

COMMITTEE NAME: Shared Governance
Academic Year: 2018-2019



South Central
COLLEGE

MEETING DATE

Friday, November 9, 2018

1:00 to 2:30 pm

ITV – President’s Conference Rooms

MINUTES

Call to Order

Renee Guyer called the meeting to order at 1:05 p.m.

Roll Call of Members

Present: Ben Braswell, Arlene Eliason (Ala Garlinska for Arlene); Mark Friedman, Renee Guyer, Shayne Narjes, Teresa Neufelder, Jennifer Ongie-Jindra, Ashley Priem, Dr. Annette Parker, Dr. DeAnna Burt, David Armstrong, Dawn Pearson

Absent: Gale Bigbee, Dave Edwards, Cristen High, Laurie Kodet-Johnson, Lucinda Wells

Guests: Marsha Danielson

Approval of Minutes

(September 28, 2018)

Presenter: Renee Guyer

Shayne Narjes moved to approve the minutes as written. Ben Braswell seconded. Motion passed.

President’s Update

Presenter: Dr. Annette Parker

- Student Success Metrics being worked on for the statewide accountability dashboard. Gathering further input from constituents prior to finalizing. This reflects the high level of what the board wants on the accountability dashboard.
- FY2020 operating budget planning guidelines vetted across the state with board approval. \$169M – Campus Support; \$37M – Next Gen - If not funded through legislative requests the colleges and universities will cover through cash reserves; \$25M – Strengthening Access; \$15M – Workforce Strategies; \$246M – Total ask. LeadMN pushed back a bit as some institutions may need to raise tuition and fees if this is not funded. LeadMN would like a freeze on all. Being very proactive on this matter. Board looking at fee increases and making sure the policy is up to date. SCC is well within the band for student fees.

Vice President of Student & Academic Affairs Update

Presenter: Dr. DeAnna Burt

- Distributed the November 19 & 20 RH Perry & Associates visit to SCC. Need to make sure we have representation on all of these committees. Will meet the two consultants who will be onsite – Joanne Bashford and John Hutchinson. Have reached out to the system office to assist with chairing the search for the AVP ETL and the DCTE.

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.

- Distributed the AVP ETL Vision Statement; the Side-by-Side Snapshot of Skills, Experiences and Qualifications; and the Org Chart how this will all fit together. Completing the AVP ETL job description. This position will be part of the Deans' Council. Will be working on the Assessment Coordinator position, which will be within this department.
- The new position of Dean of Health Sciences and Director of Nursing position have been discussed with the Nursing and Allied Health division to develop this new structure and the direction it will take. Both these positions will be administrative positions.
- Shayne Narjes asked about the cost and details that R.H. Perry & Associates would be doing for SCC. Dawn shared the following:
 - Dean of CTE - \$33,600 plus travel
 - Associate VP – ETL - \$37,500 plus travel
 - Dean of Health Sciences – No additional charge – already paid \$36,630 for Dean of Allied Health & Nursing
 - Dean of LAS - \$34,500 plus travel
 - VP of Finance and Operations
- Shayne Narjes asked if we are going with the search firm due to HLC. Renee shared that we do have a capacity issue and need to expedite the work. When we review our policy and procedures, we need to include this information for future reference. Dr. Parker shared that RH Perry assists us to get the top candidates and the ability to have up to date skills and best candidates for the positions. Dr. Burt shared that we need to look at the sustainability of talent and that there is a capacity issue with all the positions currently open.
- Dr. Burt shared that at this time, the chairs have been identified for each of the search committees.
- Shayne Narjes shared that it is hard to justify for our students and faculty but understand the capacity issue.
- Shayne Narjes stressed the importance that Dr. Burt remain close to the work of the faculty in the new structure of the Teaching and Learning effort.
- Dr. Burt envisions the AVP ETL position working closely with faculty and others. Dr. Parker acknowledged the contributions of the former director of curriculum and faculty development and its support of the faculty. Renee Guyer clarified that this position will alleviate some of the work that Gale Bigbee, Jane Greathouse and Becky Miller have been doing and plays a very important role.

Vice President of Finance & Operations Update

Presenter: David Armstrong

- Bonding Project – construction manager at risk will have documents to us today. SCC will review and determine final details. It is important that they get the costs correct as they

pay the difference. Guarantee Maximum Price (GMP) bid was due two days ago and Dr. Parker agreed to give additional days to work on the best price. We may need to make some tough decisions when we get this document back. We are around \$500,000 to \$600,000 over. The faculty wanted closed offices and that is what is being proposed on three walls of closed offices. This was not shared with faculty as this may change. When we get the GMP, Dr. Parker plans to go around to the different areas next week and share at the Presidential Forum the information.

