

# Shared Governance Meeting

## MINUTES

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

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

### Meeting Minutes:

Agenda Item	Minutes
<b>I. Call Meeting to Order</b>	The meeting was called to order at 1:05 p.m.
<b>II. Roll Call of</b>	See above.

<b>Members</b>	
<b>III. Adoption of Agenda</b>	Arlene Eliason moved to adopt the agenda with flexibility.
<b>IV. Approval of Minutes</b>	Renee Guyer moved to approve the minutes as written. Mark Friedman second. Motion passed.
<b>V. Human Resources Report</b>	<p>Dawn Pearson shared the following updates:</p> <ul style="list-style-type: none"> <li>• Chemistry Instructor – last interview held today – will forward recommendation to President</li> <li>• Mathematics Instructor – First round of interviews will be held on May 10 with 11 candidates</li> <li>• Graphic Arts Instructor – Reviewing applicants – there are 14 to 15 that meet minimum qualifications</li> <li>• Mechatronics Instructor – open until April 17</li> <li>• Carpentry Instructor – Will be posting this Monday until May 25 – this is a new position</li> <li>• Learning Specialist – In person interviews held yesterday and today</li> <li>• Transfer Specialist – Approve and will be posting soon</li> <li>• GMW – Faribault Campus position posted this week. N. Mankato position approved and ready to post</li> </ul> <p>Asked if Lisa Lamor’s position has been posted. This position has not yet been posted.</p> <p>Asked about the status of Lee Sutton’s vacant position. SCC is working with University of Minnesota on this Comet/Met position as this is a shared services position through U of M. U of M will share with SCC on the decision on the location of this position. This position supports several other colleges in the region – Winona, Owatonna, Riverland, SCC and others. Jay Wendelberger shared that he would like to see this position on the Mankato Campus.</p> <p>Jay would like to see this as a Mankato position.</p> <p>Discussed the Carpentry enrollment, which currently is at 12 in the second year and 12 in the first year. Working with Met-Con in the building of the home allowing students to gain experience with funding being handled through Met-Con. Faribault Campus Foundation has an opportunity for a donated piece of property which would allow Carpentry program to build a home. Details are being worked out.</p> <p>Asked about the psychology instructor and the need to offer the layoff individual prior to posting. The ask has been done that is the reason for the posting.</p> <p>Asked about the nursing department having two faculty leaving, 1 retiring and 1 non-renewal. These positions will be posted very soon as the plan is currently being work on.</p>
<b>VI. Grievance Representative Report</b>	<p>Diann Marten – Shared the concern about graduation and what is being done has not been run through faculty and seems to be extra duties for faculty. Faculty like the receptions for programs on campus; however, one reception for the college overall area may be better, with program tours available by the various departments/programs. Faculty feels that requiring faculty to be the host for the graduation reception is a lot to expect.</p> <p>Dr. Parker shared that there has been some minor tweaks to the commencement since her time focusing on meeting the requests of the faculty. She will check into this and work on</p>

	<p>communicating the faculty role in the upcoming receptions for May 11. Will ask the committee to take a look at the reception piece to see what works and changes need to be made.</p> <p>Diann Marten shared that LAS first heard about the receptions on March 1<sup>st</sup>.</p> <p>Jay Wendelberger shared that Ramona Beiswenger suggested a scavenger hunt as part of the reception that way it would get them around to all the programs on campus.</p> <p>Dave Edward and Arlene Eliason were not aware of any problems on the Faribault Campus.</p> <p>Ryan Langemeier shared that the technical faculty are working in smaller groups for their receptions.</p> <p>Suggested adding faculty to the reception committee planning.</p>
<p><b>VII. President's Update</b></p>	<ul style="list-style-type: none"> <li>• Have been working closely with the Faribault Foundation to increase the amount of donations in the region and strategically look at how the business and industry understand the role and benefit of the community to the college. Have visited various companies and have had companies to the Faribault Campus as part of this.</li> <li>• Attended HLC Conference – two presentations by SCC representatives</li> <li>• All College In-service – good day       <ul style="list-style-type: none"> <li>○ Mark your calendar for next year – Friday, April 13, 2018</li> </ul> </li> <li>• National Academy of Sciences – one report will be released on May 18 on some of the challenges we face as a shrinking population focused on STEM and on health care to manufacturing</li> <li>• Owatonna Chamber &amp; Economic Development Partners Meeting and Tour on Faribault Campus – very strategic in how we remain to have a footprint in Owatonna</li> <li>• Congressman Tim Walz Town Hall Meeting at SCC N. Mankato Campus</li> <li>• Presidential Scholarship Recipients       <ul style="list-style-type: none"> <li>○ Faribault Campus – Hunter Gare, AA Program</li> <li>○ N. Mankato Campus – Taylor Bunting, Computer Careers and Sara Mead, Visual Arts</li> </ul> </li> <li>• Vice President Scholars will be awarded to the other two individuals that were interviewed for the Presidential Scholarship on the N. Mankato Campus</li> <li>• MnSCU Board of Trustees Awards for Excellence in Teaching – recognizing Roberta Moorhouse</li> <li>• AACC Conference – Last year for her Board membership       <ul style="list-style-type: none"> <li>○ 5 Presentations by SCC Representatives:           <ul style="list-style-type: none"> <li>▪ Presidential Leadership: Using Federal Grants To Advance Big Ideas</li> <li>▪ Credit For Prior Learning—Charting The Future For Minnesota State</li> <li>▪ Utilizing Data, Dollars And Innovation To Create A New Way To Do Business</li> <li>▪ Black Women College Administrators: Triumphs And Challenges</li> <li>▪ National Academy of Sciences</li> </ul> </li> <li>○ AAWCC (American Association for Women in Community Colleges) 40 under 40 National Awards Recognition – Renee Guyer and Kelcey Woods-Nord</li> </ul> </li> <li>• Basque Delegation in St. Paul - April 25-27 –</li> </ul>

