

# Shared Governance Meeting MINUTES

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

<b>Meeting Date:</b>	Friday, March 24, 2017 1:00 to 3:00 pm Elysian Tourism Center Highway 60	<b>Next Meeting:</b>	Friday, April 28, 2017 1:00 to 3:00 pm Elysian Tourism Center Highway 60
<b>In Attendance:</b>	<p><b>Present:</b> Dave Edwards, Arlene Eliason, Mark Friedman, Ala Garlinska, Renee Guyer, Ryan Langemeier, Diann Marten, Deb Selbach, Jay Wendelberger, Dr. Annette Parker, David Armstrong, Dawn Pearson</p> <p><b>Absent:</b> Dave Hammitt, John Morgan, Jennifer Ongie-Jindra, Lucinda Wells, Dr. Susan Tarnowski</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 (January 20, 2017)</li> <li>V. Human Resources Report</li> <li>VI. Grievance Representative Report - Diann Marten / 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. Susan Tarnowski</li> <li>IX. Summer Hours – David Armstrong</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 – January 20, 2017</li> <li>V. Human Resources Report</li> <li>VIII. Class Maximum</li> </ol>		

## Meeting Minutes:

Agenda Item	Minutes
• Call Meeting to Order	The meeting was called to order at 1:01 p.m.
• Roll Call of Members	See above.
• Adoption of Agenda	<p>Arlene Eliason shared two items that needed to be added under New Business.</p> <ol style="list-style-type: none"> <li>1. Improve E-mail Access for Groups Trying to Publicize Events</li> </ol>

	<p>2. How to Manage Time on Workshop Days Agenda was adopted as amended adding the two agenda items.</p>
<ul style="list-style-type: none"> <li>• <b>Approval of Minutes</b></li> </ul>	<p>Dave Edwards moved to approve the minutes as written. Renee Guyer seconded. Motion carried.</p>
<ul style="list-style-type: none"> <li>• <b>Human Resources Report</b></li> </ul>	<p>Dawn shared the following updates:</p> <ul style="list-style-type: none"> <li>• Coordinator of Southern MN Center of Ag – in the final stages – checking references</li> <li>• Assessment Coordinator – in the final stages – checking references</li> <li>• FBM Instructor – posted Monday</li> </ul> <p>Ala Garlinska asked about the Grant Writer position. Dawn Pearson shared that Suzy Meneguzzo has taken another position but nothing to report at this time.</p> <p>Jay Wendelberger asked if there is a MSCF representative on each of the search committees. He believes that sometimes they are asked and sometimes they are not – it is not a consistent process. Feels it is important that faculty are the main drivers on the faculty positions. He feels there is a cookie cutter process. Dawn shared that in the past MSCF was asked to serve on all search committees.</p> <p>It was felt from most that there should be an invitation from HR to each union for representation to serve on search committees and the union determines if there will be an individual on the committee getting back to HR.</p> <p>Dave Edwards shared that perhaps it is about the proportion of the committee and who should be on the committee.</p> <p>There should be no changes made until the union has some discussion.</p> <p>Jay Wendelberger shared that the faculty positions are at a very late timeline. Should not be searching in the spring to fill positions for the fall.</p> <p>Dr. Parker shared that faculty need to trust the managerial right that this will be handled better in the future.</p>
<ul style="list-style-type: none"> <li>• <b>Grievance Representative Report</b></li> </ul>	<p>No report.</p>
<ul style="list-style-type: none"> <li>• <b>President’s Update</b></li> </ul>	<p>Dr. Parker shared the following:</p> <ul style="list-style-type: none"> <li>• Attended Workforce Development Conference in January with Dan Boddy for their grant Right Signals</li> <li>• Meeting with Dr. Michael Wirth-Davis from Goodwill-</li> </ul>

