

**COMMITTEE NAME:** Shared Governance  
Academic Year: 2018-2019



**South Central**  
COLLEGE

**MEETING DATE**

Friday, February 15, 2019  
1:00 to 3:00 pm  
Elysian Tourism Center

**NEXT MEETING**

Friday, March 22, 2019  
1:00 to 3:00 pm  
Elysian Tourism Center

**MINUTES - DRAFT**

**I. Welcome/Introductions**

Presenter: Jennifer Ongie-Jindra

**II. Call to Order**

Presenter: Jennifer Ongie-Jindra  
Jennifer Ongie-Jindra called the meeting to order at 1:10 pm.

**III. Roll Call of Members**

Presenter: Mary Hutchens

**Present:** Kurt Dershem, Arlene Eliason, Mark Friedman, Renee Guyer, Cristen High, (Ala Garlinska for Laurie Kodet-Johnson), Shayne Narjes, Teresa Neufelder, Jennifer Ongie-Jindra, Dr. Annette Parker, Dr. DeAnna Burt, David Armstrong, Dawn Pearson

**Absent:** Gale Bigbee, Ben Braswell, Dave Edwards, Laurie Kodet-Johnson, Lucinda Wells, Carol Freed

**IV. Additions to Agenda**

Presenter: Jennifer Ongie-Jindra  
There were no additions to the agenda.

**V. Adoption of Agenda**

Presenter: Jennifer Ongie-Jindra  
The agenda was adopted as presented.

**VI. Approval of Minutes**

(December 14, 2018)

Presenter: Jennifer Ongie-Jindra

➤ Add details of e-vote approval of EAP Class Maximums. See December Shared Governance web site for details.

➤ Per Mark Friedman, access to budgets is available on web site.

Arlene Eliason moved to approve the minutes as noted above; Mark Friedman seconded. Motion passed.

**VII. President's Update**

Presenter: Dr. Annette Parker

**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.

- Response to letter from faculty; Dr. Parker shared proposed improvements. Expect response from Dr. Parker next week. Dr. Parker sees three themes to the concerns shared: Turnover & Hiring, Communications, and College Identity.
- Turnover & Hiring
  - People leave for all types of reasons – retirements, promotion and we respect their personal privacy in these decisions.
  - South Central College turnover data will be shared across units in comparison to Minnesota State institutions overall and by position type; SCC turnover rate is far below the average state for all data types, excluding faculty layoffs in 2016, which for that year is relatively high
  - President’s administrative assistant position was recently approved. We are planning to work with CBI to do analysis of Carol’s and Mary’s positions / processes, work-flow, etc.
- Hiring
  - Important to get administrators that are highly skilled to retain them and advance the culture we are wanting of empowerment, broad listening and communication, and input in decisions and directions
    - Following Board Policy and labor agreements as defined in the Minnesota State Search Advisory Committee Handbook
    - In FY20 we will have an automated position request form
    - We have already begun posting administrative hiring timelines on the website
    - We will ask search committee chairs to do this for all positions in FY20 and post to HR webpage
      - We have asked CBI to document Mary and Carol – to document institutional knowledge and work beginning in March
    - We are using approved search firms to get the best administrators that we can retain
    - Marketing will be supporting hiring recruiting in FY20
- Communication
  - VPSAA worked collaboratively with deans and department chairs to create year around course scheduling, timeline is available now for all departments
    - Two weeks for faculty to review schedule before it is available to students
  - The administration has provided a complete budget report to all employees via the Business Office SharePoint site
  - We continue to work with faculty and staff and are continuing to share information that supports increased share of state appropriations
  - CFI has a healthy cash reserve of 40%, supports current initiatives to advance our work and goals without unforeseen shortfalls
  - Enrollment (unduplicated headcount) is up 1.7% for spring semester.
  - We will be adding additional support for MarketPlace within the Business Office as suggested by FY20 or sooner
  - The Business office will also host additional trainings
  - New zero based budgeting discussion at March forum which provides faculty opportunity to add funds for marketing
  - RIE is developing a budget tool that will provide greater transparency beginning FY20
  - Zero-based budgeting for FY20 will provide opportunity to request funds for individual program marketing
  - Using research based practices (website, visits, online marketing that drives people to our website (geo-mapping), high school visits, and meeting faculty.
  - Marketing campaigns are generally focused on college-wide recruiting with some targeted campaigns for individual programs. Will continue to invest significantly in individual program marketing materials
  - Marketing announces new campaigns in Connections with a summary sheet of outcomes. Future, campaign result sheets and will report all campaigns beginning in FY20
  - Faculty and staff are allowed to make data requests and do not have to involve their dean

