



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

**MEETING DATE**

Friday, December 14, 2018

1:00 to 2:30 pm

ITV – President’s Conference Rooms

## MINUTES

### **Call to Order**

Renee Guyer called the meeting to order at 1:10 pm

### **Roll Call of Members**

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

**Absent:** Ben Braswell, Lucinda Wells

### **Additions to Agenda**

There were no additions to the agenda.

### **Adoption of Agenda**

The agenda was adopted as presented.

### **Approval of Minutes**

Shayne Narjes asked to include the following after the VP of Finance and Operations – “\$43,000 plus up to \$6,999 for travel expenses”.

Teresa Neufelder moved to approve the minutes with the additional information included. Shayne Narjes seconded. Motion passed.

### **President’s Update**

Dr. Parker shared that the John Votca Memorial Service will be held at South Central College in the Conference Center on Friday, December 28 from 3:00 to 7:00 pm. Working with family members on gathering information from our archives.

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

WhitworthKee Consulting was selected to work with us on our Strategic Planning.

- Strategic Planning will be on the January 8 In-service agenda for the firm to do fact gathering with faculty about mission, vision and purposes.

**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.

- Faculty will also be asked to inform students of a pending D2L survey that will be live from January 14-18, giving students the opportunity to provide input. The survey will ask students to respond with their interest in being a part of a focus group session. Following the survey, WhitworthKee will schedule focus groups so that they can meet students and gather their input into the strategic plan.
- January 14 community partners will have the opportunity to provide feedback.
- WhitworthKee will also be soliciting staff input during a focus group session either on February 1 or on February 8 – the date is to be confirmed later.
- Tentative dates for institution-wide conversations with WhitworthKee will be held on March 12 and 13 on both campuses.
- The Strategic Planning Committee Meeting video will be made available.

The college is on schedule to have the three Dean positions posted and open for applications by end of December. DeAnna and Dawn are working with R.H. Perry & Associates to draft a search timeline, which will be shared broadly with the college.

Question was asked about when the staff positions will be posted, the three, which will report to the Associate Vice President of Effective Teaching and Learning. Dr. Burt shared that these positions will be filled after the AVP-ETL is in place. This is to ensure there is alignment with the AVP's vision for the future state of the Learning Center – that is, the Center of Teaching and Learning Excellence.

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

Building improvements included:

- Currently working on project blue door on the N. Mankato Campus – many doors have been painted or wrapped. Unfortunately, the paint is not adhering as would have liked, so will be going to the wrapping of the doors.
- Working on signage – would like this to be consistent throughout the building.
- Improving wayfinding on both campuses. Will use same template on both campuses so they have the same look and feel.
- Facility maintenance (HVAC, plumbing, etc.) on both campuses – in the past \$300,000 was allocated but not always spent. The budget has been updated to \$450,000 per year to allow better maintaining and updating our spaces on both campuses.
- Furniture updates to improve the interaction spaces for student, faculty and staff.

Hiring Social Worker on both campuses to provide community and social services for our students. Will help to relieve workload on faculty counselor currently having to make referrals. This is a student-driven initiative and is being paid for by a new student health fee, unanimously approved by the student senates at both campuses.

Gave an update on the overall project space renovation and shared the visual layouts. The college is putting \$650,000 additional resources for a budget of \$7.7 million. Foundation is also fundraising dollars toward the welding and other areas of the project. Dr. Parker and Erin Aanenson will be visiting with business and industry to get to the add alternates.

This is a three-phase project from June 2019 through July 2020.

- A Wing – Summer of 2019 – complete for Fall classes
- Allied Health - June 2019 to December 2019
- C Wing – June 2019 to August 2020 (possibly compressed to June/July 2020)

Will be meeting with appropriate faculty and staff as the planning moves forward.

### **Human Resources Report**

- Year-end reminders will go out next week from HR office
- End of year review on personal information in system – make sure information is updated
- Provide information on tuition waiver and the taxation on it that could affect you as a taxable event for you
- Recognition Awards Committee is meeting to get the awards nominations out and ready for April event.
- People manager had a session on “Building a Brain Friendly” model. Dawn would be happy to share the one page document on this.
- Just received the audit back from MinnState on the SCC Security Guard positions. Posting will be coming out soon.

