## Meeting Notes

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<tr>
<th>Topic</th>
<th>Presenter</th>
<th>Time allotted</th>
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<tr>
<td>☐ Welcome and Introduction of SCC Leadership Work Plan</td>
<td>Dr. Parker</td>
<td>30 minutes</td>
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<td><a href="#">SCC Workplan Priorities 2018 9.7.17</a></td>
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Dr. Parker shared the following:

- Thanked everyone for all their work and the support that have been given to get where we are today.
- Asked everyone to be candid on how we can provide support as we move the college forward.
- Shared the SCC Leadership Work Plan for 2018 along with background.
- Shared that the two Foundations recently held a joint Executive Committee Meeting on the Faribault Campus followed by appetizers at Dr. Parker’s home.

| ☐ Meeting norms | Dawn P. | 15 minutes |

What should our meeting norms be:

- No idea is a bad idea
- Be present – participate
- Be on time and do your homework
- Snacks are good
- Meeting materials/agenda in advance
- Parking lot
- Don’t be afraid to challenge and don’t be bothered by being challenged – process not person
- Don’t talk over / interruptions
- ITV respect/training/etiquette
- Professionalism
- Timekeeper – Start/end on time – keep on task
- Be open – forget levels
- Decision on communicating content – share/remain with team
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We will debrief #1 of the “Follow Up Letter” as a group. Be prepared to discuss:

1. What were the key lessons learned from the workshop?
2. What changes are we going to make as a result of the information?
3. What impact will the changes have on your team/department and the college as a whole?
4. What can the President do to support these efforts?
5. How will we align the Leadership Work Plan with the area/department goals and strategies?

Broke into 4 groups and brainstormed the five questions with the following outcome:

1. What were the key lessons learned from the workshop?
   - “We are”
   - Prioritize initiatives and activities
   - Communication across management team
   - Took ownership of results
   - We’re thinking the same things, just didn’t realize
   - Need to talk in common, more holistic conversations
   - Just spending time together
   - Communication is key to success for team
   - Need to be efficient in order to streamline processes
   - “Teach to our students, not to the students we want”
   - Equity is new civil rights movement
   - Culture of evidence
   - Shared goals and strategies
   - Integrated, strength based, AI approach
2) What changes are we going to make as a result of the information?
   - Growth of team trust support
   - Involve decision makers – work together every day
   - Concept of AI – without using the term
   - Management team re-org/meetings
   - Need more side conversations, inclusive discussions, be intentional about including all the right people
   - WIGS developed
   - Management team meetings
   - Data: dash boards/metrics
   - Define roles (depts.) leads
   - Stay integrated with AI approach

3) What impact will the changes have on your team/department and the college as a whole?
   - Transparency
   - Celebrate
   - Everyone more onboard with what we’re doing
   - Use resources more wisely
   - Talk is good, but action is needed
   - Don’t assume people won’t be receptive to ideas
   - “We’re improving, not just changing”
   - Student success and learning – a mission we all get behind – supported in all decisions, resources, planning
   - No surprises since we are communicating – on the same page
   - Concept of “Change Ready” – it’s a process
   - Focus
   - Better communication/collaboration
   - Accountability/measurability
   - Better informed
   - Continuous, aligned processes

4) What can the President do to support these efforts?
   - Continue to gather
   - Follow our leader
   - Make management meetings a priority and meaningful
   - Be consistent: continue to gather, follow meeting norms, talk with and listen
   - Remove barriers
   - Willing to empower/listen
   - Continue to seek management input
   - Keep team meetings going

5) How will we align the Leadership Work Plan with the area/department goals and strategies?
   - Continue sharing leadership work plan
   - Redirect programs/divisions to recognize work plan
   - Allow input into future leadership plans
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<tr>
<td>● Where the department fits into the plan</td>
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<td>● How this works across divisions</td>
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<td>● Have IR office be the keeper (don’t lose progress)</td>
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☐ President’s Update                                    | Dr. Parker| 20 minutes    |

Dr. Parker shared:

● She recently attended the Leadership Council meeting and the Chancellor shared that we are not charting the future any longer we are navigating the future. Looking at three priorities – student success, long term financial sustainability, and diversity.