- RIE maintains data and query dictionaries and host regular trainings to increase awareness and dialogue
- RIE will add a “dashboard concern” question on the data request form to address any concerns
- RIE will demonstrate future dashboards with various stakeholders prior to posting to SharePoint
- College identity –
  - Administration is immersed and committed in the priorities of the institution, for example the overview of the administrations work and progress shared during the Spring In-service within Student and Academic Affairs
  - Work aligns to, but not limited to, Reaffirmation of Accreditation, Achieving the Dream, and Strategic Planning
  - Administration will continue to strengthen and ensure that information is shared through the administrative and governance structures
  - Administration will continue to inform, empower, and support committees through attendance and empowerment of designated and/or appointed committee leaders to assigned committees
  - Off campus travel of president aligned to Chancellor approved goals. Administration has Minnesota State assigned committees and service and partnership with community, including involvement in state and national boards
  - Dr. Parker assigns limited delegation of authority that is shared with the Chancellor and all cabinet members when out of state as per Minnesota State requirements
    - Improvement will require all administrators to do the same in appointing another administrator or manager when out of state
    - To ensure all have support we encourage all employees to seek assistance through their divisional administrative structure
    - We have assigned the AVP of Research and Institutional Effectiveness to the FB campus to ensure there is administrative support
  - Background on using consultants
    - Strategic Planning - Recommended by RIE in 2013, as the department felt it did not have the capacity to do it well
    - Search firms – Hiring qualified leaders is a challenge nationally. Minnesota State approved firms are critical to long-term retention and success.
    - ATD - Collaborative process that ask a group of employees, including faculty, to see if this was something we should do, all stakeholder engagement through world café, in-service, surveys to determine goals and empowerment to implement and make decisions at every level. Open to all. Coaches are coaches not consultants.
- Dr. Parker asked faculty to send her emails about specific concerns; Renee shared that some faculty do not feel comfortable emailing the President; is this the only option?
- Arlene does not feel like all concerns have been addressed; there is overlapping of classes/such as the schedule of Math classes with other developmental courses, and other courses; should interact with other programs that may affect the scheduling. Breakdown of communication within departments is a concern.
  - Dr. Burt shared: Efforts are underway, in collaboration with the deans and department chairs, to work more intentionally and collaboratively across disciplines. There are technology limitations that limit registration staff’s ability to share the full schedule as changes are being made; we need a better technology solution. But, until then, faculty should work with their Deans within and across departments to access information. Dr. Burt will share this feedback with the deans. Dr. Burt, also shared that, right now, two department chairs--Ramona Beiswanger (LAS) and Dan Boddy (CTE)--are working along with their deans to pilot a cross-discipline approach to course scheduling. Dr. Burt asked if there was a “crisis of confidence in the department chairs” and, if not, she encouraged the faculty to support the efforts of the department chairs by working in collaboration and support of their efforts to

take on the issue of creating a strategic course schedule that supports our students. No objections were noted.