- Currently doing a lighting study on N. Mankato campus to upgrade to LED fixtures. There will be significant cost savings.
- Safety & Security
 - Working on security camera set -ups. Faribault is in good shape; however, N. Mankato has insufficient and aged cameras. Neither campus has cameras outside, which will also be installed.
 - Will hire additional people on both campuses for day and evening security guard positions.
 - Contracting with CBI to do our emergency preparedness work.
- Fully loaded all the academic program budgets. If any discrepancies please let David know.
- Teresa Neufelder asked about the SDS and Chemical Hygiene updates and whom do faculty/staff communicate with? Seems there are places that are not being checked that should be on a regular basis. Noticed that the files were not up to date and not all the necessary information on file. David shared that CBI will be doing this OSHA compliance portion of this.
- Shayne Narjes would like access to view all budget as a public institution. Asked if this could be placed on the next agenda.

Human Resources Report

Presenter: Dawn Pearson

- Open Enrollment ends November 15. Jen Groebner will be available on November 13 on the North Mankato Campus and on November 14 on Faribault campus if any questions.
- Sabbatical application is due on November 15.
- Seniority rosters have been sent out and posted – have until November 29 to request any changes.
- Shayne Narjes asked about the five administrative positions and the security positions and could they be included on the posting document. Could also include the outsourcing and insourcing of the CBI work we are doing.

Grievance Representative Report

Presenter: Dave Edwards / Shayne Narjes
Shayne Narjes – No report.

OLD BUSINESS

Shared Governance By-Laws along with Meeting Expectations

Presenter: Renee Guyer

Went through the changes on the attached documents – By-laws for Faculty Shared Governance Council and Meeting Expectation norms that other organizations use.

It was agreed that the By-Law and Meeting Expectations were clear.

Ben Braswell moved to approve the By-laws for the Faculty Shared Governance Council. Jennifer Ongie-Jindra seconded. Motion passed.

Teresa Neufelder moved to approve the Faculty Shared Governance Council Meeting Expectations. Ben Braswell seconded. Motion passed.

NEW BUSINESS

Policy/Procedure Development and Review Process

Presenter: Marsha Danielson/Dawn Pearson

Being brought forward due to the Category 4 reaffirmation of accreditation, we need to do a better job of documentation, consistency and tracking.

Policy & Procedure Development handout

This will be in an electronic format to make it easy to follow the timeline on filing and tracking for HLC and others. Additionally, there is a template complete with definitions for each item to help with writing Policy and Procedure.

Quick Reference Guide handout

This is a visual documentation of policy/procedure process for both “new” and “existing/review” items. The intent is to document the process not to change current practice for the most part. Marsha described the flow chart process for both academic/student and non-academic policies and procedures. One new practice will be for all policy and procedure to be posted on a Policy SharePoint site for 14-day review/input period by all campus. All policies and procedures will ultimately be approved by President Parker before being posted internally and externally. Goal to improve internal communications, keep campus better informed, and give an opportunity for input before final decisions are made.

Renee Guyer liked the distinction of the difference between policy, procedure and guidelines definitions. Very happy with the addition of history. Suggestion would be enforcement of the policy – how do we ensure that these policy and procedures are being followed.

Recommendation was that the policies be in one place and the display will include author and owner of each policy as well as upcoming review date.

Dr. Parker is speaking to managers and supervisors about the needed follow up to ensure enforcement of our policy and procedures.

Shayne Narjes suggested that this be brought to the Policy Review Sub Committee. It was clarified that AASC would review this afternoon.

It was noted that we make sure the electronic version does not reflect RCTC information.

Marsha went through the Quick Reference in detail. Once all the content is agreed on it will be placed in an easy to follow format. Explained the added components to the policy completion process.

It was suggested to change the Policy Review to Academic and Student Policy Committee as reflected in the AASC by-laws.

Asked if this will be used to go back to the ones that were approved back in 2015. Perhaps they need to be brought back for review. Hope to put all the policies as they are revised in a consistent format and with links to the appropriate departments.

Request for Future Agenda Items

Presenter: Renee Guyer

Purpose (Discussion/Information/Action): Information

- Shayne Narjes requested that the Budget Viewing Rights be placed on the next agenda.

ACTION ITEMS

Action: Budget Viewing Rights on next meeting agenda

Person Responsible: David Armstrong

Timeframe:

Action: Include additional positions and outsourcing and insourcing in the posting document

Person Responsible: Dawn Pearson

Timeframe:

NEXT AGENDA TOPICS

Adjourn

Meeting adjourned at 2:33 p.m.

Recorded by:

Carol Freed

DRAFT