

FACULTY SHARED GOVERNANCE COUNCIL

MINUTES

Friday, December 5, 2025; 10:30a-12:30p

East Grand Forks, Room 290; Thief River Falls, 619

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

2. Unfinished Business

- a. Foundation Update – Abdul Chamma (guest)
 - i. Plan to build relationships in EGF/GF
 1. Total of \$68,000 for Spring 2026
 - ii. New scholarship opportunities
 1. Working on 4 new endowments
 2. No updates on business donors as of now
 - iii. Outreach to faculty for connections to donors
 1. Action- Topanga to send members the Foundation donor list
 - iv. Alumni List
 1. Connected with student from 1975 and restarted her donations- \$500 for each campus
 2. Abdul is sending student a gift and is inviting her to do a campus visit
 - v. Housing Updates
 1. Currently receiving applications for January and for Summer 2026
 - a. Companies like Digi-Key are looking to rent for the summer
 2. Went from \$84,000 to \$56,000 in late payments in the last month
- b. T-4 Report/Discussion – Maura Nelson (guest)
 - i. 600+ participants on campus each day
 - ii. 8 businesses participated
 - iii. Needs some improvement
 1. Large number of new people which increased communication issues
 2. Faculty were asked to move classrooms for event
 3. Multiple Northland programs cancelled prior to event
 4. Funding for activities came from program's budgets
 - iv. What training do our employees have for working with K-12 students?
 - v. Faculty would like to be able to plan their syllabus around the event
 - vi. T-4 is in charge of the event, Northland is a host
 - vii. Student to chaperone ratio was 32:1 with 37 students in one classroom, for example.
 1. That causes safety risks and logistical issues
 - viii. Action- John to communicate with T-4 that we will not be hosting the event at the EGF campus next year
 - ix. Our Northland Expos will need door monitors- either student volunteers or student senate
 1. Action- Brent to schedule meeting with Chad to discuss
- c. Dec. 5th Deadline on Class Scheduling Timeline – John Fields (2 Handouts)
 - i. John presented two documents for review by faculty
 - ii. The Class Scheduling Timeline presentation was the result of a grievance filed during Fall 2025 semester.
 - iii. John will create checklists for class cancellations in the future including 8-week classes
- d. Employee Onboarding/Checklist Update – Michelle (Handout)
 - i. Updates have been made and can continue to be updated
 - ii. This document is given to all new hires along with their designated handbook

1. Action - There is a need to finalize the Employee Handbook (which includes the Faculty Handbook) – VP HR - Lead
- iii. Faculty orientation is driven off of checklist
- iv. New hires are initiated by a grouplink ticket submitted by supervisor
- v. New hires are sent information prior to their start date
- vi. HR will schedule meeting with IT for new hires
- vii. Action- Caleb to send mentor checklist to VP of HR
- viii. Action – need to improve the on-boarding process – VP HR – Lead
 1. Discussed paying faculty to come one day in advance of the start of each semester to participate in a day of on-boarding.
 2. Action - Staff On-boarding and Faculty On-boarding needs to be further refined and improved.
- e. Hiring Committee Continuous Improvement – Brent and Adam
 - i. Plans are in place to improve issues, but have not been fully executed yet
 - ii. The committee chair decides who is part of interview committee
 - iii. Suggested that one faculty from each campus be on committees
 - iv. Required representation for committees needs to be written down
 - v. Stated the difficulty of long emails being sent to new hires and the possibility for videos or graphics instead
 - vi. Need for clear roles to be provided when onboarding new hires
 - vii. Action - Workgroup to be created to review hiring process to address hiring issues
 1. Volunteers- Stacey H., ADawn, Clinton C., Linda Samuelson, Tracy Boman, Erin Bulger, Bobbie Taylor, and Caleb Curfman – Lead – VP HR
- f. Transcript Evaluation Position Update -- Brent and Adam
 - i. Action - Position description is finalized but still needs to be submitted to the System Office for classification as of 12-24-25 – Associate Registrar (Sara Johnson) -
- g. APR Committee Update – Question Dean Involvement
 - i. Joseph Agbeko voted as the representative of Liberal Arts

3. New Business

- a. Alternative Work Schedule Feedback – Shari
 - i. Questioned when/if this option should be allowed
 - ii. Difficult to find people on Monday's and Friday's
 - iii. Idea to change to only choosing between telework one day or 4-day work week, but not both.
 - iv. Feedback was received by administration.
- b. Faculty In-service Draft Agenda – Shari/John
 - i. HLC Update
 1. Will be held on Thief River Falls campus; Wednesday, January 7, 2026; 9 a.m.- 4:00 p.m.
 - ii. Accessibility
 - iii. 8-Week Class Schedule Presentation
 - iv. Strategic Enrollment Framework Project Update: Scheduling Software – Joseph
 - v. Assessment and Program Review (APR) – Justin, Linda, ADawn
 - vi. Afternoon Sessions – APR work; CTE Division Meeting; other meetings as confirmed through John Fields
- c. Director of Enrollment Position
 1. States lack of communication/information to faculty regarding the release of personnel.
 2. Told to bring any issues/questions related to the Director of Admissions to Sara Johnson until position is filled

- ii. Project House Questions
 - 1. In the 2nd bid process with no interest

4. Open Discussion

- a. Winter Gathering
 - i. Idea to have a staff/faculty gathering before break
 - ii. Action- John to figure out details, if event is happening; event did not move forward following additional conversation with Brent, Adam, Shari and John.
 - 1. In our conversation we discussed the option to bring back pot lucks and other social activities for all employees to participate while at work.

5. Ongoing Items:

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

6. Adjournment

7. Mark your calendar:

In-Service: January 7, 2026

Attendance Roster

<input checked="" type="checkbox"/> Deb Beland	<input checked="" type="checkbox"/> Michelle Benitt	<input checked="" type="checkbox"/> Shari Olson
<input checked="" type="checkbox"/> Jeff Bell	<input type="checkbox"/> Kalen Wiseth	<input checked="" type="checkbox"/> Adam Paulson
<input checked="" type="checkbox"/> Tracy Boman	<input checked="" type="checkbox"/> Jack Hanson	<input checked="" type="checkbox"/> Linda Samuelson
<input checked="" type="checkbox"/> Brent Braga	<input 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"/> Bobbie Taylor	<input checked="" type="checkbox"/> Topanga Brown (recorder)
<input checked="" type="checkbox"/> John Fields	<input checked="" type="checkbox"/> Ron Dvergsten	

Guests:

Abdul Chamma
 Maura Nelson
 Joseph Agbeko