty agreed that it would be more effective to make a joint statement from our</p>

MSCF Update	Nelson	<p>faculty and administration. ACTION: Dr. Bona will draft an email and send to the Shared Governance Council for review and input.</p> <p>Stephen shared that he attended a regional MSCF meeting last week in Detroit lakes. The meeting providing information explaining how MMB and Minnesota State work together. He will be meeting with the chancellor next week at the Meet and Confer meeting.</p>
	Amundson	<p>Mary shared that the annual chapter financial audit was conducted on the MSCF account by Lisa Anderson, Brent Braga, and Betsy Jensen. There were no discrepancies noted and the report of compliance was submitted to the state MSCF office. Mary and Beth McMahon also attended the regional meeting in Detroit Lakes. Mary shared that MSCF is focusing on the Janus vs AFSCME case, and how it is going to be settled and the effects it may have on MSCF. There will be a Webex in the near future with more information. Currently the MSCF membership vs. fair share is 75 %. This week was Campus Equity week, celebrating that all faculty are treated the same within the contract regardless of full or fair share membership. Stickers were handed out to faculty. Both Stephen and Mary shared that the faculty rosters are not accurate. Faculty who have taught on the EGF campus for several years are still appearing on the TRF campus list. This needs to be corrected as these numbers affect several things, including the professional development allocation. ACTION: This is a system issue vs. a campus issue. This information will be provided to Kristi Lane, Director of Human Resources to review.</p>
Information:		
Organizational Chart	Bona	<p>Dr. Bona stated that today is the deadline to give MSCF layoff notices. He shared that there would not be any this year. He also shared that the deadline to request a sabbatical is mid-November.</p> <p>The only position open at this time is a part-time general maintenance worker position on the Thief River Falls campus, backing filling Cory Feller's previous position. The position was previously posted as part-time temporary, and seasonal, but we did not have any applicants. It has been rewritten to include benefits to make it more desirable.</p>
Off Record #1		A short discussion was held.
Adjournment		Meeting adjourned at 3:55 p.m.
Next Meeting		December 7, 2017, 2:00 p.m. – 4:00 p.m., EGF 290 (TRF 662/AC16)