

FACULTY SHARED GOVERNANCE COUNCIL

MINUTES – 10/8/25

Friday, October 3, 2025; 10:30a-12:30p
East Grand Forks, Room: 290

1. Call to Order/Additions to Agenda – Brent Braga

2. Unfinished Business

a. Foundation Update – Abdul Chamma (guest)

i. Q & A

1. Student housing issues as of 10/3/25

a. We have approximately 125 students living in student housing in TRF; as of September 19th, upon doing more research as the Exec. Director of the Foundation, he found that students were living in housing without paying during the summer months (4); approximately 60 % of the residents had signed a lease; some students had not applied for housing. Without signing the lease, the student would not receive a bill. Maintenance requests to fix/replace appliances had not been processed (microwave, dishwashers, washing machines, dryer, AC units). Some students were living in units that were not completely furnished. Also, a concern was brought forward that a resident fire alarm was going off at late hours (due to battery issues) and no one in housing answered the phone to help the students.

b. As of Oct.3rd, all leases have been completed, and all students have been sent a bill for the semester; all appliances have been ordered for the units that needed repairs. Phone numbers have been audited to assure us that students have access to support when they call.

i. Questioned how issues happened and how to prevent this from happening again in the future

ii. Abdul is troubleshooting and working to fix issues

iii. A “student housing” calendar, with major events will be created each year, so multiple divisions of the college are aware of what’s happening (move in week, move out week, deep cleaning, inspections, review of rules with all residents, summer semester weeks, fall semester weeks, spring semester weeks)

ii. Plan to build relationships in EGF/GF

1. Multiple forms of contact initiated with businesses in EGF/GF – 14 businesses have been contacted

2. Goal to contact all businesses in area

a. Questioned how to draw in businesses- Events? School tours?

i. States a “Get to Know Northland” event has been considered

iii. New scholarship opportunities

1. Stated need for more online scholarships

a. Action- Clinton to send Abdul a list of vendors we work with to inquire about donors

b. Plan to have distance scholarship fundraiser at the Spring 20 in-service

c. Action- Shari, Abdul, and Keith Christenson (Foundation President) to update donor agreements

b. Budget Update FY 26-27 – Kalen (Handouts)

i. Budget Updates

1. Shared updates on FY 26-27 budget with handout

2. States there are allocation changes

3. We are in slight surplus as of right now, without adding in the Librarian and Associate Registrar positions.
- ii. Instruction Equipment Funding FY 26
 1. Shared handout with deadlines for submissions and the process of selecting requests
 2. Shared disbursement process
 3. There are no match requirements this year
 4. Grouplink opened October 6th for requisitions
 5. Carl Perkins funds – additional Perkins funding is available for items outside of instructional equipment (contact Maura Nelson)
 6. Concerns stated about budget reduction in departments
 - a. Action- Kalen to communicate budget changes the May before reductions go into effect
 - b. Criminal Justice FY 26 noninstructional budget will be reviewed by Kalen and Shari (completed 10/7/25); budget is being updated.
 7. Deans have been main source of communication for changes
 - a. Action- Kalen to add written notes into changes to budget process and communication process
 - b. Action – Kalen – will create a Process Flow Chart for Budget Discussions, including faculty and Deans in the first round of discussions. Goal is to begin these meetings March-April each year.
 8. States need for education regarding how to check cost centers
 - a. Action- Anyone in need of help with cost centers, contact Kalen
- c. Employee Handbook/Faculty Handbook Discussion Continued – (Michelle not present, Shari gave update)
 - i. Membership and timeline
 1. Plans to be finished as soon as possible
 - a. Goal is by end of October at the earliest and end of term at the latest
 2. Action – Michelle to reach out to those listed on the proposal and invite them to be part of the Workgroup: Linda Samuelson, Brent Braga, Adam Paulson, Heather Koland, and Michelle Benitt
 - ii. Onboarding
 1. Stated there are no waiting rooms available for Zoom interviews
 - a. Action – Michelle to document a system that guarantees that we are using waiting rooms when we utilize Zoom for interviews.
 2. Reminder to make sure there is a greeter at the door when candidate arrives
 3. Questioned if Bruce Mackh has a mentor once starting
 - a. Action – John to finalize on-boarding plan