Ala asked about the Social Worker positions versus a Counselor position. Dr. Parker shared that the Social Worker positions was a request by the students – LeadMN is paying for these positions and not funded by the college. There will be a very specific focus on mental health. It was approved by the Board of Trustees and based on a student fee increase the cost of these positions will be covered. David Armstrong shared that Lisa Schickling and Deb Salmon has been involved in the postings of these positions. The idea is to allow Lisa to spend more time on direct counseling.

### **Grievance Representative Report**

Dave Edwards – No report

Shayne Narjes – No report

### **OLD BUSINESS**

No old business

### **NEW BUSINESS**

#### **Budget Viewing Rights**

Shayne Narjes made the following motion:

The college will provide all unlimited full-time and part-time faculty-viewing rights to all cost centers of the entire college budget on a permanent basis. Rights will be assigned beginning with department chairs starting January 1, 2019 with twenty faculty being assigned rights every business week until all unlimited faculty have viewing rights. Viewing rights will be assigned to new unlimited hires upon onboarding and no later than 1 month after their start date.

Some of the discussion included:

- Teresa Neufelder shared that it might be helpful with sharing equipment across the college to have this access.
- Dr. Parker shared that the administration is busy with HLC work and that in general she does not support the motion and is more likely to share a printed budget document monthly.
- Shayne Narjes shared that the reason is to better understand where the tax dollars are being spent.
- Mark Friedman brought up the way it was share before by receiving an email from the Business Office to review the budgets. David Armstrong shared that this is a time intensive task for their office.
- Would like to have an open and frank conversation about the budget. Improve the areas within the faculty departments.
- David Armstrong talked about the 50% release of the budget. Dr. Parker shared that she heard that faculty blamed Dr. Burt for the 50% release and that it was in fact David's decision without consulting with Dr. Parker. David agreed.
- In the spirit of transparency – Dr. Burt addressed the question as to whether she had influence on only 50% of the budget being released. She clarified that that decision had been made without her input, prior to her transition to SCC.
- Faculty are asking for transparency, and they believe this will help in the future when the college adopts a new model for budgeting as an outcome of our work on the HLC systems portfolio.

Teresa Neufelder seconded. Motion passed.

Renee referred to the MSCF contract Article 8, Section 1, Subd. 7 on reports.

### **Marketplace**

Renee Guyer shared that there have been concerns and challenges with Marketplace. It is not enough time to understand and feel comfortable with the use of Marketplace for the faculty that do not routinely order things and order only once a semester.

### **Class Maximums**

AGRI1810 – Cristen High moved to approve. Mark Friedman seconded. Motion passed.

AST1130 – Mark Friedman moved to approve. Cristen High seconded. Motion passed.

BIOL215 – Cristen High moved to approve. Teresa Neufelder seconded. Motion passed.

COMP2312 – Shayne Narjes moved to approve. Ashley Priem seconded. Motion passed.

ECE 1205, 2580, 1210, 1220, 1230, 1240, 1270, 2310, 2520, 1310, 2560, 2530, 2510, 2550 – Cristen High moved to approve. Mark Friedman seconded. Motion passed.

HVAC2325 – Shayne Narjes moved to approve. Cristen High seconded. Motion passed.

MEAG1207 – Mark Friedman moved to approve. Cristen High seconded. Motion passed.

SOLA 100, 102 – Ashley Priem moved to approve. Teresa Neufelder seconded. Motion passed.

SPAN 110, 205 – Cristen High moved to approve. Teresa Neufelder seconded. Motion passed.

EAP 0070, 0075, 80, 85, 90, 95 – There was confusion on the class max size. These were presented previously with the wrong CIP code and should have been reassigned. Dr. Burt shared that the Dean of LAS had consulted with the faculty member and that there was flexibility to support a higher class max than what the faculty member originally proposed. Renee Guyer suggested that in the future if the faculty could add their initials along with the Dean or send email confirmation of the faculty member’s support. The faculty requested to defer a decision until the ESL faculty could respond and an e-vote could be taken. There was agreement.

**Request for Future Agenda Items**

Faculty would like to discuss the bonding project and how they should plan for faculty space utilization. It was suggested to plan for this to be discussed at Shared Governance after a timeline of the phases could be confirmed and discussed among the deans and department chairs.

**Adjourn**

Meeting adjourned at 2:30 pm

**Recorded by:**

Carol Freed

DRAFT