

# Shared Governance Meeting

## AGENDA

<b>Meeting Date:</b>	Friday, December 15, 2017 1:00 to 3:00 pm Elysian Tourism Center	<b>Next Meeting:</b>	Friday, January 19, 2018 1:00 to 3:00 pm Elysian Tourism Center
<b>In Attendance:</b>	<p><b><u>Present:</u></b> Ben Braswell, Kurt Dershem, Dave Edwards, Arlene Eliason, Mark Friedman, Ala Garlinska, Renee Guyer, Ryan Langemeier, Jennifer Ongie-Jindra, Deb Selbach, Jay Wendelberger, Dave Hammitt, Dr. Annette Parker, David Armstrong, Dawn Pearson, Dr. Narren Brown</p> <p><b><u>Absent:</u></b> Shawn Schroeder, Lucinda Wells, Dr. Susan Tarnowski</p>		
<b>Agenda Items:</b>	<ul 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 (October 27, 2017)</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> </ul> <p><b><u>OLD BUSINESS</u></b></p> <p><b><u>NEW BUSINESS</u></b></p> <ul style="list-style-type: none"> <li>VIII. Internal Communications - Shelly Megaw</li> <li>IX. 2018-2019, 2019-2020, 2020-2021 Calendar Approval - Dr. Annette Parker</li> <li>X. The Data Corner - Dr. Narren J. Brown</li> <li>XI. Class Maximums - Dr. Susan Tarnowski</li> <li>XII. Career Step Collaboration - Jay Wendelberger</li> <li>XIII. Process, Results &amp; Improvements (PRI)</li> <li>XIV. Adjourn</li> </ul>		
<b>Attachments:</b>	<ul style="list-style-type: none"> <li>IV. Approval of Minutes – October 27, 2017</li> <li>V. Human Resources Report</li> <li>VIII. Internal Communications</li> <li>IX. Calendar 2018-2019</li> <li>XI. Class Maximums</li> </ul>		

### Meeting Minutes:

Agenda Item	Minutes
<b>Call Meeting to Order</b>	Jay Wendelberger called the meeting was called to order at 1:04 pm.

<b>Roll Call of Members</b>	See above.
<b>Adoption of Agenda</b>	Agenda adopted with flexibility.
<b>Approval of Minutes</b>	Renee Guyer moved to approve the minutes. Arlene Eliason seconded. Motion passed.
<b>Human Resources Report</b>	<p>Dawn Pearson shared the updated Human Resources Report. See attached document dated December 15, 2017.</p> <p>Faculty question regarding Interim VP of Academic Affairs position – why was this not open to faculty to apply? May want to think about opening to faculty in the future. Felt it would have been appropriate to seek applications if there were interested parties.</p> <p>Faculty feel there seems to be a constant drum beat that hiring continues to move slowly. Dawn shared that it is many times advantageous to have the positions posted longer to receive a better and more diverse pool of candidates. Jay Wendelberger suggested this is something to share more broadly.</p> <p>Faculty shared that it is important that there is not a gap with the division chairs as we move forward.</p> <p>Discussed the Director of Nursing and Dean of Allied Health &amp; Nursing position and how it best fits the needs of the position(s). Dr. Parker is open to comments and suggestions; however, will be working closely with the Allied Health &amp; Nursing division.</p>
<b>Grievance Representative Report</b>	<p>Renee Guyer asked to discuss the question on how they access the course planning forms as it was done incorrectly last semester. What is the process?</p> <p>Dawn Pearson needs to have a conversation with the deans, but would like a central repository.</p> <p>Dave Edwards shared that it is in the grievance representative job description to check the faculty load each semester. Human Resources is to supply all release agreements, team teaching, independent teaching and other related documents.</p> <p>Dawn Pearson will take this back to the deans and determine the process for this. Need to update and operationalize the new forms.</p> <p>Need course planning forms to determine that all was loaded correctly in the system.</p> <p>MSCF is filing a lawsuit on the state-wide grievance.</p>
<b>President's Update</b>	Shared that the new CEO at District One Hospital is very excited about what is happening with our Nursing Program accreditation and

