

**COMMITTEE NAME:** Shared Governance

Academic Year: 2018-2019



**South Central**  
COLLEGE

**MEETING DATE**

Friday, April 26, 2019

1:00 to 3:00 pm

Elysian Tourism Center

**MINUTES**

**Welcome/Introductions**

**Guests:** Steve Mills, Director of IT Services, and Marsha Danielson, VP of Economic Development

**Call to Order**

Renee Guyer called the meeting to order at 1:16 p.m.

**Roll Call of Members**

**Present:** Gale Bigbee, Dave Edwards, Arlene Eliason, Mark Friedman, Renee Guyer, Cristen High, Shayne Narjes, Teresa Neufelder, Dr. Annette Parker, Dr. DeAnna Burt, Dawn Pearson

**Absent:** Ben Braswell, Kurt Dershem, Laurie Kodet-Johnson, Jennifer Ongie-Jindra, Lucinda Wells, Roxy Traxler

**Additions to Agenda**

There were no additions to the agenda

**Adoption of Agenda**

The agenda was adopted by the Chair

**Approval of Minutes**

Dave Edwards moved to approve the March 22 Minutes as written. Arlene Eliason seconded. Motion carried.

**President's Update**

Marsha Danielson was in attendance as part of the MinnState Executive Leadership experience, which she will complete in June.

Legislation session continues with attention to tuition freeze, fee increases, and tuition differential (elimination of additional cost for online classes). Student consultation letters and support have been submitted to the Minnesota State Board of Trustees and were overall positive. SCC is in good shape to endure some cuts but not harsh cuts, others system entities may not. SCC successfully removed its name from the text book legislation that it did not agree with and was not a part of drafting. These items will continue to be monitored as the session continues.

The recent Paramedic Site Visit, Graphics Communications Fair, and Presidential Scholarship interviews were discussed as successful items illustrating students' positive opinions of SCC faculty and the SCC experience.

**Human Resources Report**

Several searches are underway and additional searches will begin soon as positions were recently approved in Agribusiness, Accounting, Architectural Drafting and Design, and Graphic Arts.

There was concern expressed as to why two of the positions (Drafting and Graphic Arts) were temporary part time positions. Dr. Burt explained that through discussion with the department chair and the dean, in consultation also with the former CFO, agreement was reached to fill the Architectural Drafting position with a TPT and monitor the

**Mission:** South Central College provides accessible higher education to promote student growth and regional economic development.

**Vision:** South Central College will be the region's leading institution for transitioning individuals into the college environment, educating students for technical careers, and building student capacity for future study through inclusive student-centered programs and services. The college will be a committed partner in the regional economy, helping individuals and organizations compete in the global marketplace.

program for 1 year. A TPT position for Graphic Arts will provide time to onboard the new Dean of LAS who will act as the hiring supervisor for that position.

### **Vice President of Student & Academic Affairs Update**

Dr. Burt thanked everyone for their involvement in various aspects of the search process for the deans for Career & Technical Education, Health Sciences, and Liberal Arts & Sciences. An offer of employment has been extended to the Dean of Health Science and the Associate Vice President of Effective Teaching and Learning – announcements are anticipated in the coming week. Dr. Burt is still evaluating feedback and associated materials pertaining to finalists for the Dean of Career & Technical Education and the Dean of Liberal Arts and Sciences.

John Harper has been appointed Search Chair for the VPSAA Administrative Assistant position and that search committee is working under an aggressive timeline. It is anticipated that the work of the search committee will conclude by May 17 and an offer of employment extended to the top candidate shortly thereafter.

The Department Chair Job Description document revised and finalized in 2013 has been updated at the request of the department chairs. This job description has been approved by the department chairs, deans, and the Cabinet, and was also discussed with AASC.

Two programs recently presented their program reviews--Marketing and Carpentry. The program review schedule dated March 27, 2018 was published to include program reviews for 2018-19 through 2021-22. However, some discrepancies have been observed which would require some programs to go back under review prior to the 4-year cycle agreed upon in the policy. Dr. Burt has invited programs impacted by this to request adjustments to the schedule via the program dean to her office.

