

# Shared Governance Meeting

## MINUTES

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| <b>Meeting Date:</b>  | Friday, September 29, 2017<br>1:00 to 3:00 pm<br>Elysian Tourism Center<br>Highway 60   | <b>Next Meeting:</b> | Friday, October 27, 2017<br>1:00 to 2:30 pm<br>ITV |
| <b>In Attendance:</b> | <p><b>Present:</b> Ben Braswell, Dave Edwards, Ala Garlinska, Renee Guyer, Ryan Langemeier, Jennifer Ongie-Jindra, Shawn Schroeder, Jay Wendelberger, Dr. Annette Parker, David Armstrong</p> <p><b>Absent:</b> Kurt Dershem, Arlene Eliason, Mark Friedman, Deb Selbach, Lucinda Wells, Dr. Susan Tarnowski, Dawn Pearson</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 (April 28, 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> </ol> <p><b><u>OLD BUSINESS</u></b></p> <p><b><u>NEW BUSINESS</u></b></p> <ol style="list-style-type: none"> <li>VIII. Class Maximums - Dr. Annette Parker</li> <li>IX. Budget Update - David Armstrong</li> <li>X. Security Camera Policy - David Armstrong</li> <li>XI. Strategic Enrollment Charter - Dr. Narren Brown</li> <li>XII. Institutional Review Board (IRB) Policy - Dr. Narren Brown</li> <li>XIII. Motion: To best serve students at both of our campuses, MSCF recommends the hiring of a UFT Librarian at both the North Mankato and Faribault campuses</li> <li>XIV. Process, Results &amp; Improvements (PRI)</li> <li>XV. Adjourn</li> </ol> |                      |  |
| <b>Attachments:</b>   | <ol style="list-style-type: none"> <li>IV. Approval of Minutes – April 28, 2017</li> <li>V. Human Resources Report</li> <li>VIII. Class Maximums</li> <li>IX. Budget Update</li> <li>X. Security Camera Policy</li> <li>XI. Strategic Enrollment Charter</li> <li>XII. IRB Policy</li> </ol>  |                      |  |

# Meeting Minutes:

| Agenda Item                      | Minutes   |
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| <b>I. Call Meeting to Order</b>  | Jennifer Ongie-Jindra called the meeting to order at 1:04 pm  |
| <b>II. Roll Call of Members</b>  | See above.  |
| <b>III. Adoption of Agenda</b>   | Agenda approved with flexibility.   |
| <b>IV. Approval of Minutes</b>   | Dave Edwards moved to approve the minutes as written. Renee Guyer seconded. Motion passed.  |
| <b>V. Human Resources Report</b> | <p>Dr. Parker shared that all received the report as of September 21, 2017. In the absence of Dawn, any clarifications will be noted and will respond via email from Dawn or Dr. Parker.</p> <ul style="list-style-type: none"> <li>• Why is the Librarian position not on list?</li> <li>• What is happening with the Director of Nursing position? <i>Shared that Michele Brielmaier is retiring in December.</i></li> <li>• Kris Lovstad filled the Transfer position – will his position be on this list? <i>Shared that the position will be filled.</i></li> <li>• Concern about the time it takes to get positions posted and to fill positions. The sabbatical replacements were shared as an example. It is unacceptable to not have a sabbatical position filled when the sabbatical was approved last fall. <i>Shared that it is taking some time to get positions back from the system office.</i></li> <li>• What is the status of the replacement for Lisa Lamor. <i>Shared that with this position and Johnna's replacement Dr. Tarnowski is looking at a possible reorganization. Shared that Gale Bigbee is helping faculty to get through the WIDS training.</i></li> <li>• There is a concern from AFSCME about the positions on the Faribault Campus not being filled. Laura Hardy, Kris Lovstad, Frank Krenske are all positions not yet filled and the bookstore in Faribault is primarily staffed by students. <i>David shared that Frank's vacant position has had two failed searches due to the number showing up for interviews, but that we are hoping to fill soon. Looking at assignment of responsibility for this position. Cheryl at the Faribault bookstore has been spending more time in N. Mankato due to the absence of Katie Hobson. Hopefully this is only temporary due to the circumstances.</i></li> <li>• The Faribault Library will be open until 8:00 pm staffed by workstudy. Kelly is new Library Technician and works until 4:00 pm.</li> <li>• Any recruiting for the Assessment Coordinator position is important.</li> <li>• What is the status of Lee's position? <i>Shared that this position and Bill Erickson's position is a regional multi-institution support position for ITV, contracted with SCC by the University of Minnesota, and just happens to be stationed at our college. The University was looking at a potential relocation for the position; however, has now determined that this will be an SCC position. Looking at the possibility of filling a combined scheduling position at SCC.</i></li> </ul> |
| <b>VI. Grievance</b>             | Dave and Renee will be working on workload calculation checks on Monday.  |

