

COMMITTEE NAME: Shared Governance

Academic Year: 2018-2019



South Central
COLLEGE

MEETING DATE

Friday, March 22, 2019

1:00 to 3:00 pm

Elysian Tourism Center

MINUTES- DRAFT

Call to Order

Renee Guyer called the meeting to order at 1:06 p.m.

Roll Call of Members

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

Absent: Laurie Kodet-Johnson, Jennifer Ongie-Jindra, Ashley Priem, Lucinda Wells

Additions to Agenda

No additions to the agenda.

Adoption of Agenda

The agenda was adopted with flexibility by the chair.

Approval of Minutes

Arlene Eliason moved to approve the minutes as written. Teresa Neufelder seconded. Motion passed.

President's Update

In the midst of the legislative session and hearing about new bills.

- Legislators have added SCC to new bills we were not aware of and in one case knew there might be a bill in the workforce funding but did not agree with it. It is intended to provide funds to the SCC and Central Lakes Centers of Excellence. We just learned about this bill yesterday and are trying to learn more about it now.
- Another one that we knew nothing about was authored by Senator Draheim in collaboration with a publisher. We contacted the senator to share what concerns we had with this bill.
- Entrepreneurial Business Development Center is another one that we were included, which had a center serving nine counties. There was a discussion about this with the legislators. SCC shared that we would not want to be a part of this bill unless it follows the MOU we shared.

Reimagining Minnesota State – more information will be coming soon. Received guidelines on how to share this information to the college community.

Update on the letter about the turnover of administrators. The data we received from Minnesota State does not separate administrators and staff. Administrator's vacancies are higher than we would prefer these past two years. Turnover has been for several reasons, everything from retirement to promotion. We need to respect the confidentiality of persons and the reasons why they make these important decisions, which are personal. There is not a single reason why this is happening – there are different reasons across different separations. Everything from retirement to promotion to failed searches. Dr. Burt is also working with the Deans through onboarding training and additional professional development opportunities. There needs to be a continued team building as we integrate new people into these roles.

Dawn shared that HR continues to make enhancements to the new employee orientation sessions and new employee resource materials provided at the time of hire. As HR is shifting transactional work to the service centers, she and the HR Generalists will be in a better position to support onboarding new deans to the college and collaborating with academic affairs and Dr. Burt to navigate State of MN, Minnesota State, and SCC. It will take all of us lifting each other up, supporting each other as a community. This helps us retain colleagues and succeed together.

Dr. Burt shared that at the department level it is important to clarify the roles of individuals and responsibilities of various individuals, and to improve the flow of information throughout the college.

Vice President of Student & Academic Affairs Update

Thanked everyone with the search involvement. Things are on track and on schedule. Have heard from three of the four searches that the finalists have been selected and interviews are being scheduled. Each of the dean searches will include an opportunity for the department chairs and administrative assistants to meet jointly with finalists; this is a change to prior practice, which she hopes will be well-received and beneficial to the process.

Renee Guyer, Narren Brown and Dr. Burt have been in discussions with Becky Miller, Chair of the Assessment Committee, to ramp up the college's assessment efforts. There is a common rubric for the assessment workshop using actual assignments (artifacts) by applying the common rubric in a norming activity for interrater reliability of the Communications ICC. We need at least 15-20 faculty from the various disciplines to get this accomplished. They are tentatively looking at the Monday, Tuesday, and Wednesday (May 20-22) in the days immediately following commencement, but this will likely change due to the community golf outing scheduled for Monday, May 20. Faculty will receive additional compensation for their time on these days. Day 1 will be on training and foundation; Days 2 and 3 will be about going through the artifacts and going through the rubrics..

We thank and celebrate the work of our AQIP committee and category leads for doing a phenomenal job on the systems portfolio. We are asking everyone to review and read the Systems Portfolio during this open review period, through the end of March, for content and to share feedback.

ATD Team recently returned from the 2019 DREAM Conference and the College will hear more about this during the April In-service.

Recently, the College hosted a Strategic Planning Summit, Dr. Burt thanked everyone for their participation. During the In-service on April 5 there will be an opportunity for anyone who

would like to be involved in the Strategic Planning process. Please take advantage of this opportunity.

Dr. Burt thanked David Armstrong for the time he invested with her and the Deans to plan for construction of instructional and office spaces during the bonding project. Empowering the deans to work out the faculty office details including future office assignments. She has asked the deans to facilitate these discussions now and not to defer them for the incoming deans who would have limited perspective on what is needed operationally for their respective areas.

Two new temporary academic advisors have been hired in academic advising while some personnel are on medical leave.