	<p>Eastterseals Minnesota and how we can work with them</p> <ul style="list-style-type: none"> <li>• Attended Faribault Chamber Annual Gala – table with Barb, Judy Z, George and Scott Taylor</li> <li>• Chancellor Position Update – Devinder is our Interim Chancellor and he will be visiting all the campuses. He was President at Metro State and Provost at St. Cloud</li> <li>• Attended ACCT Community College National Legislative Summit in Washington DC in February with Chair Vekich and Trustee Erlandson. Visited the Minnesota delegation in their offices. “If you are not at the table you are on the menu” is the saying the CEO President uses.</li> <li>• National Technical Letter of Intent Signing Day in February – there were 43 students in N. Mankato and 23 in Faribault</li> <li>• Business Day at Capitol meeting with the Greater Mankato and Faribault Chamber delegation in February</li> <li>• Attended DECA Awards Ceremony in Brooklyn Park – it was great!</li> <li>• Present at House Higher Education and Career Readiness Policy and Finance Committee and Senate Higher Education Finance and Policy Committee in February</li> <li>• Foundation Board meetings in February</li> <li>• Meeting with Bethlehem Academy Principal to talk about what we could do more in Faribault. Dr. Tarnowski and the principal are working on some things for them on career options.</li> <li>• Attended Savor Event at Chankaska Creek Ranch &amp; Winery -</li> <li>• Attended Greater Mankato and Faribault Chamber at the Capitol in March and pushed our bonding agenda</li> <li>• Attended ACE2017 (American Council on Education) Annual Conference in March</li> <li>• Larry Pogemiller Visit and Roundtable with Students this week on the N. Mankato Campus</li> <li>• N. Mankato Foundation interviewing to replace Tami Reuter</li> <li>• Met with our 15 area legislators - January, February, March</li> <li>• Nellie Stone Johnson Scholarship Event last evening. Would like more bargaining unit representatives to attend.</li> </ul> <p>Jay Wendelberger suggested that when the legislators are on campus would like to have MSCF representation invited.</p>
<ul style="list-style-type: none"> <li>• <b>Class Maximums</b></li> </ul>	<p>CARP 1210, 1221, 1239, 2023, 2030, 2032, 2105, 2129, 2139 - Dave Edwards moved to approve. Arlene Eliason seconded. Motion passed.</p> <p>BDET2150 – Dave Edwards moved to approve. Arlene Eliason seconded. Motion passed.</p> <p>PHLE 1400, 1450, 1500 – Dave Edwards moved to approve. Renee Guyer seconded. Motion passed.</p> <p>DA1845 – Dave Edwards moved to approve. Renee Guyer seconded. Motion passed.</p>

<ul style="list-style-type: none"> <li>• <b>Summer Hours</b></li> </ul>	<p>Dr. Parker shared that last year we did much consultation and decided and agreed to move forward, followed by a survey sharing the results and cost savings. Years prior to that we did not have a process. Suggesting to move forward with the process from last year and see how we can continually improve the process. Need to make sure our students and public know about this. No need to have continued discussion.</p> <p>Asked for clarification if we need to leave the building once it is closed. David will clarify if we need to leave the building at noon or can faculty and staff finish their work. The doors are closed at noon to the public. The intent is to save on utilities and not have activity in the building.</p> <p>The dates will begin at the start of the pay period aligned to commencement. College wide communication will go out approximately April 13.</p> <p>Jay Wendelberger asked about the compensation for department chairs and how it was being drawn from the top three and if there was a cost center being created for chairs. David’s intention is to move all the chair costs into one cost center and figure out how to distribute among all departments.</p>
<ul style="list-style-type: none"> <li>• <b>Improve E-mail Access for Groups Trying to Publicize Events</b></li> </ul>	<p>Arlene shared the discussion on this topic about students and the presentations for announcements. Could the student groups have the ability to communicate announcements in a more timely manner?</p> <p>Dr. Parker will need to do more research. There is some complexity to this and will need to come back with a response. There could be a privacy issue as well.</p> <p>It was suggested that Narren talks about the data privacy.</p>
<ul style="list-style-type: none"> <li>• <b>How to Manage Time on Workshop Day</b></li> </ul>	<p>Arlene shared that they would like more faculty time on this day and how our time is spent.</p> <p>Dr. Parker shared that she reduced the number of days to allow faculty to do their work and gave flexibility to do this work. Concerned about assessment and how do we get this work done. The professional development day may not be the day we want to work on assessment.</p> <p>Diann shared that with the new advising process it will not require LAS faculty to attend, which may allow for time on these dates.</p> <p>Jay and Dr. Parker agreed that we could take one of the days and do a one-time assessment day. This would be one of the faculty days.</p>

	<p>Renee shared that assessment mentors are working with individual program areas and writing up narratives to better be prepared. This needs to be at the course and program level.</p> <p>Would like to have documented timelines so that we can have this information outlined.</p>
<ul style="list-style-type: none"> <li>• <b>Process, Results &amp; Improvements (PRI)</b></li> </ul>	<p>Process:</p> <ul style="list-style-type: none"> <li>• Hiring</li> <li>• Summer Hours</li> <li>• Assessment</li> </ul> <p>Results:</p> <ul style="list-style-type: none"> <li>• Hiring - No result in change process but still hire</li> <li>• Summer Hours - Continue to offer these hours</li> <li>• Assessment – work in progress</li> </ul> <p>Improvement:</p> <ul style="list-style-type: none"> <li>• Hiring -</li> <li>• Summer Hours - Save money last year and produced survey feedback as positive</li> <li>• Assessment - Establish a schedule earlier</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Adjourn</b></li> </ul>	<p>Meeting adjourned at 2:46 p.m.</p>