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| <p><b>Representative Report</b></p>   | <p>Looking at correct calculations of lab hours and team teaching.</p> <p>Shared that there is a concern with workload related items where faculty are being pulled away from students for campus visits and the time needed for Marketplace is a concern. Dr. Parker shared that the deans are aware of the student visits to the campuses and faculty will need to work with their deans. This conversation needs to take place first at the division level. David is looking into the Marketplace concerns.</p>   |
| <p><b>VII. President's Update</b></p> | <p>Dr. Parker shared:</p> <ul style="list-style-type: none"> <li>• Off to a Great Year – thanked the faculty for the roles they all play. SCC is in good shape with enrollment, fiscally and pleased with faculty and staff.</li> <li>• Achieving The Dream (ATD) – Thanked everyone for moving the ATD forward. Anything we can do to increase student success is important.</li> <li>• Chancellor Malhotra visit to South Central College on August 8 – met with faculty, staff and students and toured both campuses. He is focused on the three areas of student success, diversity and long term financial sustainability.</li> <li>• The Foundation Executive Committees from both campuses met in August on the Faribault Campus followed by social gathering at Dr. Parker's home.</li> <li>• House Capital Investment Committee Visit to N. Mankato Campus – Tuesday, August 29 – Shared with them what our HEAPR needs are and had dinner at SCC.</li> <li>• Held Meet &amp; Confer Meetings with MMA and AFSCME/MAPE.</li> <li>• Leadership Retreat was held a couple weeks ago and discussed the Chancellor's three items he is focused on in more detail.</li> <li>• Stratasys Partnership Meeting last Friday on N. Mankato Campus – Have been working with them for a year – they are a 3D company and SCC is the only community college that they have accepted to partner with to offer this training for them. We will be training people from around the US through our CBI division.</li> <li>• Met with Deanna Kuennen, Community &amp; Economic Development Director in Faribault and Galen Malecha, Rice County Commissioner and Kathy Feldbruggee, EDA Director to discuss the workforce needs. How do we have a more regional approach in Rice and Steele counties to recruit for the shortage of workers. They have realized that we (SCC) need to be a part of this conversation.</li> <li>• Presented at the ACCT Congress along with Minnesota State Trustee Sundin, Trustee Erlandson, student Trustee and Gina Sobania, Minnesota State Director of Military, Veteran and Adult Learner Services on the GI Bill 2.0: Minnesota State's Model to Support Veterans and Service Members.</li> <li>• This morning attended the GMG State of the Cities – The Mankato and N. Mankato Administrators and Mayors were on the panel talking about their strategic planning.</li> <li>• Manufacturing Week is the focus next week – will be visiting N. Mankato Campus and Tuesday on the Faribault Campus.</li> <li>• SCC Leadership Work Plan 2018 – This comes out of the Presidential Evaluation at the end of each year. Went through the accountability measures and the strategic priorities that we are currently working on – called Wildly Important Goals (WIG). Now meeting with MMA members as part of the</li> </ul> |