Vice President of Finance & Operations Update

Budget – The Share Point site should reflect updated information as the current information. Will work with RIE to ensure it does in the future. Gave a budget update for revenues at this time to include:

- \$25.6 M in the general fund
- \$1.4 M in customized training
- \$450,000 in repair and betterment
- \$28.1m in revenues and 28.9 M in expenses to this point, but expect to bring in more revenues before end of year

In the year would spend more than brought in so that the biennium would still put forward \$400,000 in the general fund reserve. This does not include the auxiliary and other numbers such as grants and financial aid. It is tuition, state allocation and CT funds only. CT will end up ahead due to more contracts. Will spend more in the general operating funds than last year. Bookstore and food service will end up good. This is the general financial picture. The total reserve is around \$12 M. This is cash on hand. This would carry us 4 to 6 months if we lost all operations. Should carry at least 25% according to NACUBO recommendations.

Enrollment is slightly up for the spring and essentially flattening out overall

Did improve on the Instructional Cost Allocation, improving from a negative \$1.1m to less than negative \$500k in the last couple of years. Will do better again in the allocation framework. Were just about 2% of the allocation and now up to 2.10%, which is significant given the amount of money that is at stake.

Facilities – Dedicating to N. Mankato renovation about \$650,000 additional from college funds. \$7.1 M is original plus the \$650,000 plus other costs that cannot be absorbed by project costs. Working on the architectural drawings to go out for bid in April. Meeting with deans and Dr. Burt about office moves and phasing and moving with some thoughtful planning as the project moves forward.

Heritage Hall – Getting quotes for updating this area. Putting together an overall plan to do a floor to ceiling renovation of this space. Estimate is about \$100,000 for this project.

IT – Going to a mobile college for those who want or should have laptops, which is most employees. About \$300,000 for this project to start, which includes additional peripherals

such as docking stations and additional monitors, with about \$100k ongoing replacement costs after startup. Employees will have better flexibility in teaching and work, and some savings will come from having to maintain less desktops and multiple laptop models concurrently.

Human Resources Report

Priority is supporting all of the searches and moving into the final stages of the Deans and AVP-ETL positions. Looking at April 10, 18 and 23 have been identified for dean candidates to visit campus.

Training opportunity for all employees – Data Privacy and Employee Code of Conduct on own time via ELM. There is a new module for Respectful Workplace and ready to roll out this module. This is a total of 2 hours of training and would like to accomplish by May 17.

The compliance on the hiring practice report reflects SCC at 74.4% of unlimited faculty. We are the 3rd highest. It needs to be at 70%.

In-service – “Constructing a Learning Zone” - Friday, April 5 on N. Mankato. Will cover Strategic Planning, ATD and learning opportunity with outside speakers, and recognition.

Summer Hours – Will move forward with summer hours starting May 20 to August 19. Employee staff will move to their new schedule May 29 to August 20. Trying to balance the needs of our students and public, security, utility savings and providing a positive employee benefit. Registration and Advising will change their schedule back about two weeks prior to the August 20 date to prepare for fall semester. Details will be shared in the upcoming Connections on Monday.

Renee Guyer asked about the searches for Carol and Mary – it took some people by surprise that Carol’s search was done without a search committee and they want to know if Mary’s search would be handled the same. However, they were are relieved to have an individual on board to fill Carol’s vacancy.

Dr. Parker shared that she should have looked at Carol’s position classification some time back and neglected to do that. Was out of line with her classification being in MMA and should have reviewed some time ago. Once she turned in her retirement notification, she moved forward with the classification, opened for a short time for her to apply and put her in the position, and then opened for the filling of the position.

Dr. Burt shared that with Mary’s position she learned that Mary’s position was not classified for the work she was doing. Her audit was just completed and confirmed about a week ago, and her position went live yesterday (March 21). If everything progresses as planned, Dr. Burt would like to form a search committee for this position. This could change, however, if she determines the need to expedite hiring.

Renee asked about the time frame for the hiring of the Director of Nursing position and shared that there is some anxiety about the filling of these positions. Dr. Burt responded that the new Dean of Health Science will be hired prior to filling this position. This has always been the plan and was also communicated to the Nursing and Allied Health areas when the new organizational structure was proposed to include this position.

Grievance Representative Report

No report from Dave or Shayne.

OLD BUSINESS

NEW BUSINESS

Class Maximums

DA1855 - Dave Edwards moved to approve. Gale Bigbee seconded. Motion passed.

Request for Future Agenda Items

Teresa Neufelder asked to include the safety training for those who deal with hazardous materials. Have an ongoing consultation for OSHA inspections with CBI. We do our own online training. Dawn understood that CBI was doing the training in-person. The State has gone out for bid on a new safety training provider. Dr. Parker shared that since Al departed we have not finalized who holds the training piece. She feels that she needs to step in and will decide in the next week. Based on other conversations with other unions we need to invest in a Director of Facilities that will deal with bonding, security, safety and facilities – and a Business Office position overseeing the business office. Would like Roxanne to put this in place once she comes on board. However, need to determine where this goes until these positions are in place and balance training throughout the year.

Dr. Parker shared that they would like to hire a Director of Facilities – safety, security, and facilities are all together under this – including vendor contracts.

Will check in on this prior to the next meeting.

Adjourn

Meeting adjourned at 2:38 pm

Recorded by

Carol Freed