

# FACULTY SHARED GOVERNANCE COUNCIL

## Minutes

Friday, March 27, 2026; 10:30a-12:30p; Thief River Falls, Room 619

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

### 2. Unfinished Business

- a. Faculty Handbook Update – ADawn and Joseph (Guests)
  - i. Lead by ADawn, Linda, Joseph, and Caleb.
  - ii. Handbook reviewed line by line; links verified and updated. Minor revisions may remain.
- b. Update on Positions in Search Process – Stacey (handout)
  - i. Search updates reviewed per handouts. Tentative approval given from System Office to post HR position.
- c. Survey Update Finals Week – Brent
  - i. Survey distributed; results to be shared next meeting.
- d. Student Computer Literacy Issues – Student Orientation Update – Sara J. (guest)
  - i. Orientation dates confirmed- TRF July 8<sup>th</sup> and August 5<sup>th</sup> and EGF July 9<sup>th</sup> and August 6<sup>th</sup>.
  - ii. Orientation packet shown that was used last year.
- e. Division Chair Assignments/Duties – John (Handout)
  - i. Roles for division chairs reviewed. MSCF contract pp. 24-27 apply to this item.
- f. Program Directors Responsibilities – John
  - i. Initial discussion held.
  - ii. **Action:** Feedback due to chairs or John Fields by April 3, 2026. Faculty sharing deferred until finalized.
- g. FY 27 Budget Plan (Handout) – Kalen
  - i. Budget scenarios reviewed based on various FYE growth. Northland remains in top three systemwide for FYE growth.

### 3. New Business

- a. Program Web Page Process (Content Management System) – Chad (Guest) (Handout)
  - i. Discussion included the roles of Marketing vs. AASC. Focus on search optimization.
  - ii. **Action:** Chad Sperling to bring phased plan to College Council—Plan is to refresh all program pages.
- b. Class Max 2020 Document Update on Audit of AASC and CCO on Web – John (Handout)
  - i. Reviewed class max documentation; 30 to change back to 36; high-flex numbers are from the pandemic.
  - ii. **Action:** John to send handout to faculty for review.
- c. Calendar – new name; one calendar – Adam/Brent/Shari/John
  - i. New name is Academic Calendar per MSCF contract.
- d. Assessment Day – John
  - i. Will implement schedule changes next semester.
- e. Librarian position – John/Shari/Joseph
  - i. Initial discussion held moved to next meeting, May 1, 2026.
- f. Career Impact Academy (CIA) Grand Forks, Update – ADawn (guest) and Shari

- i. Course alignment, campus visits, and advertising opportunities discussed. Relationship continues to develop. Course description outline attached.
- g. Minnesota State Update- Sara
  - i. Workday Student staffing expectations from the system office were reviewed. (Handout)
  - ii. When Associate Registrar is hired, they will take over as one of the transition leads.
  - iii. CRM Update- Still tentative on which will be selected.
  - iv. Student Behavior Flow Chart (Handout)
    - 1. Is taped in classrooms.
    - 2. **Action:** Sara to remove campus attendant section on page 2.

#### 4. Ongoing Items:

- a. Policy/Procedures – Updated Draft: 4010P – Emergency Closing or Cancellation Update (Handout) – (Guest-Clinton)
  - i. Revised draft reviewed. Edits are shown in red. Will bring back to next meeting with final version.
- b. MSCF Update
- c. Organizational Chart – Stacey
  - i. Will continue to update as needed. Is accessible online.

#### 5. Open Discussion

- a. Advisor Supervision
  - i. Discussion held on who should supervise advisors.
  - ii. **Action:** Sara and Joseph to come to next meeting to discuss.
- b. Next Meeting Time Conflict
  - i. Conflict with the scheduled time. Moved to May 1<sup>st</sup>, 2026.
- c. Request for summary information
  - i. Housing
  - ii. New Foundation Scholarships
  - iii. College in the High Schools/Accreditation

#### 6. Adjournment

##### Attendance Roster

<input checked="" type="checkbox"/> Deb Beland	<input checked="" type="checkbox"/> Stacey Hron	<input checked="" type="checkbox"/> Shari Olson
<input checked="" type="checkbox"/> Jeff Bell	<input checked="" type="checkbox"/> Kalen Wiseth	<input checked="" type="checkbox"/> Adam Paulson
<input checked="" type="checkbox"/> Tracy Boman	<input checked="" type="checkbox"/> David Lovly	<input checked="" type="checkbox"/> Linda Samuelson
<input checked="" type="checkbox"/> Brent Braga	<input checked="" type="checkbox"/> Lynette Neppel	<input checked="" type="checkbox"/> Rick Simon
<input type="checkbox"/> Erin Bulger	<input type="checkbox"/> Bobbie Taylor	<input checked="" type="checkbox"/> Joel Ziegler
<input checked="" type="checkbox"/> Caleb Curfman	<input type="checkbox"/> Ron Dvergsten	<input checked="" type="checkbox"/> Topanga Brown (recorder)
<input checked="" type="checkbox"/> John Fields		

##### Guests:

Joseph Agbeko  
 Clinton Castle  
 Sara Johnson  
 ADawn Nelson  
 Chad Sperling