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## In Attendance

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Sandra Bradley, Erin Auble, Catherine Clark, James Fugate, Brian Trager, Clayton Ide, Patrick Graham, Scot Atkins, Annemarie Ross, Troy Olivier, Denise Kavin

Additional guests: Kelly Metz-Davis (To discuss updates on Workload Guidelines)

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## Chair's Report – Brian Trager

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1. Communication Officer Update
  1. Will update website with new members from Business Studies and Performing Arts before the next meeting.
  2. Minutes will be updated at the next meeting.
  
2. NFC representative reports
  - A. Concern about representation for NFC
    1. Larger department should have more representation in terms of voting when it comes to make decisions?
    2. Need to check Bylaws and discuss this?
  - B. Overload Pay – should be looked at again.
    1. Should take in consideration for contact hours as NTID students require more
    2. Have to go through proper channels for this before NFC should take any action, if needed.
  - C. Faculty Senate considering having finance representative added to avoid any situations like the recent one with payroll.
  
3. Workload Guidelines Update (Kelly Metz Davis)
  - A. Administration and Committee have received the letter and list of concerns (Committee has 4 lecturers and 2 TT)
  - B. They did meet on September 15<sup>th</sup> and plan to have a response ready by the next NFC meeting.
    1. They will establish a small committee to review
  - C. Reminder: Workload Guidelines is a college wide document and NTID is unique in this aspect as we have many different disciplines within the college
    1. Department Chairs will be given a copy of the guidelines to share at department meetings.
    2. So, that means each department should come up with a general guidelines that works for their department based on the College-wide guidelines.
  - D. Any concerns with Workload on an individual basis should follow proper lines of contact
    1. Chairperson first, then Gary Behm, and then Gerry Buckley.
  
4. Town Hall
  - A. Will have two – what dates should we have?
    1. Tuesday, October 17<sup>th</sup> at 12:00pm-1:30pm (IN PERSON – Lunch Provided?)
    2. Wednesday, October 18<sup>th</sup> 12:00pm – 1:00pm (VIRTUAL)
  - B. Will check availability for rooms and get back to the group

5. NFC Meetings

A. Keep informal or want to be formal?

1. Group consensus agrees to keep it informal – more productive.

B. Communication Officer Ide will e-mail minutes to all representatives to send out to the department after meeting minutes are approved.

C. Open to everybody – anyone welcome to meetings.

1. Schedule will be updated on the website.

D. Should Summer Transition Program have a representative on the committee? Not sure? Need to check into that

6. Adjournment