

Shared Governance Meeting

AGENDA

****DRAFT****

Meeting Date:	Friday, February 16, 2018 1:00 to 2:30 pm ITV – President’s Conference Rooms on Both Campuses	Next Meeting:	Friday, March 30, 2018 1:00 to 3:00 pm Elysian Tourism Center
In Attendance:	<p><u>Present:</u> Ben Braswell, Kurt Dershem, Dave Edwards, Arlene Eliason, Mark Friedman, Ala Garlinska, Lynn Grenz, Renee Guyer, Dave Hammitt, Jennifer Ongie-Jindra, Shawn Schroeder, Jay Wendleberger, Dr. Annette Parker, Barb Embacher, David Armstrong, Dawn Pearson, Judy Zeiger</p> <p><u>Absent:</u> Deb Selbach, Lucinda Wells, Dr. Narren Brown,</p>		
Agenda Items:	<ul style="list-style-type: none"> I. Call Meeting to Order II. Roll Call of Members III. Adoption of Agenda IV. Approval of Minutes (December 15, 2017) V. Human Resources Report VI. Grievance Representative Report - Renee Guyer / Dave Edwards VII. President’s Update - Dr. Annette Parker <p><u>OLD BUSINESS</u></p> <p><u>NEW BUSINESS</u></p> <ul style="list-style-type: none"> VIII. Data Governance Policy (second reading) - Dr. Narren J. Brown IX. Achieving the Dream Update - Dr. Narren J. Brown X. Bonding Update - David Armstrong XI. Budget Update - David Armstrong XII. Process, Results & Improvements (PRI) XIII. Adjourn 		
Attachments:	<ul style="list-style-type: none"> IV. Approval of Minutes – December 15 2017 V. Human Resources Report VIII. Data Governance Policy (second reading) IX. Achieving the Dream Update X. Bonding Update XI. Budget Update 		

Meeting Minutes:

Agenda Item	Minutes
Call Meeting to Order	Arlene Eliason called the meeting to order at 1:05 pm
Roll Call of Members	See above.
Adoption of Agenda	Dave Hammitt moved to adopt the agenda with flexibility. Ala Garlinska seconded. Motion passed.
Approval of Minutes	Renee Guyer asked if there could be clarification in the minutes under the – Career Step Collaboration agenda item. Will change the currently reading of “David Armstrong knows about this and questioned the offerings listed and was told it was technical offerings and Allied Health and Nursing was okay with it and would not conflict with their offerings” to read “ <i>David Armstrong shared that it is the one program - Pharmacy Tech - that we no longer offer and Allied Health has no issues offering this. It is only Pharmacy Tech program that is okay to offer.</i> ” Dave Hammitt moved to approve the minutes with the amendment. Mark Friedman seconded. Motion passed.
Human Resources Report	<p>Dawn shared that ESL interviews are taking place today as noted. There is nothing new to add to the document.</p> <p>Asked for clarification on the ESL instructor role – Barb Embacher shared that there will be program development in collaboration with basic education and teaching.</p> <p>Ala Garlinska asked if the replacement names could be shared in the future document. Dawn agreed to share this information in the future.</p>
Grievance Representative Report	<p>Dave Edwards – In the process of reviewing spring schedules and see that they jive with faculty workload management. Looked through 30 or 40 yesterday and it is a different look. All faculty should be checking their workload.</p> <p>Renee Guyer – RCE’s headed Dave Edward’s way.</p>
President’s Update	National Technical Signing Day went very well yesterday (Thursday, February 15). Feel that over the years that we have had workforce shortage when those things occur it impacts the state and federal levels. We are a comprehensive community and technical college – at the end of the day we have three missions. – Liberal Arts & Sciences, Career and Technical Education, and Continuing Education. We had legislators on both campuses to be a part of the Workforce Development scholarship awards. Met with legislators prior to the event on the Faribault Campus and following the event

on the N. Mankato Campus to share HEAPR requests and understand where we are in support of MinnState. The Senate Capital Investment Committee was on the Faribault Campus on Monday. Would welcome what we can do for the LAS department.

Will be attending the DREAM 2018 conference next week. Large group going – some from CBI due to the webinar they attended on the non-credit to credit conversations. Next steps is important – the committees will break up into teams as to the areas of focus. The notes from the World Café, the ICAT study – will make recommendations and put to college for vote. Will have an opportunity to talk more about it at the In-Service Day in April. The coaches come back following this and will then write the two to three areas that we will focus on. It is all open for discussion and everyone should feel comfortable about sharing how they feel about the input.