We are on track to submit the AQIP Systems Portfolio by the July 1 deadline. We anticipate feedback in Fall 2019 and the opportunity to implement improvements. The onsite visit from the Higher Learning Commission is scheduled for March 2020.

Dr. Burt debriefed sessions she attended during the 2019 HLC Annual Conference and the 2019 AACC Convention on the Negotiated Rule-Making (“Neg Reg”) process and she encouraged everyone to get up the speed on this process and its impact on higher education. These negotiations between the regional accreditors and the Department of Education on the behalf of the current White House administration, addressed topics such as distance education, definition of the credit hour, non-accredited providers, dual enrollment, and credentialing. Fortunately, the negotiators reached unanimous consensus so that the decision was not taken out of their hands and deferred to the White House. Dr. Parker weighed in with an update on contract negotiations with Minnesota State.

An ICC Immersion Experience is planned for May 21-23. Faculty are expected to submit artifacts on the Communication Institutional Core Competencies (ICC) by Friday, May 17, with the definition of one artifact per program being discussed. It was determined that those working on Goal Area 1 for ICC can use that as evidence (artifacts) for LAS and nothing further needs to be submitted. This workshop will be a deep dive into assessment.

The timing of distribution of materials for the Business, Industry, and Agency Internship Guidelines was discussed as this provides an opportunity for faculty to participate in summer internships. Dr. Burt and her interim administrative assistant will get up to speed on this process, update the materials, and expedite distribution and decisions before the last faculty work day.

### **Vice President of Finance & Operations Update**

Roxanne (Roxy) Traxler, VP Finance and Operations, was unable to attend as she is working with the System on the bonding project. Dr. Parker gave an update on her behalf.

There was concern about the division of duties and that this meant additional staff would need to be hired to oversee areas. It was clarified that Roxy has been tasked with examining the structure of the areas she oversees and make a recommendation to reduce the number of direct reports she has. The example of the IT department, which Steve Mills oversees, was given. Currently, Roxy is focusing on the building project which had gotten off track due to personnel illnesses. For the moment, Narren Brown will oversee the budget planning, while Roxy gets the building project back on track.

The Building project was also discussed. Currently there is not a need to adjust class start and end times to accommodate construction, but this option is open if needed. Construction documents are being finalized and a new Construction Manager will be hired in the next few weeks. Construction bids are due May 26 with construction to begin the first week in June in Building A and mid-June in building E. Heritage Hall will also be renovated in the summer. Furniture will be ordered in the next few weeks.

The budgeting process and the addition of object codes were discussed. This year's budget is more in line with spending and is in alignment with our stated priorities for accreditation.

Faculty offices were discussed, looking at both during and after construction. Current Deans were asked to address this prior to the new deans starting in July. Construction will also affect staff and administration offices. Faculty will need office information before summer so that they can move items before leaving; all were reminded that some faculty remain in the summer and will need offices as well. More information, including standardized labeling, temporary maps and other communications will be forthcoming. It was suggested that a standard website for construction news be maintained.

Concern was expressed regarding the lack of large gift acknowledgements creating awkward conversations for faculty in the community. May 7 there will be a press release concerning one of those gifts and the naming of a wing.

### **Grievance Representative Report**

There was nothing to report at this time, but upcoming conversations are scheduled.

### **OLD BUSINESS**

### **NEW BUSINESS**

#### **IT update**

Steven Mills provided two handouts and summarized the Employee Computer Replacement plan that was also recently emailed to the campus community. The first handout laid out the Employee Computer Replacement Procedure, which allows for a four-year replacement cycle for employee computers. The second handout was concerning the standard equipment option. Faculty and Staff are encouraged to look at the standard equipment when possible to fit their needs. Faculty expressed a need for also standardizing the classrooms and AV carts. ITV rooms are being aligned with the construction project. Generally, the difference between the 14" and 15" laptop is that the 15" version has a ten key pad and slightly larger screen. The moving of E103 machines to E112 and the moving of data lines was also discussed and is in the plan.

#### **Request for Future Agenda Items**

There were no requests for specific agenda items for meetings in the next academic year.

#### **Adjourn**

The meeting was adjourned at 2:39 p.m.

#### **Recorded by**

Susan Jameson