

Meeting: **Shared Governance Council**

Date: Thursday, December 7, 2017

Location: EGF 290 (TRF 662/AC16)

Present: Dennis Bona, Carey Castle, Mary Amundson, Stephen Nelson, Jennifer Dahlen, Linda Samuelson, Dorinda Sorvig, Tracy Boman, Brent Braga, Joel Ziegler, Adam Paulson (in TRF), Jodi Stauss-Stassen, David Christian, Justin Berry, and Julie Fenning (recorder).

Absent: Don Fischer, Shannon Nelson, Lisa Anderson, and Shannon Jesme

Topic	Responsible Party	Discussion/Outcome
Call to Order	Amundson	Meeting called to order at 2:06 pm.
Add to Agenda		Additions to Agenda: Old Business: Transfer Pathways – Stephen Nelson/Mary Amundson New Business: Board of Trustee Nomination, Class Registration, and Smoking - Stephen Nelson/Mary Amundson
OLD BUSINESS	ITEMS	
Minutes Protocol	Fenning	Julie Fenning shared the updated standard operating procedure for meeting minutes. The council did not have any changes Rationale for minutes, contractual obligation, work group vs. minutes, and college interest. Requested feedback from group. Also add to the sop so that there is understanding why minutes are needed.
Food Service Update	Dr. Bona	Staffing changes have been made. Other things are being worked on. Dining Services on website is still Lancer.
Employee Lounge update	Jodi Stassen	With Bonding project, losing classroom 340. Need to bring 510 back into circulation. Storage room by veteran's center. Sink, fridge, microwave. Don't need to pull 510 until fall semester.
Transfer Pathways Update	Carey Castle	Business program, has been worked on in the last three days. Approval to move forward. As of November, publication from MN State of pathways approved, and NCTC didn't have any listed. Criminal Justice update, waiting for university partners to finish their part, then program navigator in January/February. Application submitted, 32 approved. Monthly report of transfer pathways. Minnesota state report on web site.
NEW BUSINESS	ITEMS	
January In-Service	Bona	January 3 rd . President's address, video conferences. Presenters will travel. Faculty led breakout sessions. Great partners, providing all of the food and two drink tickets. Active members in Chamber, also having difficulty finding a sponsor. Good facility. Business members in the community. Great to get them into the building. Will be highlighting programs at the college. All employees to attend. Benefit of being a chamber member. Jack pot drawing, foundation, door prizes, premium seats, Faith Hill and Tim McGraw tickets. Great PR

Business After Hours	Dr. Bona	<p>event, good thing for the college. Social Event, but will have program posters up for each program.\$35,000. Must have \$50,000 cash in hand. 5:35 p.m.- 7:30 p.m. Julie will send the email to all employees inviting them!</p> <p>NCTC will be hosting On December 21st in EGF.</p>
Calendar Survey	Stauss-Stassen	<p>We do not measure in weeks. Summarize what we are currently doing? Class periods vs. weeks. More details and multiple choice option. Maybe even ranking. Adding opportunity for comment box for each question. #5 Final exam, how many classes do you do written exams, practical exams. All, most, none. Do you use the two hour timeslot for your exam. Could get done now and share results at in-service or announce at in service. Recommendation would be to promote at in-service. Survey all departments, identify your role in the college. What do you hope to do with your extra non-class days? (meeting with advisors, purposeful meetings) List options, pick top five, write in...Would need to reflect in survey. Would prefer not to change the schedule. Need to explain in detail in the survey. Send Julie any ideas for questions.</p> <p>– yesterday – up 6% over last year at this time. Retaining more students fall to spring semester. More new students at mid-year, than last year. Idea that students are registering earlier. Will have update to date numbers for spring in-service.</p> <p>Applied for two dates for Fall 2019, Spring of 2020. For reaccreditation visit. Will have a date in early February. Three large items to work on. Assurance report. – self-assessment how we match up to the HLC criteria. Will start ramping up in the committee. Second item is Commit2Complete in final stages. Will submit to a peer reviewer for review. Third. Assessment committee. Apply to join HLC academy assessment. Jodi is leading. Looking for one more faculty to participate. Four year commitment. Design assessment program for the college. This is the assessment of administrative procedures outside of academics.</p> <p>Faculty requested more information regarding faculty involvement in the assessment academy. Will introduce details at the first meeting. Send to beach.</p> <p>SOP is being followed. This year the nominee is Jeff Bell. Will make the announcement officially during in-service. More to come.</p> <p>couple of times had an issue. Being advised by advisors to sign up for a lab that conflicts with other classes. It was determined that the online system was allowing it. This has been changed. Lisa has also communicated with all advisors. In addition, there are liberal arts courses that are not available on Tuesdays/Thursdays. Classes would need to be held with low enrollment. Do we lose that enrollment? Something to look into?</p> <p>faculty have expressed concerns of increased smell and smoke in offices. Are there some things that can be done to address these health concerns. Students and employees are smoking closer to the building than allowed.</p>
Enrollment Update		
HLC Update		
BOT Nomination		
Class registration schedule/advising		
Smoking		

		Are there air filtration systems that could be installed in the vestibule. Could offices be exchanged. Will give back to facilities/technology committee. Parking in south of building.can that be returned to parking.
ON-GOING	ITEMS:	
Policy/Procedure		None.
Budget Update	Jesme	Shannon Jesme was absent. The budget update was not given.
Minnesota State Update	Bona	Leadership Council this past week. MN State has forwarded supplemental budget request. Modified by MSCF and student organizations. Feedback from legislature. Didn't rule out awarding any money. Monday forecast budget was \$188,000 deficit. Governor is disputing. Waiting until February forecast. Chancellor search is moving on. They report they are on track. Contract talks, hold with employee units until legislature gets back in session.
MSCF Update	Nelson	Meet and Confer, meeting chancellor has asked for next formal meetings. Better sense of the meeting. Brainstorming and senior vice chancellor Ron anderson. Theme of meeting was shared governance – strengthening shared governance on campuses. Some colleges are working well, and others are more dysfunctional. NCTC was viewed as doing well. Mentoring group that Kelsy is coordinating in TRF. Meetings seem productive in promoting good will and communication between faculty and administration.
	Amundson	Mary – last Board of Trustees meeting was Friday. Starting on Dec. 18 on negotiations. Received a letter wondering if when what are campus plans are for inviting legislators on campus. Should get to them before session starts. Haven't made any plans. Will try to schedule legislators to come and do meet and greet. Would be nice to have specific purpose. ACTION: Try schedule something in January. Discussions regarding HEARP projects and bonding. Theater might be a HEARP meeting. Faculty would like to work together to schedule a visit with legislators.
Information:		Carey Castle – visit from GFAFB January 25, 2018. Tentative schedule. Will send out the group. President's cabinet will look at final vision, mission, goals, send out to the group. Will begin writing the strategic plan. Will pull in the faculty to talk about programs. More to come.
Organizational Chart	Bona	Transactional service model will be \$45,000 per year. Based on FTE.

<p>Off Record #1</p> <p>Adjournment</p> <p>Next Meeting</p>		<p>A short discussion was held.</p> <p>Meeting adjourned at 3:47 p.m.</p> <p>February 1, 2018, 2:00 p.m. – 4:00 pm. TRF 662 (EGF 290/AC15)</p> <p>Calendar survey results – new business.</p>
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