- Arlene shared that communication about the schedule, although available, is still delayed in being shared with the faculty and late hiring of adjuncts also affects scheduling
- Dr. Burt and Dr. Parker assured the faculty that we are being purposeful and proactive to increase faculty input into the course scheduling process and prefer to not have administration (Deans) put the schedule together without faculty input. We will commit to working with the deans and chairs to continuously improve the process. Dr. Burt will share this feedback with the deans and department chairs in an effort to make the process work for the benefit of everyone, as it has been designed.
- Dr. Burt also pointed out that the year-round course scheduling calendar for 2019-2020 reflected the reality of what was feasible for faculty, staff and administrators to do in time for registration windows and with consideration for the eCatalog deadline. But, additional time has been built into the 2020-2021 year-round schedule calendar for advanced planning, gathering faculty input, adequate time for data entry and changes, and publishing it sooner for students to view. Faculty are encouraged to review the calendar and plan ahead.

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

Presenter: Dr. DeAnna Burt

- Searches for the Deans and the Associate Vice President of Effective Teaching and Learning are on schedule for job offers to be made by the end of spring semester. We are receiving positive feedback from search committees about the quality of candidates in all dean pools. The AVP ETL search was strategically scheduled to lag the Dean searches by a few weeks, to reflect the reality of the institutions capacity to manage concurrent searches. We also expect the AVP ETL to be announced by the end of spring semester.
- Overview of strategic planning – Dr. Burt shared information previously shared at AASC about the Strategic Planning process. She has also been making the topic of Strategic Planning a focus of recent brown bag conversations with the VPSAA. The Strategic Plan will dual-purpose as the Master Academic Plan which will be integrated within the Strategic Plan and developed concurrently. The Strategic Plan will be developed from grass-root conversations with faculty, staff, students, community partners, and administrators. Feedback from those focus groups, surveys, and forum/summit discussions will lead to the development of broad areas that will form the basis of the Strategic Plan. We will be able to take what we describe as important and relevant to SCC and our communities and demonstrate to the Chancellor that our goals support Minnesota State goals and its vision. Surveys have been sent out, focus group sessions have been scheduled. On Wednesday, March 13 there will be a college-wide Strategic Planning Summit focused on the mission, vision, future priorities of the institution. The schedule has been set to finalize the Strategic Plan in the fall but to have a draft available for faculty to review and comment before leaving for summer.

Faculty asked who is expected to participate in March 13 Summit? There is a concern that the Summit has been scheduled during the time when a lot of faculty are in class. Hosting the Summit on a Friday or after 4:00 would be better for faculty. Faculty describe this as "an administrative pattern." Other options would be to host the forum at Noon or during faculty in-service.

- Drs. Burt and Parker: Acknowledged the faculty's suggestions and spoke to the challenges of scheduling. The Strategic Plan needs to be completed before HLC visit. Shared again that the Strategic Plan will be made available for faculty to review and comment before it is finalized in the fall.

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

Presenter: David Armstrong

- Budget report was shared, this is a snapshot on 2/5/19, shows different categories that is missing mental health fund (#230 / \$130,000), update will be shared; update on hiring of

- Social Worker, how to support mental health activities (per student credit-hour, like parking fee, etc.); SCC uses parking fee to purchase snow removal equipment, some parking lot repairs at both campuses (\$400,000 expected to rebuild the 'red' lot at North Mankato), etc.; CBI is expected to make money, our CBI is not subsidized by state allocation, unlike some other schools.
- Assume that food service will lose about \$10,000, has been \$60,000 in the past (better pricing, food ordering, etc.).
  - Biennium budget is front loaded and less was received this fiscal year compared to last fiscal year; will spend slightly more than in the past; current biennium should still be positive; recommended by MinnState to put dollars away last year; general request to SCC employees again that they spend what they need but don't stock up on supplies just because they have budget dollars available, dollars can be reutilized, extra dollars will be used for bond project.
  - Facilities: David shared photo boards of current and proposed changes and improvements; currently, there is minimal student interaction space on NM campus; looked for inspiration for colors, feel, attitude of building, need better signage, updated nursing / clinical sites (looking for external donations for equipment); some roof replacements, HEAPR changes and updates; increase space utilization; every space has a space utilization code, all are measured but only classroom utilization affects funding for bond projects. Project schedule (3 phases); June 5 is predicted start date, improving number and quality of restrooms; improved space in Student Affairs with private meeting space, move TRIO, add showers for fitness center area; new meditation/prayer space; creating new resource center (pantry, food, clothing); new block of office areas, new Ag space with new soils lab, new collaboration spaces; new Allied Health and Nursing space; mobile furniture, technology around the rooms. Will consider using portable classrooms and other options during the project, look to use Faribault spaces for like-programs. Discussion has been held with Deans and Department Chairs, suggestion to meet with faculty to start proposals of what has to be done (offices, instructional spaces, etc.).
  - Heritage Hall was originally an open space, was originally constructed in about 1989-1990; will receive a complete refreshment and new technology; will cover current flooring rather than remove current flooring that would include abatement; will replace skylight as part of roofing project.
  - Question on more security cameras, yes, with a different type of software and increased number, need to review locations to include parking lots in Faribault and North Mankato.
  - Kurt Dershem shared a thank you for some private offices; current Math faculty offices will be relocated, office space will be shared interdisciplinarily.

