

**COMMITTEE NAME:** Shared Governance  
Academic Year: 2018-219

**MEETING DATE**

Friday, September 28, 2018  
1:00 to 3:00 pm, Elysian Tourism Center / Highway 60 / Elysian

## MINUTES

**Call to Order**

Renee Guyer called the meeting to order at 1:07 pm

**Roll Call of Members**

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

**Absent:** Ben Braswell, Laurie Kodet-Johnson, Lucinda Wells

**Guests:** None

**Additions to Agenda / Adoption of Agenda**

Presenter: Renee Guyer

There were no additions to the agenda. The agenda was adopted with flexibility.

**Approval of Minutes**

(April 20, 2018)

Presenter: Renee Guyer

Mark Friedman asked about the e-vote follow-up regarding the Data Governance Policy. There was an e-vote and e-mail communication in May regarding this. Suggested that this be added to the April meeting minutes.

Arlene Eliason moved to approve the minutes with the addition noted above. Dave Edwards seconded. Motion passed.

**President's Update**

Presenter: Dr. Annette Parker

- Shared that her direct report work plans include the three areas that she is evaluated on by the Chancellor – Student Success, Institutional Sustainability and Diversity. These are inclusive of the Chancellor's state-wide strategic goals as well as college strategic goals. These become her work plan, which is submitted to the Chancellor for approval to move the college forward. The Cabinet members are all working with their staff to build from the bottom up. The Chancellor and President agree and focus on the three areas. Major highlights include:
  - (1) Student Success – Our work in this area is advancing the Achieving the Dream (ATD). Will be meeting with the Priority #1 Innovative Teams and the Priority #2 Innovative Teams on October 15 and 16. She will share with them her perspective on how she is prepared to support the

recommendations from the coaches and to hear from the teams what is needed to support their work.

(2) Institutional Sustainability – An area of focus within institutional sustainability is our HLC reaffirmation. Our Systems Portfolio work is to be completed in February. Just completed a regular update meeting with the consultant working with SCC – Irene Kovala – she feels SCC is moving forward positively. She will be scheduling a meeting with the AQIP Category Teams to thank them and encourage them as we move forward.

(3) Diversity – The Office of Civil Rights (OCR) visit was held in June – this is a visit to make sure we are in compliance. The VP's are currently addressing the recommendations and findings of the visit. A program recommendation included - that the Paramedic and Dental Assisting Program adjust the admissions criteria. We sent back a recommendation that we look at the criteria based on their accreditation standards and the OCR accepted the recommendation of the change and what our action needs to be and opted to remove. Another recommendation included the LEP (Limited English Proficiency) students and how information is collected so that we know who the population is at the time of admission. Our Affirmative Action plan has been submitted and waiting for MMB approval.

- Strategic Planning Committee is reviewing RFP's and will make a recommendation to the President on which company to select. Marsha Danielson and Narren Brown are leading this committee.

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

Presenter: Dr. DeAnna Burt

- Dr. Burt is focusing her attention of the following areas: a response to the Office of Civil Rights on their routine visit to the college this summer; filling staff vacancies and new positions; and championing institutional efforts for the reaffirmation of accreditation and Achieving the Dream.
- Dr. Burt is working with Judy Zeiger and faculty for Paramedic and Dental Assisting to document our institutional response to the Office of Civil Rights in these areas: the gathering of information on LEP (Limited English Proficiency) students at the time of admissions; and, a review of admissions criteria of concern to the OCR for Paramedic and Dental Assisting. Data on LEP (Limited English Proficiency) students will be collected at the time of enrollment through Accuplacer and/or what the system is exploring as modifications to the admissions application. Dr. Burt drafted a response to the OCR which recommended leniency to allow Paramedic and Dental Assisting programs to examine their admissions criterion against accreditation standards; the OCR approved this request. Program directors for these program were consulted and ultimately self-selected to omit select criteria from the application process for admittance into these programs. Our response to all findings is being drafted for submission to the OCR.
- Dr. Burt provided updates on filling vacancies in CTE and Nursing and Allied Health. At the current time, Candy Mortenson-Klimpel is filling the Interim Dean of Allied Health and Nursing and Ron Fleischman is filling the Interim Dean of Career and Technical Education. Searches for both positions will commence this fall, with modifications made to the posting for the Dean of Nursing and Allied Health.

