

# FACULTY SHARED GOVERNANCE COUNCIL

## MINUTES

Thursday, April 24, 2025; 2:00-4:00 p.m.

Thief River Falls, Room: 117

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### 1. Call to Order/Additions to Agenda – Adam Paulson

### 2. Unfinished Business

- a. Budget FY 26-27 (guest – Kalen Wiseth) – Please see **Attachment #1**
  - i. Kalen shared budget planning worksheets for FY 26
  - ii. He has met with Student Senate twice per campus and students are open to tuition and fee increases.
  - iii. 4/30 deadline – fees, and program differential tuition
  - iv. 5/8 deadline – tuition
  - v. End of May – FY 26 budgets are due to the system office
  - vi. QUESTION: is Welding in EGF being posted - Yes
- b. Update – Marketing and Recruiting, Spring 2025 (guest – Chad Sperling)
  - i. Focused on recruiting; rebuilding from the ground up; building a new team with new team members.
  - ii. Expo Events -885 students served; With 4 Expo events happening during April 2025 in: Warroad, TRF Campus, Aerospace Site, and EGF Campus; it was a college-wide effort!; last year we had 290 participants; we had to turn away several schools as we had all workshops filled with students
  - iii. Surveys – good feedback; areas of opportunity to improve; dates for next year – plan to secure dates by May 15<sup>th</sup>;
  - iv. QUESTION – what is our plan to accommodate those that were turned away?
    1. Possible change – eliminate 7<sup>th</sup> and 8<sup>th</sup> graders from the Spring Expos and include them in other recruiting events (T-4)
    2. Option to include 9-12 in our future Expos
  - v. Good News – Pine-to-Prairie administrator, Tom Luetner is donating \$25,000 to support a T-4 like event in Thief River Falls for next year. We will continue with the EGF/GF T-4 and add the same type of event in TRF. Thank you to Tom for being such a great partner!
    1. T-4 events – focus on 7-8<sup>th</sup> grades
    2. Expo events – focus on 9-12
  - vi. Campus Visits – goal is to standardize the visits
    1. Jan-April 23<sup>rd</sup> we did 115 individual visits (48 TRF, 67 EGF)
    2. UPCOMING visits: 12 TRF, 18 EGF
    3. 10 group visits – with over 100 students
    4. Documenting everything!
  - vii. Recruiting and Outreach Update:
    1. 52 high school visits and college fairs (spring 2025); last year = 17
      - a. Metro MN
      - b. Western ND
    2. Chad's expectations: 24-48 hours names from recruiting visits/fairs are to be entered into CRM – Salesforce
    3. Alyssa did an outreach communication with her photo to schools in MN and ND
    4. Both recruiters are serving ALL schools
    5. Maps identify: primary, secondary and tertiary audiences
    6. QUESTION: Faculty outreach, ADawn – should we bring back contact information? – Yes please; discussed QR code option

7. Prospect calling Standard Operating Procedure (SOP) has been created.
  8. Leads are entered into the Salesforce CRM daily
  9. Recruiters divide list and make phone calls within 24 hours (phone message, text, and email)
  10. Goal – to build out a communication plan for prospect calling.
- viii. Marketing Plan –
1. QUESTION: any new initiatives with the Marketing Plan?
    - a. Hoping to be more hands-off
    - b. Contracts will be expiring June 30, 2025
    - c. Focusing on digital marketing, increasing this investment
    - d. Salesforce needs to be operational.
    - e. Virtual Tour
    - f. SEM Planning
    - g. Audit all print material and swag by May 15<sup>th</sup> and create new print materials and swag
  2. Broken Links on the Website –
    - a. Please send out an email to describe best process to report broken links (completed)
    - b. Send out email multiple times per year to employees to assist in identifying broken links
  3. Chad's QUESTIONS:
    - a. Meet and greets – have they been helpful for faculty with the recruiters? – Yes
    - b. Do it annually – yes
    - c. Campus visits - follow-up communication; recruiters will do this communication, they will also cc: program directors and faculty.
- c. Update on Searches in Process – Please see **Handout #1** from Becky Lindseth
- d. Administrative Positions Search Plan – Shari Olson – Please see **Attachment #2**

### 3. New Business

- a. Non-accredited credit equivalencies (potential policy change) – Brent Braga
  - i. AASC has verified the policy and it will be voted on in May AASC meeting
  - ii. Allied Health programs will NOT accept non-accredited credit equivalencies
- b. Master Calendar 2026-27 – Brent Braga and Adam Paulson
  - i. Presented to the group (**Attachment #3**)
  - ii. Discussion included adding a Student Achievement Day to the calendar, May 10<sup>th</sup> was identified as an option.
- c. FSGC Draft Meeting Schedule 2025-26 – Brent Braga and Adam Paulson
  - i. Discussion included options for which Friday and what times would be best for our various meetings; we agreed that we should move FSGC, AASC, to Fridays, and expand two other Fridays per month to host two college-wide shared governance councils (9-10:30 and 10:30-12). **See Attachment #4** with draft schedule.
- d. Program List of Students (inaccurate) – Brent Braga
  - i. Has not been updated; has no process in place; needs to be done every semester
  - ii. QUESTION – when will we put this in place?
  - iii. Discussion – Do we have a transfer specialist? We have not implemented transfer-ology.
  - iv. QUESTION – applications – who answers questions on each campus for applications?
    1. Summer – Distance MN will process all of our applications
- e. PSEO Advisory Board Update – John Fields
  - i. We have agendas and minutes and feedback from our schools.

