
In Attendance

Denise Kavin, Brian Trager, Jim Fugate, Patrick Graham, Clayton Ide, Catherine Clark, Annemarie Ross, Sandra Bradley, Matt Lynn, Gary Behm, Jessica Cuculick

Absent: Adriana Kulakowski, Luane Haggerty, Troy Oliver

Chair's Report – Brian Trager

1. Approval of Agenda
 - A. NFC members unanimously vote to accept agenda

2. Communication Officer's report/approval of minutes
 - A. Reviewed minutes from 2/14/2023 meeting Approved 7-0-0

3. NFC Representative Reports
 - A. NFC REP: Department concern about class schedule update, changes will be made when?
 - B. NFC REP: Shared frustration that some forms are electronic and some are still being done on paper
 1. Matt Lynn was present at the meeting and shared that he is on the e-forms committee and they are working on converting all the forms. It will all eventually be electronic – but will take time.

4. Workload guidelines Update (Jessica Cuculick)
 - A. They are working on the report that was given to them by the workload guidelines committee and comparing it with the 2019 guidelines.
 - B. Patrick stated that the workload committee had a deadline for December so what is the Administration timeline/deadline on this?
 1. Gary Behm said no concrete deadline at this time. Wants to do it right and hopefully soon as want it finished before the current Provost leaves for her new position in Washington D.C.
 2. IT WILL BE DONE THIS SEMESTER – Gary says.

5. Space Update (Gary Behm)
 1. There was a team before the pandemic and the work downstairs in LBJ is as a result of that.
 2. RIT did make recommendations
 - A. "Re-consolidate" departments – some members too scattered right now
 3. Right now, the priority is the theater
 - A. Helps with retention
 4. Also, need to be mindful of upcoming new BS degree programs and need for space within the building

5. COVID had an impact on construction/bidding process – but it's getting done. Longer timeline than originally planned.
 - A. Also, other incidents that required urgent attention takes priority – like engineering department floor issues
6. Space will definitely be better utilized in the building when the new design is implemented in LBJ
6. Town Hall Update (Brian Trager)
 - A. Discussed with Gary and thought of this
 - A. Instead of Gary talking the whole time, it will be a conversation between Brian Trager and Gary Behm with questions ready from the departments as well as an opportunity for questions to be asked live during the chat.
 - a. Will have another NFC members help filter out questions and/or combine them to help the conversation go smoothly.
 - b. Townhall is March 10th at 12:00pm-1:30pm
7. New Business
 - A. No time for new business – meeting adjourned.
8. Announcements
 - A. No time for announcements – meeting adjourned.
9. Adjournment

NOTE: Agendas are subject to alternation by Representative action. For example, items scheduled for discussion only could come to a vote if a Representative calls the question and 2/3 or more of the NFC agrees.