- In September, Dr. Burt met with the Allied Health and Nursing faculty and put forth a recommendation to restructure these programs to report to a Dean of Health Sciences (administrator position) and to add a Director of Nursing (administrator position) to the organizational structure. The allied health faculty will report directly to the Dean of Health Science. The Nursing faculty will report to the Director of Nursing. The Director of Nursing will be supervised by the Dean of Health Science but also have a dotted line reporting relationship to the VPSAA. This dual reporting relationship is intended to ensure that there is direct access to senior leadership so that the needs of the Nursing faculty are reflected in decision-making. The Director of Nursing will supervise Nursing faculty. This is being done to align with Nursing accreditation standards. The DON position requires a nursing license and a Master's degree in nursing. Dr. Burt has supported this structure in other educational settings fully compliant with accreditation standards, but did also vet this structure with Healthforce Minnesota before presenting it to the faculty with their full support.
- The Dean of Career and Technical Education position will be reposted with minor revisions such as to reflect current organizational structure for CBI.
- Dr. Parker shared that we are not adding administrative positions – we are filling administrative positions, which have not been filled for a number of years. These positions were retained by SCC and not returned to the State when vacated.
- The vacant Architectural Drafting faculty position that was held by Ryan Langemeier will be posted and filled.
- In the process of replacing the Director of Curriculum and Faculty Development vacancy left by Jenifer Clay. This will be converted to an administrative position as the scope of this person's responsibility will be expanded to cover essential needs on the behalf of Academic and Student Affairs such as areas brought to the attention of the college when the HLC provided Systems Portfolio feedback in 2016, areas for which the college can continuously improve. The current structure of Learning Central is not meeting stakeholder needs broadly. It is deserving of a strategic vision, which reflects best practices around things such as, but not necessarily limited to, pedagogy, faculty development, assessment, and curriculum development. An Assessment Coordinator position has resided in the Research and Institutional Effectiveness (RIE) department with an intent for that position to function in a more technical role for the gathering and reporting of data. A new Assessment Coordinator position is being created within Academic Affairs, which will focus on the assessment of student learning – leading our assessment endeavors--, working closely with faculty and staff. This position will report to the administrator to fill the position left by Jenifer Clay.
- The goal is to have all of these positions posted this fall. Some posting are already in draft.
- A new faculty position is being created in FBM. This position will be initially funded by Minnesota Agricultural Education Leadership Council (MAELC), then later funded by the college so that it becomes sustainable over time.
- Dr. Burt met this morning with the AQIP Steering Committee lead by Renee Guyer. The Committee reviewed the individualized plan sent to SCC and all AQIP institutions. The plan is being provided to all AQIP institutions because the AQIP Pathway to accreditation is being sunset by the Higher

Learning Commission (HLC), leaving each institution with the option to pursue two alternative pathways – the Standard Pathway or the Open Pathway. Kudos to Renee Guyer and our folks who are working diligently on this project. Regional accreditation is an external measure, which holds us accountable and measures us against other institutions of higher education, and it speaks on our behalf to the U.S. Department of Education (DOE), among filling other benefits.

- Achieving the Dream (ATD) – Dr. Burt met with the coaches in August to get up to speed on ATD now that Dr. Parker has charged her with leading SCCs ATD efforts. They used that time to plan for the upcoming visit from the coaches, which had been prescheduled for September 20-21. Dr. Burt was tasked with organizing and planning this visit. It was challenging to pull everything together in a short time but positive feedback from the coaches and participants affirm it was worth the effort. We will do a better job getting out in front of planning for the next visit from the coaches, which will be hosted on December 6-7, 2018. Technology will be leveraged to encourage more participation from staff and faculty. Scheduling will also reflect peak times when faculty can participate such as 12-1pm and 2-3pm as recommended by other faculty serving on Innovation Teams.

