

FACULTY SHARED GOVERNANCE COUNCIL

MINUTES

Friday, September 5, 2025; 10:30a-1:30p

Thief River Falls, Room: 619

Attendance

Deb Beland, Jeff Bell, Tracy Boman, Brent Braga, Erin Bulger, Caleb Curfman, John Fields, Michelle Benitt, Kalen Wiseth, Heather Koland, Lynette Neppel, ADawn Nelson, Shari Olson, Adam Paulson, Linda Samuelson, Rick Simon, Joel Ziegler, Topanga Brown

Absent: David Lovly

Guests: Chad Sperling, Abdul Chamma

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

2. Unfinished Business

- a. Budget FY 26-27 - Kalen Wiseth
Shared AFSCME and MAPE settlement budget impact (Handout 1)
Will give a full budget update in October
- b. Update on Searches in Process – Michelle Benitt
Interviews in process – (Handout 2)
- c. College-wide Shared Governance Membership - Shari
Discussed openings (Handout 3)
Action- Add new member names

3. New Business

- a. Foundation Update – Abdul Chamma (guest)
 - a. Q & A
 - b. Plan to build relationships in EGF/GF
 - c. New scholarship opportunities
Addressed increasing scholarship endowment at Northland
 - i. Cabella's expressed interest
Fall 25 scholarships finalized yesterday
Goal to connect with donors in TRF and EGF and build community relationships
Request for a monthly visit for updates
Plan for relationship building
 - ii. Face-to-face meetings
 - iii. Sharing benefit of support
 - iv. Double in student activity
 - v. *Action—Send Abdul names of interested scholarship donors (Attachment #1)
- b. Update – Marketing and Recruiting, Spring 2025 - Chad Sperling (guest)
 - i. Program Numbers – comparison of Fall 24, Fall 25
Addressed marketing and recruiting updates (Handout 4)
Shared spreadsheet of future events (Handout 5)
Positive visitor feedback on marketing efforts

Recent efforts

- ii. Building ownership within department
- iii. Improving branding
- iv. Notes students look to social media before website

5-star reviews of Expo from prospective students and parents

Hopes to enhance campus visit features

- v. Virtual tours, group tours, interactive videos, and bringing recruiters into schools

Students not interested in TikTok presence, but looking to bring in outside expert

Plans to use students for video advertisement due to longevity of use

Expo planning coming soon

- vi. Business team asked to be looped in on plans

Questioned how marketing will support programs

- vii. Previous plan (Kiddo) not sustainable
- viii. Hopes to follow UND's current marketing model
- ix. Use feedback from low enrollment groups, but needs feedback from faculty

Questioned Northland's communication with homeschool and online school students

c. Class Cancellation Process

Communication discrepancies shared

Action- Create a one-page flow chart of procedure with roles and responsibilities designated

Question if the sunset clause is being extended to 2026 (high-flex classes)

- 1. Not confirmed

Proposal to create a master schedule taskforce

- 2. Suggested division chairs be involved

New hires to be educated on processes

Suggestion was made - affected students receive free class for Spring 26 semester

Questioned if issue was due to new hires

d. Faculty Handbook/Employee Handbook Discussion – Michelle Benitt

Document maintenance needed for handbooks

Suggested Faculty Wide Shared Governance be in charge of maintenance

- i. Not supported

Action - Michelle Benitt will met with the team identified in College Council, 2/14/25
Chad, Heather, Katlyn, and Michelle.

e. HR On-boarding of New Faculty –

Reports oversight

- i. No badge, key, computer, or direction of office location

Michelle reminds of email sent to new hires

Supervisors responsible for onboarding process

Request for less people to be involved in onboarding due to "too many cooks in the kitchen"

Request check list of roles and responsibilities for onboarding

Action- Michelle to bring current checklist to next meeting and to meet with small group identified in College Council proposal from 2/14/25 Chad, Heather, Katlyn, and Michelle.

f. Hiring Process –

No flexibility with dates of interviews

Concerns with 2nd interview with Shari prolonging process

- i. States long interview process causes candidates to drop out
- ii. Potential zoom 2nd interview

g. Finance – FY 26 Department Budget Changes

Shared process of requests goes through cost center managers

States some Faculty were not informed of budget changes by their dean

- i. Action- Kalen to resend how to check cost center instructions

Traveling faculty state that they are affected negatively by travel charges being changed to the instructional cost study data

Accreditation fees are not part of department fees

- ii. Action- Kalen to inform personnel who are impacted

h. Purchasing Updates: travel bookings; Amazon purchases – Kalen Wiseth

To purchase items- submit requisition, use P-card, buy on personal and reimburse, submit grouplink ticket, or purchase order

- i. Not allowed to accrue points when purchasing things on personal card
Business office will not help with booking travel
- ii. Request to hire employee(s) to assist with finance and bookings for faculty
Only pay for own travel, not others

Action- Michelle to send directions on expense steps

i. Club Budgets –

Money to be recouped will return to club accounts

Student Senate will decide what to do with inactive club funds

Action- Kalen to identify inactive clubs

Plan to unify EGF and TRF Student Senate bylaws

j. Strategic Enrollment Framework – Shari

- a. Volunteers to recommend the increase of the Engaged Learning score on the SENSE survey by ___points every two years. (See handouts)

Request for volunteers to help to identify the growth metric for Priority #3 (Handout 6)

- i. ADawn, Linda, Brent

Survey needs to include all types of students

- ii. Suggest incentive for completing survey

Action- Shari to email list of SENSE survey questions for engagement (sent by Katlyn -9/10/25 @ 4:08 pm)

k. Grow Summer School Enrollment, Summer 2026 by 100% - 95 FYE to 190 FYE – Shari

Concerns with faculty unable to teach in summer due to the maximum load of 1.4 and students unable to stay on campus in summer due to financial barriers

l. Faculty Positions

Librarian, two math, two biology, psychology, communications, aviation

Suggestion to transition temporary, part-time faculty to full time permanent positions

m. Staff Positions

Transfer Specialist/ Associate Registrar Position

i. Takes about 29 days to get transcripts

Action- Linda to send data sheet with updated faculty load - (received from Linda, 9/5/25 @ 1:47 pm)

Will continue discussion at next meeting

4. Ongoing Items:

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

5. Open Discussion

6. Adjournment