

FACULTY SHARED GOVERNANCE COUNCIL

MINUTES

Friday, January 30, 2026; 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. High Tension Pause – Adam/Brent/Shari
 - i. Anyone at the meeting is allowed to call a “break” for 5 minutes to regroup or to talk in smaller groups about a topic before resuming.
 - ii. Official term is still being decided on.
 - iii. All admin and all faculty have the authority to call this at any time during the meeting.
- b. Foundation Update – Abdul Chamma (Guest)
 - i. Outreach to faculty for connections to donors
 - ii. An extension was given for turning in documents (990).
 - iii. Four new scholarships were donated for the Ag. Department as well as others.
 - iv. Currently 98 students in housing: Started with 117 in Fall 25. 137 rooms in total for housing. Summer housing will have interns for Digi-Key, Arctic Cat and other companies, but will not be in the same building as students staying on campus.
 - v. Spring 2026 scholarship total is \$99,928.
 - vi. Pioneer Pantry needs funding. The TRF food shelf cannot donate due to high need of the community, waiting on responses from Hugo’s and Walmart.
 - vii. How to ensure community members are not using the pantry?
 1. Self-patrol, signage, and cameras
 - viii. Still in need of 8 winter coats on the EGF campus.
 1. (5) Women’s Large, (1) Women’s XL, (1) Women’s 5XL, and (1) Men’s XXL.
 2. 19 new coats were donated in January by community organization.
- c. Spring Class Cancellation Process was not followed – Adam
 - i. A new process was created, but it was not followed consistently for Spring 26 semester.
 - ii. Needs to be brought back to division chairs for review.
 - iii. Should not have course cancellations during the 4th week of December due to holiday break.
 - iv. Continuous improvement is being done based off of feedback.
- d. Employee Onboarding/Checklist Update – Stacey
 - i. New hires receive a 4-page email with 12 attachments.
 - ii. How do we make this process better?
- e. Hiring Committee Continuous Improvement Update – Stacey
 - i. Stacey Hron has been assigned an HR mentor to help with transitioning into new role. The mentor will sit through the entire process of interviewing

through the hiring process to assist, if needed. (Dacia Johnson, Minnesota State Community and Technical College).

- f. Associate Registrar Position Update – John/Sara
 - i. Position description sent to System Office and returned for title issues. (MAPE2 or MAPE3?)
 - ii. More roles were added to the position description due to Work Day Student demands from the system office.
 - iii. Minimum qualifications for job postings now cannot have educational requirements system-wide.
 - iv. Director of Enrollment Position
 - 1. Temp position (10 months to 1 year) to be announced soon
 - a. Will report to Chad Sperling
 - b. Responsible for recruitment and admissions
- g. Discussion – Positions – invite ADawn and Joseph (Guests)
 - i. Update on Support Positions on each campus
 - 1. Position descriptions are being worked on.
 - 2. It is a new role, so it will have to be sent to the System Office for approval.
 - 3. More tasks will be added to bookstore staff which means more training.
 - 4. Will announce support services roles when the position description is posted.
 - 5. Faculty handbook is still being worked on.
 - a. Lead by ADawn, Linda, Joseph, and Caleb.
 - 6. Mentorship Process
 - a. Caleb emailed faculty about who would want to be a mentor and who would like to have a mentor.
 - b. Four faculty currently have mentors.
 - 7. Corey Floden currently in charge of EGF student life activities, but the MMA supervisor position will be posted soon.
 - ii. Discussion – Faculty positions
 - 1. Needed- Biology, Math, Communications, Art (full time), and Economics.
 - 2. Many faculty retired, and then had failed searches when reposting positions.
 - 3. 12+ sections of Communications this semester, but English faculty have been covering a portion of classes due to short staffing.
 - 4. Early Childhood Development Director is currently not full-time.
 - 5. Psychology position could be posted sometime next fiscal year.
 - 6. The goal is to have all faculty position postings done by May 15th, 2026.
 - 7. Library Project- VR
 - a. Will need a support position/proctor for this.
 - b. Is projected to help with student retention.
 - 8. Student Advisor Position is posted and the interview process will begin in the next 2 weeks.
 - iii. Update – Dean of Allied Health is being posted
 - 1. Currently gathering information and learning more about what needs to be done.
 - 2. Position went live on 1/30/26.

- h. Student Access Codes and Book Ordering – Brent
 - i. Want to be reimplementing access codes in Fall of 26.
 - ii. Access codes will not work when we move over to Workday Student, so is it worth readding them for such a short period of time?
 - iii. Questioned if student success has decreased since access codes were eliminated.
 - iv. What process is an advisor taking when talking with students? Each advisor has a different process.
 - v. **Action-** John F., Sarah D., Sara J., Tracy B., and Bobbie T. to meet about access codes.,
 - vi. Discussed that deans oversee advisors.
 - vii. Are there advisor trainings? Should the college create an Advisor Director position?
 - viii. How do we make purchasing books more accessible? The link to the bookstore can be difficult to find.
- i. Intercampus Travel – Fall 2025 – Shari (Handout)
 - i. Reviewed handout showing cost of intercampus travel sorted by positions.
 - ii. Time is lost while traveling, but face to face interaction increases the value of conversations.
 - iii. Admin asked how many days faculty wants them on each campus each week.
 - iv. Stressed the need for admin support.

3. New Business

4. Open Discussion

5. Ongoing Items:

- a. Policy/Procedures – 4010P – Emergency Closing or Cancellation – (Guest-Clinton) (Handouts)
 - i. Discovered that Valley News does not report all closures. Facilities workers still come to campuses when closed to ensure parking lots and sidewalks are cleared of snow.
 - ii. Shared 4010P- “Emergency Closing or Cancellations Procedure” and the steps taken.
 - iii. Questioned if employees are able to come to campus even if campus is closed: Yes, if you are able to make it in safely.
 - iv. **Action** – Bring copy of updated procedure to Feb. FSGC Meeting (Clinton)
 - v. Discussed STARAlert error- it was a software error and other campuses experienced same issue.
 - vi. Kalen, Clinton and Shari meet to review weather conditions (via phone) and make the decision to delay opening or close the college. Clinton also reaches out to Brian Berger in EGF for weather conditions in EGF.
 - vii. People responsible for sending out STARAlerts: Corey Feller, Clinton Castle, Kalen Wiseth, and Stacey Hron.
- b. Minnesota State Update
- c. MSCF Update
- d. Organizational Chart – Stacey
 - i. Will be sent out soon.
 - ii. Questioned the expectation of update frequency.
 - 1. Updated at least once a month.

iii. **Action-** Stacey to send out Organizational Chart once completed.

6. Assessment Day –

7. Adjournment

Attendance Roster

Deb Beland
 Jeff Bell
 Tracy Boman
 Brent Braga
 Erin Bulger
 Caleb Curfman
 John Fields

Stacey Hron
 Kalen Wiseth
 ~~David Lowly~~
 Lynette Neppel
 Bobbie Taylor
 ~~Ron Dvergsten~~

Shari Olson
 Adam Paulson
 Linda Samuelson
 Rick Simon
 Joel Ziegler
 Topanga Brown (recorder)

Guests:

X Joseph Agbeko
X Clinton Castle
X Abdul Chamma
X Sara Johnson
X ADawn Nelson