	<ul style="list-style-type: none"> <li>• Upcoming Events: <ul style="list-style-type: none"> <li>○ Faribault Scholarship Ceremony – Monday, May 1</li> <li>○ President’s Graduation Recognition Receptions – Friday, May 5</li> <li>○ Retirement/Recognition – N. Mankato – Tuesday, May 9 – 2:00 to 3:30 pm</li> <li>○ Spring Potluck/Retirement Recognition – Wednesday, May 10 – 11:30 to 1:00 pm</li> <li>○ Commencement at MSU Bresnan Arena – Thursday, May 11 at 4:00 pm</li> </ul> </li> <li>• Presidential Legislative Conference Call today – conference committee has agreed to \$125 M shared with U of M. Do not know where we are at with tuition at this time. Have not yet received bonding. HEAPR means roofs for us. \$25 M has no projects for us; \$50 M has Faribault project and \$80 M has both. Six requests for N. Mankato and one request for Faribault and are all roof sections.</li> </ul>
<p><b>VIII. Class Maximums</b></p>	<p>PHLE1400, 1450, 1500 – Dave Edwards moved to approve. Arlene Eliason seconded. Motion passed.</p> <p>HUCF 1101, HC 1525- Arlene Eliason moved to approve. Dave Edwards seconded. Motion passed.</p> <p>BDET1230 – Ryan Langemeier moved to approve. Dave Edwards seconded. Motion passed.</p>
<p><b>IX. Budget Update</b></p>	<p>David Armstrong shared:</p> <ul style="list-style-type: none"> <li>• General budget – composed of multi pots of money</li> <li>• \$29.1 M collected</li> <li>• \$21.2 M expenditures</li> <li>• \$7.4 M encumbrances</li> <li>• In a fairly good spot as it looks like we will be around break even.</li> <li>• Have federal and state grants that support an additional \$17 M, which includes financial aid</li> <li>• Total is approximately \$47M for operations</li> <li>• Reserve at approximately \$11 M with approximately \$8 M considered restricted</li> </ul> <p>Assumptions for next fiscal year:</p> <ul style="list-style-type: none"> <li>• Down in enrollment slightly</li> <li>• Using 4% as average in projections = \$400,000 in tuition revenue we will not be collecting.</li> <li>• Allocation framework spells out very specifically what we are getting. We are getting hammered in our instructional cost. 51 programs only 18 are in the band and 33 outside the band. It is across the board – not one specific area. Two-thirds of our programs are outside the band – we are losing funding due to this. Need to get our arms around this and all work together to get this figured out.</li> <li>• How can we control costs that we have control of – such as printing and utilities. Can we alter our behavior? Asked if David could create some benchmarks. He plans to do that this summer with utilities.</li> <li>• David will send the information electronically on what he shared today.</li> </ul>

Below is the actual spreadsheet Davis was looking at when giving the update above:

as of 04/17/17

FY17

Operating Budget	Revenues	Exp	Encumb
110 Gen	25363381	17956685	6725497
120 CT	1362779	1107480	407445
225 Stud Act	438294	433600	45284
235 Bookstore	1411699	1190495	112681
245 Food Serv	201385	192829	40760
255 Parking	119906	23560	610
830 Repairs	300000	256569	43522
subtotal	29197444	21161218	7375799
Other Funds			
299 Misc	27500	30558	13499
300 Fed Grants	1183889	1550225	965804
350 Fed FinAid	5089937	5100881	0
400 State Grants	270833	126963	8171
450 State FinAid	1720989	1650211	0
525 Grants NonInterest	25000	20434	5617
940 Agency Local	8723471	8782100	0
998 Local Clearing	39830	75631	0
999 Payroll Clearing	13750	0	0
subtotal	17095199	17337003	993091
total	46292643	38498221	8368890

Diann Marten asked about the differential tuition – it is in the revenue section so it doesn't spend down when spent. David shared that the differential tuition helps to offset the additional expenses that are to be assigned to those courses. Should be covered within your expense budgets. Should be offset by the differential tuition. It is not additional budget. Faculty was not sure this is the way it was in the past but need to know so changes can be made.

Tuition is collected in one big pot – differential tuition is to help offset the more expensive program budgets.

Jay Wendelberger asked about the travel budgets coming out of the individual budgets and if they were going to be put in separate travel budget. If there was a travel budget for individual programs or departments may help in the instructional cost study.

Dr. Parker shared the Composite Financial Index (CFI) band and we are now where we should be and now need to watch so we do not get below. This is the reason why we are healthy.

May be helpful if there are some guidelines in the rooms as to the lights on/off.

Dr. Parker shared the Department Chair assignments. Letters will be going out soon.

<b>X. Process, Results &amp; Improvements (PRI)</b>	No report out.
<b>XI. Adjourn</b>	Meeting adjourned at 3:00 pm.