Judy Zeiger shared that all the World Café information will be narrowed down so it is more manageable. Need everyone to know that while we will decide on two or three ATD initiatives for next year, every department can be looking for opportunities to improve Student Success. Encouraged everyone to visit the Share Point site where the Dream Conference attendees will be sharing their insights gained at the conference.

Dave Edwards shared that we should be looking at the data and trying to see what gaps we would like to address. The ICAT is the perception of the school and should not base our two or three areas off that only. Judy Zeiger shared that we are taking information from the World Café and data team metrics in order to determine initiatives. Leadership team is only reviewing World Café information at this time, but will also include the data information as well.

Commencement speaker will be Bukata Hayes. He is the Executive Director of the Greater Mankato Diversity Council. Karen Stout, CEO of Achieving the Dream, will be our speaker next year.

Finalists for St. Cloud Technical & Community College and Rochester Technical & Community College are posted and can be found at

<http://www.minnstate.edu/media/newsreleases/index.html>

Responded to the following:

Division chairs – Dick Stelten and Jennifer Ongie-Jindra have been appointed as division chairs.

Summer 2019 – Calendar is posted – has been the same as in the past.

CBI – Referred to the three pillars of community college – they will use SCC name because they are SCC employees. CBI mission is part of the work they did with Charting the Future and how the

	<p>system is aligning with regions. As long as we do not have an academic program, they will offer. If it is something we offer that is customized for employer they check with current faculty first. Career Step is a third party vendor that is providing online curriculum for CBI.</p> <p>Renee Guyer shared that this particular vendor is still offering 10 programs with the SCC logo.</p> <p>Dr. Parker shared that we removed Medical Assisting. CBI is going to work with vendors and offer training that they request.</p> <p>Barb Embacher shared that we have been using Ed2Go as a vendor and CBI advertises the courses so any number of businesses can take these courses. These are non-credit courses.</p> <p>Dr. Parker shared we have always done this and it is going to continue. Asked them to remove Medical assisting and asked them to work with our faculty first.</p> <p>Jay shared that the Pharmacy Tech does not fulfill the Minnesota requirements.</p> <p>Arlene Eliason suggested that CPL group look at this and make sure that it meets their requirements.</p> <p>Barb Embacher shared that this would not be any different then any other request in CPL. CBI serves clients where they are and when they need it. CBI can be a feeder for our credit-based programs. Will communicate with the Deans and CBI and help them offer the appropriate courses.</p> <p>Renee Guyer would like to caution with the development of our marketing materials and the language that is being shared.</p> <p>Dave Edwards shared that the marketing stand point the lines are blurred. From a faculty side there is a concern internally about the overlap.</p>
<p>Data Governance Policy (second reading)</p>	<p>Arlene shared that on page 10 the phrasing is more restrictive then needed. This is a Minnesota State policy and we changed our name to reflect our college name. There was concern about the word “required” being throughout the document with perceptions of the legal definition of the word was concerning to faculty. David Armstrong did word search and appears twice in the document – page 10 and 21.</p> <p>Kurt asked to approve the document as presented. Ben Braswell seconded. Dave Edwards shared that for the spirit of SG we need to refer back to the author for discussion. Jay spoke against the motion as well and the motion was rescinded. Narren will revise the document as appropriate and bring back next month.</p>
<p>Achieving the Dream Update</p>	<p>Dr. Parker and Judy Zeiger shared earlier.</p>
<p>Bonding Update</p>	<p>David shared the power point presentation, which was the same as he shared at the Presidential forum.</p> <p>Asked if the 25% is a typical number. This number includes</p>

	<p>furniture, fixtures and equipment as well as the fees related to the Owners Representative and for the Construction Manager at Risk.</p> <p>Discussed the faculty offices and the faculty feel it is important for faculty to have private offices for private conversations. Renee Guyer shared that students need private areas to converse with their faculty. David Armstrong shared that there is an acknowledgement of all that is being said. There is a broad representation on the Building Steering Committee in these discussions, which include faculty.</p>
Budget Update	<p>Budget document shared.</p> <p>We are in an okay position at the current time. Keep in mind we are only 2/3 of the way through the academic year. Be mindful with your spending.</p> <p>CBI starts at zero with all their salaries encumbered up front. Expect to end up a couple thousand ahead.</p>
Process, Results & Improvements (PRI)	<p><u>Process</u>: Policy Review and Approval Process</p> <p><u>Results</u>: No vote on the policy as the policy author was not present to respond to concerns</p> <p><u>Improvements</u>: Clarifications to the Data Governance Policy will be made</p>
Adjourn	Meeting adjourned at 2:32 pm