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

Presenter: David Armstrong

- Finished our FY2018 with half million ahead in our general fund. In terms of state allocation, tuition and CBI are about \$800,000 ahead. The legislature front loaded the budget so will probably not end up that far ahead this year (FY2019), based on enrollment. We are about 2.5 % down in enrollment overall. In Faribault, we are up by about 23.2% and in N. Mankato, we are down by about 7%. These numbers are based on the numbers given to us from Minnesota State. Dave Edwards had concerns about the validity of the enrollment numbers by campus and/or online. Dr. Parker will ask RIE to review these numbers for accuracy.
- Faculty asked about the other half of the budget distribution – David Armstrong will work with Renee Guyer next week on resolving this.
- Faculty would like to access the budget information and view their budgets when needed without needing to go through the Administrative Assistants. David Armstrong will pull together faculty to determine how to best move this forward. Mark Friedman would be willing to participate. Renee Guyer suggested that this could be addressed at the upcoming brown bag instructional cost study presentation.
- Safety, Security, Emergency Preparedness – this year we will contract with CBI to do our OSHA compliance and workplace safety – they have four OSHA certified trainers – they will be doing inspections, chemical hygiene, etc. This is very cost effective - \$8,000 to \$10,000 per year. Looking at staffing up more security on campus both day and evening. Will not be police officers – need to use our 911 for emergency situations. Heidi Andersen is on the safety committee and asked her to coordinate things related to the Safety committee. The security personnel will be assigned to the Building Supervisor MMA position on each campus. Need to determine when and how much security is needed. Working with MSU on Cleary reporting, compliance reports and annual reporting, as we need to stay in compliance. Looking at additional security cameras (internal and external) at both campuses. Faribault has a good set up and looking to improve N. Mankato Campus. Suggested that perhaps we work with MSU on the security piece.

- Building Planning – ending design documents. Made a number of changes to what was originally proposed due to budget. End of next month the total guaranteed cost is due from the construction manager. \$7.1 M was our original project budget – college kicked in \$400,000 to help with the first estimate of \$8.6 building total cost, which leaves us with a \$7.5 M project. Will be asking the N. Mankato Foundation for \$150,000 to help with the welding area. Reminded everyone that the total square feet of N. Mankato is 302,000 square feet and this project is slightly less than 60,000 square feet. Reminder that we need to live in the building while the project is underway and there will be disruptions for 15 months. Shayne Narjes suggested that the computers from Room E103 move to Room E112. Room E112 already has numerous outlets and networking jacks because it was a computer lab before. Need to do this for effective teaching.
- Continue to move forward with the IT planning moving toward a mobile college for faculty and staff. Looking at improving our IT access points – increase coverage and speed.
- Will be looking at common area furniture now that the schematic plans are finished.
- Need faculty member on the NextGen Committee. Arlene Eliason volunteered to serve on this committee.

#### **Human Resources Report**

Presenter: Dawn Pearson

- Reminder that next Tuesday and Thursday you can get your flu shot on campuses.
- Open Enrollment will be November 1-15. There will be meetings available for employees to attend. There will be one on the Faribault Campus on October 9 from 9 to 11 and a session at a location close to Mankato will be announced.
- Making progress in getting positions filled.

#### **Grievance Representative Report**

Presenter: Dave Edwards / Shayne Narjes

Dave Edwards – Looking at RCE's and in October look at credit load and FWM. Trying to encourage faculty to look at FWM – this would be helpful. Follow-up with returning adjunct that they are getting their \$100 per year increase. Will work with HR on this. Adjunct is teaching one class typically- a low threshold.

Shayne Narjes – No report.

#### **OLD BUSINESS**

**NONE**

#### **NEW BUSINESS**

**Shared Governance By-Laws**

Presenter: Renee Guyer

The last time these were updated was 2005-2006. There is a work group from AQIP Category 4 that is looking at these types of areas so that there is consistent information shared.

Renee Guyer shared her proposed tracked changes.

Dr. Parker shared her changes that she proposes and distributed the document. Her changes reflect where she believes the by-laws are in conflict with the 2017-2019 MSCF contract Article 8 language.

There was much conversation around the by-laws language relative to the timeline for an agreed upon agenda. Dr. Parker was wanting to take recommendations that supports adding agenda items in the future.

It was agreed that this language be reviewed and recommendations come back to Shared Governance.

#### **ACTION ITEMS**

**Action:** Dr. Parker will ask RIE to review these numbers for accuracy.

**Person Responsible:** Dr. Annette Parker

**Action:** David Armstrong will work with Renee Guyer next week on resolving this.

**Person Responsible:** David Armstrong

**Timeframe:** Week of October 1

**Action:** David Armstrong will pull together faculty to determine how to best move this forward. Mark Friedman would be willing to participate. Renee Guyer suggested that this could be addressed at the upcoming brown bag instructional cost study presentation.

**Person Responsible:** David Armstrong

**Action:** Need faculty member on the NextGen Committee. Arlene Eliason volunteered to serve on this committee.

**Person Responsible:** David Armstrong

#### **NEXT AGENDA TOPICS**

Shared Governance By-Laws

#### **ADJOURN**

Meeting adjourned at 2:48 pm.

**Recorded by:**

Carol Freed