## **X. Human Resources Report**

Presenter: Dawn Pearson

- April 5 in-service in North Mankato (Faribault last year), will include reports from Achieving The Dream DREAM Conference attendees, will include break-out sessions, employee recognition and service awards; Dr. Parker asked to have the spring in-service in Faribault or wait and hold more in Faribault next year when North Mankato will be remodeling
- Consider nominating a colleague for recognition, before March 15.
- Working on Category 3 (valuing employees).
- Working on hiring and job audits.
- New position in Human Resources / HR Generalist, Stephanie Gates will start next week; position will focus on and support hiring.
- Renee inquired about the filling of the vacancy left by Ryan Langemeier, Architectural Drafting
  - Dr. Parker responded: We have started the conversation but there is not a consensus that this position is a fiscally responsible decision to move forward.
  - David commented: There are limited (12) FTE in this program.
  - Renee responded: There are also no full-time unlimited faculty in this program at this time. The question was asked whether there had been discussion to close this program.

- Dr. Parker responded: “No” but there are student enrollment concerns.
- Has marketing been supportive of promoting this program?
- Dr. Parker: We need to look at a variety of factors that includes the job outlook. A meeting has been scheduled by Dr. Burt to meet with David, Ron Fleischmann (Dean) and Dan Boddy (Department Chair).

#### **XI. Grievance Representative Report**

Presenter: Dave Edwards / Dr. Shayne Narjes

- No report

#### **OLD BUSINESS**

- None

#### **NEW BUSINESS**

#### **XII. Reimagining Minnesota State**

Presenter: Dr. Annette Parker

- 3 sessions have been held, watch videos on site, post comments; currently in Phase 1; more engagement in Phase 2 regarding future direction; stay informed, participate, comment as work develops.
- ATD work will support direction of Chancellor’s pillars and how our work feeds into reimagining Minnesota State.
- System survey went to all faculty and staff, results will be shared by RIE office, from MinnState Research Office.

#### **XIII. Class Maximums**

Presenter: Dr. DeAnna Burt

- One class max was to be presented but was missing instructional cost information, will add to next agenda.
- Need to hold conversations about future of EAP’s class max of 15, faculty has additional experience with this current semester.
- Per Arlene Eliason, concern on EAP Math (2 credit course takes too much time), students need more support for English language, problem with terminology.
- Bring back to Shared Governance in the future.

#### **XIV. Request for Future Agenda Items**

Presenter: Jennifer Ongie-Jindra

- None
- ✓ Dawn Pearson – Discussion on communication plan, employee directory and updating directory; should employee photos be included (this is possible per IT); cannot compel employees to have a photo on web site. Is it ok if some do and some don’t; could have head-shot’s taken during upcoming in-service; needs to be optional. Will have a SharePoint site for HR (could be pass protected and available internally only).

#### **XV. Adjourn**

Meeting adjourned at 2:44 pm

**Recorded by:** Mary Hutchens

#### **ATTACHMENTS:**

- I. Minutes from December 14, 2018
- II. Human Resources Report
- III. Budget spreadsheet