3. New Business

- a. Bonding Project – EGF Allied Health – budget expenditures – Clinton Castle (guest)
 - a. Shared updates on project
 - b. Bid on project was \$1 million under expected cost, so team was able to add some of the add-alternates listing in the project
 - c. There is still \$540,000 GEO Bond unspent,
 - i. Carpet will be put in the area at colleges expense over MEA weekend; because it was not included in the original project.
 - d. Shared MNState rules for how money can be spent; the pre-design defines the space that can be included in the project.
 - e. State of Minnesota owns the GEO Bond money; we have to seek permission to utilize any of the unused balance of the bonding project
 - i. Clinton received permission to utilize \$540,000 for the Electrical Switch HEAPR project in EGF. (We do not have to pay debt services on this

- amount, as it has been converted by the System office to HEAPR funding for our college.)
- ii. The switch gear takes approximately 12-18 months to be delivered.
- iii. The switch gear projects is our #1 HEAPR project in EGF, budget request: \$1.3M
- f. Pharm tech had partial renovations due to low enrollment
 - i. Concerns shared regarding lack of communication about these changes with the program faculty.
- g. Completion of the project is unknown, but the team has a list of items to finish up and plans to have it completed within the next few weeks.
- h. Ribbon cutting will be November 5th at 1:00 pm
 - i. Action- Topanga to make sure all employees are invited
- b. 'Student-Choice Multi-Modal' classes – do we still want to keep doing this? – Adam – Julie Roisland (guest)
 - a. Challenges with High-Flex include
 - i. Keeping seats open in sections
 - ii. Zero enrollment
 - 1. When no enrollment, room scheduler drops the room and closes the section, which creates problems.
 - iii. Low enrollment
 - b. Some faculty want to continue High-Flex Classes
 - i. Concerned about losing students if not offered
 - c. Central Lakes is the only other college that offers High-Flex Classes
 - d. Action – Adam and Brent will check with faculty regarding interest in bi-modal or tri-modal moving forward.
- c. Access codes for student registration – Brent
 - a. Updates shared
 - i. Student success increased when the College used access codes as part of the registration process
 - ii. Access codes also reduce the number of ghost students
 - iii. Shared importance of PULSE app
 - iv. Students think they do not need books for classes (advisors help with explaining what books are needed)
 - v. Students are not aware of what classes to register for
 - b. The registrar is responsible for implementing access codes
- d. Transcript Evaluation Process - Transfer Evaluation Requests of Faculty – Brent
 - a. Overflow of requests
 - b. States need for Associate Registrar/Transcript Eval Specialist
 - c. Transcript procedure states an Eval Specialist is needed when processing transfers
 - d. All are in favor of reinstating Lynelle Wayne position – Associate Registrar/Transcript Evaluation Specialists
 - i. No objections
 - ii. Action – Sara Johnson to post the position
- e. HLC RCEs and Update – (John not present, Shari gave update)
 - a. Meeting with Irene on October 9th
 - b. Master writer is still not identified
- f. Librarian discussion – all
 - a. Preferred qualifications-
 - i. Digital literacy
 - ii. AI literacy
 - iii. Experience in Faculty Development/Center for Teaching and Learning (CTL)
 - b. Action- Meetings to discuss: Caleb and Shari (10/6/25) Caleb, Brent and Shari (10/8/25)

- c. As of now, Northland does not meet MNState CTL highest framework (meet, working, not meeting)
 - i. To meet, we would need one full time or two part time positions filled
- g. Council – Work group formation - Brent
 - a. How do we determine the formation of work groups following the recommendation of a proposal from any of the four College-wide Councils?
 - i. The person who submitted the proposal, as well as the individuals identified as members of the team that support the proposal are encouraged to be involved in the project, but it is not a requirement.

