

# FACULTY SHARED GOVERNANCE COUNCIL

## AGENDA

Friday, February 27, 2026; 10:30a-12:30p

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

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

### 2. Unfinished Business

- a. Spring Class Cancellation Process was not followed – Adam
  - i. Will try to follow better next time. Discussed what timing would work the best and will continue discussing until a choice is made.
- b. Employee Onboarding/Checklist Update – Stacey
  - i. How do we make this process better?
- c. Hiring Committee Continuous Improvement Update – Stacey
  - i. Approval was given on the OAS positions. Will hire two positions from one hiring pool- one on EGF campus and one on TRF campus.
  - ii. Working with MState's HR staff to learn their hiring process.
  - iii. Will prioritize scheduling interviews when faculty are on campus so they can be involved.
  - iv. Idea to ask recently hired employees what their experience was.
  - v. Goal is to post position the week of March 6<sup>th</sup>.
- d. Discussion – Positions – invite ADawn and Joseph (Guests)
  - i. Update on Support Positions on each campus
    1. Handout given with updates (attached)
    2. HR Specialist 3
      - a. Position to be posted (attached)
    3. Aerospace Associate Dean Position
      - a. Put on pause for now. Kirsten Michalke will stay on Aerospace campus and ADawn on TRF campus.
      - b. Dean of Allied Health position is posted
    4. Academic Success Center Position
      - a. Employee was defaulted to a tutor position due to the position being temporary.
      - b. The system office and MMA union refused to extend the timeline/give an exception to the expiration date.
  - ii. Faculty handbook is still being worked on.
    - a. Lead by ADawn, Linda, Joseph, and Caleb.
    - b. About 7-10 pages left for it to be completed.
  - iii. Discussion – Faculty positions
    1. Position updates located in the attached handout.
- e. Update/Discussion: Student Access Codes and Book Ordering – Brent
  - i. **Action-** John F., Sarah D., Sara J., Tracy B., and Bobbie T. to meet about access codes.
  - ii. PSEO and new/first year students will have to meet with advisor to change classes, but not other students. Implement with Lisa Gunderson and advisors.
  - iii. **Action- Who will take this on?**

- f. Intercampus Travel Continued Dialogue – Fall 2025
  - i. Preference - how many days would faculty like to see their Dean, VP, President each week?
  - ii. No preference of frequency, just want to have clear communication of where they are located beforehand.
- g. Finals Week Discussion Continuation – Brent and Adam
  - 1. **Action-** John will talk to division chairs about this.
  - 2. Idea to send a survey to faculty asking their preferences.
  - 3. **Action-** Email Brent Braga what questions should be included in the survey.

### 3. New Business

- a. ~~Program Web Page Process (Content Management System) — Chad (Guest)~~ Chad was unable to attend, will move this item to the next meeting.
- b. Student Computer Literacy Issues – Adam and Brent
  - i. During student orientation, include an orientation on computer/tools needed for classes and how to order books. Goal is to remove as many barriers as possible.
  - ii. States finding the online bookstore site can be challenging.
  - iii. Idea to create a one pager with instructions on how to buy books.
- c. Division Chair Assignments/Duties – John
  - i. Next steps identifying roles and compensation.
  - ii. **Action-** Compensation to be fair and equitable.
  - iii. **Action-** Chairs to email their divisions asking feedback. John will create the email.
- d. Class Max 2020 Document – John(handout)
  - i. Discussed at AASC with changes. Will be updated on website before HLC visit.
  - ii. **Action-** John to conduct an audit based on AASC and FSGC minutes from 2020-2025. Bring back to March meeting.
- e. Program Directors Compensation
  - i. An article in the contract discussed director compensation, will review closely and communicate accordingly.
  - ii. Program and accreditation language will be reviewed in the process.
  - iii. **Action-** John will make a spreadsheet with all relevant data and send out an invite for the program directors meeting next week.
  - iv. Stated that some directors choose to work on their programs over the summer.
- f. Budget Planning
  - i. Differential tuition update
    - 1. No changes are being submitted to the Board of Trustees.
    - 2. FY27 tuition rates are being discussed at the next two Board of Trustees meetings. A 6% increase is a possible starting point for FY27 tuition increase.
- g. The House
  - i. Currently working with a realtor on a contract and was willing to give us a discounted rate. Discussing future plans of working with her on other projects. As of March 10, 2026 the contract was approved by the Office of General Council.

#### 4. Open Discussion

#### 5. Ongoing Items:

- a. Policy/Procedures – 4010P – Emergency Closing or Cancellation Update – (Guest-Clinton)
  - i. Changes in language to reflect System Office policy 4.4. Chad Sperling is updating radio station and website information before uploading.
  - ii. Request to link policy 4.4 from System Office.
  - iii. Request to remove the online paragraph that was added since faculty are not expected to work during emergency delays or closures.
  - iv. Procedure will be uploaded once all edits and revisions have been completed.
- b. Minnesota State Update
- c. MSCF Update
- d. Organizational Chart – Stacey
  - i. Stacey posted the org chart on February 18<sup>th</sup>. Will continue to update as changes occur.
  - ii. Org chart layout is expected to stay the same for the next 1-2 year or more. No major changes.

#### 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 Lovly

Lynette Neppel

Bobbie Taylor

Ron Dvergsten

Shari Olson

Adam Paulson

Linda Samuelson

Rick Simon

Joel Ziegler

Topanga Brown (recorder)

##### Guests:

Joseph Agbeko

Clinton Castle

ADawn Nelson

Chad Sperling

Justin Berry

Lisa Anderson

Heather Koland

Kari Koenig

Stephen Nelson (substitution  
for Tracy Boman)