

# Shared Governance Meeting

## AGENDA

**\*\* DRAFT \*\***

<b>Meeting Date:</b>	Friday, April 20, 2018 12:30 to 2:00 pm ITV – President’s Conference Rooms – Faribault/N. Mankato Campuses	<b>Next Meeting:</b>	Fall Semester 2018
<b>In Attendance:</b>	<p><b>Present:</b> Ben Braswell, Kurt Dershem, Dave Edwards, Arlene Eliason, Mark Friedman, Ala Garlinska, Renee Guyer, Dave Hammitt, Lynn Michel, Shawn, Schroeder, Jay Wendelberger, Dr. Annette Parker, Barb Embacher, David Armstrong, Dawn Pearson, Dr. Narren Brown</p> <p><b>Absent:</b> Jennifer Ongie-Jindra, Deb Selbach, Lucinda Wells, Judy Zeiger</p>		
<b>Agenda Items:</b>	<ol style="list-style-type: none"> <li>I. Call Meeting to Order</li> <li>II. Roll Call of Members</li> <li>III. Adoption of Agenda</li> <li>IV. Approval of Minutes (March 30, 2018)</li> <li>V. Human Resources Report</li> <li>VI. Grievance Representative Report - Renee Guyer / Dave Edwards</li> <li>VII. President’s Update - Dr. Annette Parker</li> </ol> <p><b><u>OLD BUSINESS</u></b></p> <ol style="list-style-type: none"> <li>VIII. Data Governance Policy - Dr. Narren Brown</li> </ol> <p><b><u>NEW BUSINESS</u></b></p> <ol style="list-style-type: none"> <li>IX. Class Maximum - Barb Embacher</li> <li>X. Process, Results &amp; Improvements (PRI)</li> <li>XI. Adjourn</li> </ol>		
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>IV. Approval of Minutes – March 30, 2018</li> <li>V. Human Resources Report</li> <li>VIII. Data Governance Policy</li> <li>IX. Class Maximum</li> </ol>		

### Meeting Minutes:

Agenda Item	Minutes
Call Meeting to Order	The meeting was called to order at 12:34 pm

<b>Roll Call of Members</b>	See above.
<b>Adoption of Agenda</b>	Dave Hammitt moved to adopt the agenda with flexibility. Mark Friedman seconded. Motion passed.
<b>Approval of Minutes</b>	Renee Guyer moved to accept the minutes with the two name spelling corrections. Ala Garlinska seconded. Motion passed.
<b>Human Resources Report</b>	<p>Dawn Pearson shared that the Dental Assisting and Automotive Technology faculty positions will go live next week. Dawn will verify that the Dental position is a UFT with Candy Mortenson-Klimpel. Faculty shared their concerns about the Automotive Technology faculty position being a TFT. Barb Embacher shared it is posted as a TFT at this time, due to program redesign. Arlene Eliason shared that there is a 3-year period that would allow hiring and/or getting a better pool of candidates. Dr. Parker will take this into consideration and would like to see the redesign prior to hiring a UFT. The redesign could change the requirements of a UFT position. Dawn Pearson shared that there are two or three faculty from the recall list that may be interested.</p> <p>Barb Embacher shared that the Dean of Allied Health is still in process.</p> <p>Dr. Brown shared the job responsibilities of the Process Analyst position. He also shared the process that was undertaken to assist in doing this work with the university system, but unable to move forward.</p>
<b>Grievance Representative Report</b>	<p>Dave Edwards had no report.</p> <p>Renee Guyer shared that they have no current report, but that they are working on things to make sure everything is up to date on how things move forward.</p> <p>Jay Wendelberger shared concerns with the LAS faculty regarding an email communication from the LAS Dean about faculty professional development plans. Barb Embacher shared that the reason for the email was only to share how important it is to have faculty engaged on the campuses, which was an outcome from a recent Dean's retreat. The intent was to get more involvement with faculty. Renee Guyer shared that the faculty were concerned with the comments about assessment in the email. Jay Wendelberger shared it was the email itself and how it may not have been appropriate for all faculty to receive this email.</p> <p>Jay Wendelberger brought up the personal leave day approvals and it is important to follow the contract, as it is very clear on the approval process on personal leave, bereavement, etc. Dr. Parker sent an</p>