4. Open Discussion

- a. Event calendar Idea/D2L – Idea from our meeting 4-24-25 - Shari
- b. Should this idea go through the Learning Council for further deliberation and recommendation?
 - a. Shared tech hurdle with D2L and formatting
 - b. Students don't check emails to know when events are happening
 - c. Want events on a separate shell in D2L
 - d. Yes, motion to move forward on idea
 - e. Action- Karleen to create page and Chad to populate it with event calendar
 - f. Action- Arrange meeting with Stacey, Mahogany, Karleen and Chad to support project.
- c. 3000 Policy Series – Adawn
 - a. Have these policies been updated on the Web?
 - b. Action – Topanga to finalize and send them to Chad for posting
- d. NSF Grants Submitted
 - a. Four grants submitted October 2nd with potential to receive approximately \$3.24 million
 - b. 1 grant in addition, was submitted by SCTCC, of which Northland Aviation is budgeted to receive \$94,803
 - c. **WINGS \$976,683, FLIGHT \$999,822, DRIVE \$996,338, INVIITE \$240,060, and AMP-ACCESS (SCTCC \$999,822 / Northland sub award \$94,803).**
 - i. WINGS, a dual-track geospatial & small UAS certificate aligned to employer needs and FAA guidance;
 - ii. FLIGHT, a faculty-resilience model, standardizing modern AMT curriculum framework, faculty professional development and strengthened industry engagement;
 - iii. DRIVE, mobile technology demonstrations and educator professional development to strengthen secondary-to-college transportation pipelines;
 - iv. INVIITE, applied research to integrate and validate immersive VR for technician training;
 - v. AMP-ACCESS, a modern FAA-aligned AMT pathway with SCTCC partnership;
- e. MSCF-Job Market Stress Agreement for Aviation Position
 - a. Shari sent memo regarding request to invoke the MSCF – Job Market Stress Agreement: Aviation Maintenance at Northland to VC Davis on 10/2/25
 - b. One faculty position is currently posted, it has been open for an entire year
- f. Careerwise links are not working
 - a. Careerwise is shut down
 - b. Need new link to salary information for each program
 - c. Action – John to work with Chad and Sara to get this feature working on the website.
- g. Questioned why Allied Health dean salary range has changed in Workday
 - a. Workday website changes salary without being prompted
 - b. Action – Michelle – research why it moved from \$127Max to \$149 Max.

- h. Website-Cost Transparency- program specific costs
 - a. Program directors need to send costs to Chad
 - b. Questioned who is in charge of cost transparency updates
 - i. Action – John to work with Sara, Chad and the Deans to create an immediate solution so the website accurately depicts actual program costs.
 - ii. Does a process and procedure need to be made?
 - iii. Action- Kalen will add program specific costs to the annual budget process
- i. Program Code for Faculty Shared Governance Council Travel
 - a. PG 330121
- j. FFT Council – sign proposal for trades
 - a. Have been waiting for confirmation for EGF garage signs since May 2025
 - b. Currently, Only TRF garage signs have been approved
 - c. Action- Shari to contact Chad about updates
- k. Outdated Minnesota State flags on EGF Campus
 - a. College Council is working on this
- l. Outdated Northland signs on North side of EGF campus as well as on benches and other areas

5. Ongoing Items:

- a. Policy/Procedures
 - i. Concerns stated about 3000's series
 - ii. ADawn to share spreadsheet on 3000's updates
- b. Minnesota State Update
- c. MSCF Update
 - i. Request for support from admin during negotiation processes
 - ii. States that Joy Bodine is the representative for the MSCF contract negotiations
- d. Organizational Chart

6. Adjournment

7. Mark your calendar:

- a. Ribbon Cutting – EGF; November 5th
- b. Advisory Board Meeting – EGF; November 5th
- c. Advisory Board Meeting – TRF; November 6th

Attendance Roster

<input checked="" type="checkbox"/> Deb Beland	<input type="checkbox"/> Michelle Benitt	<input checked="" type="checkbox"/> Shari Olson
<input checked="" type="checkbox"/> Jeff Bell	<input checked="" type="checkbox"/> Kalen Wiseth	<input type="checkbox"/> Adam Paulson
<input checked="" type="checkbox"/> Tracy Boman	<input type="checkbox"/> Heather Koland	<input checked="" type="checkbox"/> Linda Samuelson
<input checked="" type="checkbox"/> Brent Braga	<input checked="" type="checkbox"/> David Lovly	<input checked="" type="checkbox"/> Rick Simon
<input checked="" type="checkbox"/> Erin Bulger	<input checked="" type="checkbox"/> Lynette Neppel	<input checked="" type="checkbox"/> Joel Ziegler
<input checked="" type="checkbox"/> Caleb Curfman	<input checked="" type="checkbox"/> ADawn Nelson	<input checked="" type="checkbox"/> Topanga Brown (recorder)
<input type="checkbox"/> John Fields	<input checked="" type="checkbox"/> Jack Hanson	<input checked="" type="checkbox"/> Bobbi Taylor

Guests:

X Clinton Castle
 X Abdul Chamma
 X Julie Roisland