	<p>looks forward to working with South Central College.</p> <p>At Dr. Parker’s last Mayo Board meeting this week they discussed the regional Mayo piece and the three pillars – SCC is a part of this discussion.</p> <p>The next Leadership Council meeting will be shared with Board of Trustees in January.</p>
<p><b>Internal Communications</b></p>	<p>Shelly Megaw shared the attached document on behalf of Marsha Danielson. The document is an outcome from the PACE survey and the ATD last visit which reflected that a communications plan was needed.</p> <p>Plan to determine employee preferences via a survey and/or focus groups.</p> <p>Currently working through the timelines.</p> <p>Comments from faculty included:</p> <ul style="list-style-type: none"> <li>• Seems to be one-way communication and not enough two-way communication.</li> <li>• We do not want to omit the other way.</li> <li>• We only see the information distribution in this document.</li> <li>• May help to have a policy of who can send emails, reading emails and responding to emails. This is a major way of communicating to many. Many times questions never get responded to.</li> <li>• Against communication policy – perhaps a training in communication etiquette. Encourage proper behavior.</li> <li>• Email etiquette is important.</li> </ul>
<p><b>2018-2019, 2019-2020, 2020-2021 Calendar</b></p>	<p>Shared the 2018-2019 calendar with the changes that were shared by the MSCF presidents on each campus.</p> <p>Discussed the increase of workshop days from three to five. It is a reorganization of how these days are to be used. Jay Wendelberger shared that he received comments with some in favor and some not in favor. Dave Edwards shared that he hopes that faculty will not need to travel on all five days. Faculty do not want workshop days that just fill up time. It is a desire from faculty that they would like more time for assessment and faculty development work on these days. If faculty work the summer days they will be compensated for their time.</p> <p>Discussed the summer session and the last time there was a faculty group that reviewed the summer session and asked how the summer session start date was determined. It was suggested that it be given some thought on changing the summer session start date to week earlier.</p>

	<p>Dr. Parker is willing to have a conversation with the two MSCF presidents regarding the 2019 summer session.</p> <p>Asked about the July 2018 day and is this part of the FY19 calendar. Dawn Pearson will clarify this question and confirm.</p>
<p><b>The Data Corner</b></p>	<p>Dr. Narren Brown will bring handouts in the future. He shared a brief enrollment report and where we project to be.</p> <ul style="list-style-type: none"> <li>• We are 5% above last year for credit hours last year at this time.</li> <li>• Headcount is down but students that are enrolling are taking more credits. More credits students take the more likely they are to succeed.</li> <li>• Headcount – we are at 1912 – down by 27% from this point in time last year.</li> </ul> <p>All of this information can be found on the dashboard web page.</p> <p>Projections are that we will be where we want to be with credits and a little under for unduplicated headcount.</p> <p>10<sup>th</sup> day headcount from spring 2017 was 2906 and we will be at about 2850.</p> <p>Dr. Parker shared that Dr. Brown was highlighted in the Diverse Magazine in a feature article.</p>
<p><b>Class Maximums</b></p>	<p><b>AST1714</b> – Dave Edwards moved to approve. Renee Guyer seconded. Motion passed.</p> <p><b>HSER100, HSER101, HSER102, HSER103, HSER200</b> – Dave Edwards moved to approve. Ben Braswell seconded. Motion passed.</p> <p><b>OTEC 2905</b> – Renee Guyer moved to approve. Dave Edwards seconded. Motion passed.</p> <p><b>SOWK115</b> – Dave Edwards moved to approve. Arlene Eliason seconded. Motion passed.</p>
<p><b>Career Step Collaboration</b></p>	<p>Renee Guyer shared that faculty have brought concerns about the online offerings through the CBI department. Specific programs and the reasons for concerns appear to be a conflict in programs - Medical Office Manager, Medical Assistant and Medical Administrative Assistant. Concerned about the competition with CBI and creditability of these programs and what it means to our programs at SCC.</p> <p>Students completing Career Step are allowed to sit for the CCMA exam through the National Healthcare Association and is not</p>

	<p>accepted by local employers. There are separate accreditations in these programs. Another concern is communication and lack of communication. This information was found on a blog by a company that shared this on our website. Faculty feel free hurt by this and the respect for the programs at SCC.</p> <p>Dr. Parker shared that this was the first she had heard about this and would like the literature and information they referred to and will check into this.</p> <p>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.</p> <p>Dr. Parker did share that CBI works with employers to meet their needs and develop offerings to help with their courses needed.</p> <p>Dr. Parker asks that these discussions be shared with her prior to the meeting so that she can respond effectively.</p> <p>Renee Guyer officially is challenging the administration on the Polar Plunge. All are invited to this Special Olympics Polar Plunge on Saturday, February 3, 2018 at 1:00 pm in St. Peter. Would like the challenge to include three faculty and three administrators. Renee has three faculty jumpers. Dr. Narren Brown agreed to be an administrator jumper.</p>
<p><b>Process, Results &amp; Improvements</b></p>	<p><b><u>Process</u></b> - Process for bringing items to Shared Governance and Process for Calendar development were both clarified.</p> <p>Process for sharing faculty schedules with Grievance Reps and Process for collaborations with outside companies are both needed.</p> <p><b><u>Results</u></b> - Decision could not be made without following or having a process in place.</p> <p><b><u>Improvements</u></b> - More information will be shared in advance of the meeting and Process will be identified in the future for supplying Grievance reps with contractually obligated information.</p>
<p><b>Adjourn</b></p>	<p>The meeting adjourned at 3:05 pm.</p>