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|                             | Administrative meetings held regularly.   |
| <b>VIII. Class Maximums</b> | <p>MEAG1206 – Dave Edwards moved to approve. Renee Guyer seconded. Motion passed.</p> <p>NURS2240, NURS2455, NURS2560 – Jennifer Ongie-Jindra moved to approve. Dave Edwards seconded. Motion passed.</p> <p>WELD1007, WELD1011 – Renee Guyer moved to approve. Dave Edwards seconded. Motion passed.</p>   |
| <b>IX. Budget Update</b>    | <p>David shared the Financial Health Indicators and that South Central College is noted for FYE enrollment trend – down by 13% - there are 20 of the 37 colleges and universities that have triggered this monitoring.</p> <p>SCC is down in enrollment by .9% as compared to last year at this time.</p> <p>Distributed the FY17 fund balance worksheet and shared that SCC reserves are doing very well and are in good shape. For FY18 &amp; FY19 the legislature loaded 55% and next year will receive 45%.</p> <p>Unions have negotiated increases of 2% this year and 2.25% the following year. Has not yet been approved by legislature.</p> <p>Shared the facilities indicator as another area of concern and will continue to put dollars in this area. Approximately \$800,000 from the general fund will be put towards technology fund for the bond project.</p> <p>Sue Swedberg has been hired to fill the Cook Coordinator position and we will fill her vacant position. She has done a great job of ending a positive fund balance in food service for this year.</p> <p>Jay Wendelberger shared that he appreciates the work being done on the N. Mankato Campus to look more like a higher education facility. We are okay by fire code to have furniture in the halls.</p> <p>Jay Wendelberger shared the brown sheet with David showing what has been spent on faculty. This is information from Minnesota State about the real dollars. MSCF is the biggest portion – but not biggest increase. Dr. Parker shared that this information is looking at the whole system.</p> <p>David shared that he is looking at how we are coding items and making cost center corrections/changes as part of a larger look at instruction and institutional costs.</p> <p>Renee Guyer shared that there is a need for mental health counselors at our college. David agreed.</p> <p>David gave a bonding update:</p> <ul style="list-style-type: none"> <li>• \$9.6 M from legislature for planning and design – 5 years to spend – much planning to be done.</li> <li>• \$1.8 M for roof on N. Mankato Campus</li> <li>• DLR Group is architect that has been selected</li> <li>• Will start soon working with academic areas that will be impacted</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• Committee representation include faculty, students, IT and facilities</li> <li>• Need to set the stage for 2030, not 2020.</li> </ul>  |
| <b>X. Security Camera Policy</b>   | David shared the Security Camera policy for SCC. This is a Minnesota State template policy that is required. This template has had legal review and will be used by South Central College. This is a first reading to review and will bring back to next meeting for approval.  |
| <b>XI. Strategic Enrollment Charter</b>  | <p>Dave Edwards shared that the “Under the Hood” sessions are very important and all should be attending. This data information is going to drive the decisions at the college.</p> <p>Dr. Parker shared that these numbers and Student Affair restructure has impacted our enrollment and will continue to impact our enrollment positively.</p> <p>Narren shared that this document will be our Strategic Enrollment Planning document. Outlined the five major goals in the document. Looking at the 12 county areas and see growth in the Latinos and African Americans and Caucasians are shrinking.</p> <p>The link to review this data can be found at:<br/> <a href="https://mnsccu.sharepoint.com/teams/SCC/Prod/rie/SitePages/Community%20Home.aspx">https://mnsccu.sharepoint.com/teams/SCC/Prod/rie/SitePages/Community%20Home.aspx</a></p> <p>Discussed the ambassador program in the plan. Need to determine how SCC will differentiate these ambassadors from the current ambassadors. Training is critical for these ambassadors.</p> <p>This plan will be renamed to Enrollment Retention Management Plan.</p> <p>Narren will return to future Shared Governance meetings as the work moves forward.</p> |
| <b>XII. Institutional Review Board (IRB) Policy</b>  | <p>Narren shared the IRB policy and the need to comply federally and keep it updated. Last approved policy is from 2004 by AASC. This is more of an institutional policy so it has been moved to Shared Governance for approval.</p> <p>Jay Wendelberger moved to approve the policy. Dave Edwards seconded. Motion passed.</p>   |
| <b>XIII. Motion: To best serve students at both of our campuses, MSCF recommends the hiring of a UTF Librarian at both the North Mankato and Faribault</b> | <p>Jay Wendelberger shared that at one time we had two Librarians. Joan retired about 8 years ago and was replaced with an MMA position. Feels that this is contractual work and it is important that students on both campuses deserve a librarian on each campus.</p> <p>Ala Garlinska shared that currently the Faribault campus has a 60% Librarian and 80% Library Tech and the N. Mankato Campus as a 100% Library Tech. At the current time, there is a need for a full-time Librarian on the N. Mankato Campus. Working with students is main focus in the library area.</p> <p>Dr. Parker shared that when we go through position requests that there is a process that has been put in place. There is a form that is completed by the hiring official and then goes to David and then to Dawn then shares with Dr. Parker for final</p>  |

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| <b>Campuses</b>                                       | <p>approval. Shared that the Library Tech on the Faribault Campus was posted as unlimited full-time and should not have been posted as an unlimited position, which was corrected to reflect temporary full-time Library Tech position on the Faribault Campus. With Johnna's resignation Dr. Parker has approved a faculty Librarian for the N. Mankato Campus. Will not fill one in Faribault until Ala retires.</p> <p>Dave Edwards seconded this motion. Motion passed.</p> |
| <b>XIV. Process, Results &amp; Improvements (PRI)</b> | <p>Process = Policy approvals<br/> Results = Approve IRB policy. Bring back Security Camera policy to next meeting.</p>   |
| <b>XV. Adjourn</b>                                    | <p>Meeting adjourned at 3:00 pm</p>   |