	<p>email prior to the in-service day asking administrators and managers to follow contracts regarding personal leave.</p>
<p><b>President's Update</b></p>	<p>Higher Education passed the omnibus bill funding the following:</p> <ul style="list-style-type: none"> <li>• \$500,000 one-time funding for renewal of workforce development scholarships</li> <li>• \$350,000 one-time funding for the State Grant program</li> <li>• \$100,000 one-time funding for the Agricultural Educators Loan Forgiveness program</li> <li>• \$50,000 one-time funding for OHE Student Loan Debt Counseling program</li> </ul> <p>Shared legislative discussion on the use of affordable textbooks. LeadMN is working with Senator Draheim on this. Looking at language to explore design and teach education program.</p> <p>Dave Hammitt shared what Cengage Unlimited is about and can access through our bookstore for our students. Held further discussion about Cengage and that not all faculty use Cengage.</p> <p>Dr. Parker shared that Senator Draheim has this same textbook bill in the Senate and Brian Daniels has it in the House.</p> <p>N. Mankato five Presidential Scholarship interviews are now complete. Will be calling three students from the Dental, Automotive, and Agribusiness programs to offer them a Presidential Scholarship. Two students from Child Development and Agribusiness programs will receive Vice President Scholarship.</p> <p>Attended HLC conference last week – Looking at new standards around civic engagement for our students.</p> <p>Thanked Dawn Pearson for our College In-service and awesome ATD presentation led by Dave Hammitt.</p> <p>ATD Coaches Visit for April 16 &amp; 17 was cancelled due to the weather. They will be meeting with the data and leadership teams via SKYPE to share the outcome of our work that will begin. We will have an extra visit from them next year due to the cancellation.</p>
<p><b>Data Governance Policy</b></p>	<p>Narren brought the second reading of this policy. The first reading discussion took place regarding the word “require” and removed this were it could be removed and changed it to be flexible. If it is a state policy, we do need to leave the word “require” in the policy.</p> <p>Renee Guyer has several edits and Dr. Brown asked her to share those with him. Carol Freed will send as a Word document to the members so everyone can get their edits back to Dr. Brown via the Word document.</p>

	<p>The membership discussed the difference between a policy and a procedure. A policy is short and a procedure goes into detail. It was felt that they had a procedure; therefore, Dr. Brown will create a short policy and will move the document they are looking at today as the procedure.</p> <p>Jay Wendelberger moved to approve the procedure with flexibility to make non-substantive changes to reflect it to be a procedure and not a policy. Dave Edwards seconded. Motion carried</p> <p>There will be an e-vote on the policy to follow.</p>
<p><b>Class Maximum</b></p>	<p>READ0089, ENGL0089 – Ben Braswell moved to approve. Renee Guyer seconded. Motion passed.</p> <p>MATH0089 – Not approved - as it was not approved at Curriculum Committee.</p> <p>MATH0095 – Ben Braswell moved to approve. Dave Edwards seconded. Motion passed</p> <p>COMM190, COMM150 – Renee Guyer moved to approve. Jay Wendelberger seconded. Motion passed</p> <p>CMAE1510, CMAE1528 - Dave Edwards moved to approve. Ben Braswell seconded. Motion passed.</p>
<p><b>Process, Results &amp; Improvements</b></p>	<p><b><u>Process</u></b> – What is a policy and procedure? More clearly delineated what is a policy and procedure. What we did with Data Governance is a procedure and not a policy.</p> <p>How we can improve communications.</p> <p><b><u>Result</u></b> – Moved to approve the procedure with flexibility and revisions.</p> <p><b><u>Improvement</u></b> – Will approve policies that refer to procedures.</p> <p>Need to continue, some things are contractual and we need to follow contract.</p>
<p><b>Adjourn</b></p>	<p>Meeting adjourned at 1:40 pm</p>