- ii. Internal representatives include, John, Sara, and Lisa G.
  - iii. We will add high school reps to the group
  - iv. John asked for ideas for membership
- f. Business Office and HR Delays –
  - i. Transactions are not coming back in a timely manner
    - 1. Contracts have taken 2 months to complete
    - 2. Expense Reimbursement - Have take 6 weeks to receive reimbursement after submitting them.
    - 3. Group Link Ticket in Business Office is not working
      - a. Volunteers: Deb and Bobbie will join Shari in a meeting to explain the concern with Kalen.
- g. Staff Professional Development Concern
  - i. Conferences for Staff – recently members have been told to find their own way to fund travel to a conference when meeting with their supervisor.
    - 1. We need a process for staff to request support to attend conferences.
- h. Program Assessment Reminder – Communication needs to be sent to all faculty to remind them to finish the Annual Program Review Assessment.

#### 4. Ongoing Items:

- a. Policy/Procedures
- b. Minnesota State Update
- c. MSCF Update
- d. Organizational Chart

#### 5. Open Discussion

#### 6. Adjournment

##### Attendance Roster

<input checked="" type="checkbox"/> Deb Beland	<input checked="" type="checkbox"/> Sara Johnson	<input checked="" type="checkbox"/> Shari Olson
<input type="checkbox"/> Jeff Bell	<input checked="" type="checkbox"/> Heather Koland	<input checked="" type="checkbox"/> Adam Paulson
<input checked="" type="checkbox"/> Tracy Boman	<input type="checkbox"/> David Lovly	<input checked="" type="checkbox"/> Linda Samuelson
<input checked="" type="checkbox"/> Brent Braga	<input type="checkbox"/> Lynette Neppel	<input checked="" type="checkbox"/> Rick Simon
<input checked="" type="checkbox"/> Erin Bulger	<input checked="" type="checkbox"/> ADawn Nelson	<input checked="" type="checkbox"/> Joel Ziegler
<input checked="" type="checkbox"/> Caleb Curfman		<input type="checkbox"/> Shari Olson(recorder)
<input checked="" type="checkbox"/> John Fields		

## Handout #1 -

### Northland Community and Technical College Vacancy/Search Update

<b>POSITION</b>	<b>Status/Timeline</b>
Vice President of Human Resources	April 16, 2025 – Failed Search. Two finalists withdrew from consideration. Exploring alternatives.
Executive 2 (Asst. to the President)	April 9, 2025 – Failed Search. Position will be posted and advertised in the near future.
GMW (Recycling Assistant)	(Part-time). Finalist declined offer. Position will not be filled.
MnSCU AP2 (Perkins Grant)	Maura Nelson accepted the position. Start date: July 30, 2025
MnSCU AP1 (Financial Aid)	Luis Alvarado accepted the position. Start date: May 12, 2025
Radio/TV Program Coord.	Interviews will be conducted week of May 5, 2025. (GRANT FUNDED)
Food Service Worker	Intermittent on EGF campus. Posted April 24, 2025.
Director of Admissions	Position posted/advertised. Accepting applications. Committee is being established. Chair will schedule committee meeting when committee is finalized.
Chemistry Instructor	Failed Search. Position will be reposted/advertise. Chair: Dorinda Sorvig.
Practical Nursing Instructor	Posted April 7, 2025. Advertising/accepting applications. Committee being established. Chair: Heather Koland.
English Instructor	Posted April 7, 2025. Advertising/accepting applications. Committee being established. Chair: Dorinda Sorvig.
OTA Clinical Coordinator/Instructor	Posted April 7, 2025. Advertising/accepting applications. Committee being established. Chair: Heather Koland.
Mathematics Instructor	Committee interviewed candidates. Finalists determined. Second interviews scheduled April 30, 2025.
Computer Systems Networking Instructor	Part-Time Temporary. Posting and advertising to begin April 28, 2025.
Dean of Liberal Arts	Committee met April 23, 2025, to determine candidates to interview. Interviews will be conducted May 2025. Desired start date July 1, 2025, or earlier.
Dean of Allied Health	See Calendar Timeline
Dean of Career & Technical	See Calendar Timeline
Dean of Student Success	See Calendar Timeline

4/23/2025