● Achieving the Dream work is qualitative as we move forward.

● The Chancellor search opened yesterday – there is not a close date on the search – it will be open until filled or find the right candidate. Hired a different search firm. Information can be found on the MinnState website.

● Gave update on the CRM (Customer Relationship Management) – this is a software that needs to interact with ERM (Enterprise Research Planning) – there are 11 institutions that do not have a CRM and SCC is one of them. Gave the background and some history on this. ERM is our ISRS system which needs to be replaced in the next few years.

☐ Round the Table Updates: This is an opportunity for each team member (if you would like) to provide an update on work in progress, upcoming events, solicit feedback, ask questions, share decision making, etc. | Everyone | 40 minutes |

● Barb Embacher shared the work they are doing in her area on the guided pathways

● Judy Zeiger shared on Achieving the Dream (ATD) – October visit schedule and invitation will be coming out. This Management Team will be meeting with them.

● Marilyn Weber shared they are busy tutoring more than ever - great teachers - having a permanent person in Faribault makes a great difference. Students are connecting and finding the Academic Support Center.

● Michele Brielmaier thanked everyone for the support and help in submitting the ACEN. The visit will be held on October 24, 25, 26, 2017.

● Jeff McCabe shared that SCC has been asked by NIOSH (National Institute for Occupation Safety & Health) to join them in presenting at the TRAM conference. State fire marshals are looking at SCC for training and SCC will be producing training modules that the state will be paying for.

● David Armstrong shared:
  o Finance - we ended up well. $800,000 to $900,000 ahead for the year. This will help us in the next two years the way they allocated in the future years.
  o Furniture - moving forward with a furniture plan to get common area furniture in the hallways for our students.
  o Facilities - chose an architect – DLR Group. Familiar with our facilities and currently working with them on the contract.

● Anne Willaert shared 80% participation with the grant in meeting its goal. At a 75% spend down - which is good. Will be showcasing project in Washington DC at conference. Manufacturing week in
October and will be participating on both campuses. Room E132 will become a telepresence room. Looking at marque for the college.

- Mitzi Kennedy shared that 2.5% increase for this year in TRiO. Hoping to use to hire part-time TRiO advisor in Faribault. Meeting today with faculty involved with diversity and how we work this into ATD. In the planning phase of talking about rolling out different heritage month celebrations.

- Brad Schloesser shared that we received additional dollars to support our Ag initiatives. Another funding reality is the Region 9 economic development funding where SCC is included in their grant. Three new faculty in the Ag division. Last Friday he met with the Bethlehem Academy Principal in Faribault to develop a partnership with them. In Mankato, District 77 asked them to explain how SCC can expose their young people to the ag area. Working on expanding the Center of Ag in the various communities. Looking at possibilities to expand in the areas of Green House, gardening, etc.

- Dr. Tarnowski shared:
  - Accreditation – teams are meeting and moving forward.
  - Assessment – Becky Miller is the new Assessment Coordinator and getting faculty involved. College level, program and course level assessment/
  - Academic programming – Business degree pathways, Pre Social work degree is next, Grant teams are moving forward.
  - Brian Yingst has done a great job with student involvement most recently the Constitution Day.

- Marsha Danielson shared that Stratasys will be on campus today – working on global certification with them. Would like to be their certification training center for all their technicians. Received $25,000 for the CPL Shark Tank grant. Launching the CPL campaign which will take place this fall.

- Deann Schloesser has new Transfer and CPL Coordinator – Kris Lovstad. Chris Brooks is working on the schedules and will go live approximately October 9. October 30 students can go out and register.

- Katie Hobson shared that the shirts are in the Bookstore if you have not yet received them. Sue Swedberg has accepted the Cook/Chef position.

- Steve Mills shared that Apple will take our electronic recyclables in October. Let Steve know if you have any old electronic devices.