

Shared Governance Meeting MINUTES

**** DRAFT ****

Meeting Date:	Friday, November 18, 2016 1:00 to 2:30 pm ITV President's Conference Rooms N. Mankato & Faribault	Next Meeting:	Friday, December 16, 2016 1:00 to 2:30 pm ITV President's Conference Rooms N. Mankato & Faribault
In Attendance:	<p>Present: Kurt Dershem, Dave Edwards, Arlene Eliason, Mark Friedman, Ala Garlinska, Renee Guyer, Ryan Langemeier, Jay Wendelberger, Dr. Annette</p> <p>Absent: Dave Hammitt, Diann Marten, Jon Morgan, Jennifer Ongie-Jindra, Deb Selbach, Lucinda Wells, Dawn Pearson</p>		
Agenda Items:	<ol style="list-style-type: none"> I. Call Meeting to Order II. Roll Call of Members III. Adoption of Agenda IV. Approval of Minutes (October 14, 2016) V. Human Resources Report VI. Grievance Representative Report - Diann Marten / Dave Edwards VII. President's Update - Dr. Annette Parker <p><u>OLD BUSINESS</u></p> <p><u>NEW BUSINESS</u></p> <ol style="list-style-type: none"> VIII. Class Maximum - Dr. Susan Tarnowski IX. Travel Policy - David Armstrong X. IT Purchasing Policy - David Armstrong XI. Budget Update - David Armstrong XII. Process, Results & Improvements (PRI) XIII. Adjourn 		
Attachments:	<ol style="list-style-type: none"> IV. Approval of Minutes – September 23, 2016 V. Human Resources Report VIII. Class Maximum IX. Travel Policy X. IT Purchasing Policy 		

Meeting Minutes:

Agenda Item	Minutes
I. Call Meeting to Order	Alene Eliason called the meeting to order at 1:10 pm.

II. Roll Call of Members	See above.
III. Adoption of Agenda	Jay Wendelberger moved to adopt the agenda. Kurt Dershem seconded. Motion passed.
IV. Approval of Minutes	Dave Edwards moved to approve the minutes as written. Ala Garlinska seconded. Motion passed.
V. Human Resources Report	<p>Dr. Parker reviewed the Human Resources Report as attached.</p> <p>Arlene Eliason asked about the Math position posting. Dr. Tarnowski has not had a chance to bring this forward – will be bringing forward at the next Cabinet meeting. Dave Edwards shared that it is important to move this position posting forward to allow for a good pool of candidates. Dr. Tarnowski shared that she had the conversation on Monday regarding the importance of hiring this position and the timing is important.</p> <p>Jay Wendelberger noted that there are a number of positions for hiring and Arlene Eliason and Jay Wendelberger have not received any requests for faculty to serve on search committees. Faculty need to be on these committees and they are appointed through MSCF. Jay Wendelberger has made suggestions that there be a standard hiring committee for the adjunct faculty. The Dean has worked with the faculty members in the past to hire adjunct faculty.</p> <p>Renee Guyer asked about the Graphics instructor position posting and will this be a position for the fall semester. Dr. Tarnowski shared that this will be posted as an unlimited full-time hire in the fall.</p> <p>Jay Wendelberger shared that he will be talking with Dawn Pearson regarding the college awards and that we need to be giving out more awards.</p> <p>Renee Guyer shared that the MSCF delegate assembly is scheduled on the same date as our all college inservice day.</p>
VI. Grievance Representative Report	<p>Report from Diann and Dave:</p> <ol style="list-style-type: none"> 1. Faculty workload spreadsheets. Dave Edwards and I completed an audit of faculty workloads. As we were working on them, we realized how much easier our job would be if there was a uniform scheduling sheet that would calculate the contact hours and credits and gave a comparison of each. We also found several instances where unique assignments were calculated only as credits, not as contact hours. In addition, the internships and

	<p>independent study assignments weren't being factored into the contact hour calculation. Serendipitously, it happened that Joy Hansen was working on revising the faculty workload spreadsheets. I took her draft, addressed the issues listed above, and sent a copy to all the deans. We found two instances where part time faculty should be paid by contact hours instead of credits; in both instances the spread sheets didn't reflect the correct contact hours. I worked with HR and the issue was quickly resolved. Thanks Darlene and Chris! I have one outstanding workload to discuss in nursing yet regarding total contact hours, and I need to follow up on a couple of RCE agreements that were missing paperwork.</p> <ol style="list-style-type: none"> 2. Concern about Reading Instructor. We have one part time instructor who is on the schedule for 32 credits of Reading this academic year. Perhaps we should add a UFT position in Reading? 3. Mathematics instructor- this isn't a grievance report issue, but I want to ask why the UFT math position isn't listed yet on the HR report?
<p>VII. President's Update</p>	<ul style="list-style-type: none"> • Attended the HLC AQIP Pathway Strategy Forum November 2 to 4. • Election Day was held on November 8 and has sent congratulatory letters to our legislators. Setting up meetings with them to share college updates. • Session Priorities Dinner will be held in January and will have a Board of Trustee at our table. • Have put in place counseling support services for students, faculty and staff with the election changes. There have been a couple student incidents with our SCC students with them being asked why they are here. There is a code of conduct policy that we need to adhere to. We had a "Pledge Respect Campaign" event this past week that was held for our students. • Attended the Faribault Student Senate meeting this past Monday and will be attending the N. Mankato Student Senate meeting this Monday, November 21. • Attended the AACC Board of Directors meeting last week. Set up an Advocacy Committee and asked strategic representatives to serve on this committee to make sure that the work we do in

	<p>community colleges is recognized by the new administration. Advocacy at a Federal level at AACC is important for community colleges.</p> <ul style="list-style-type: none"> • Attended the N. Mankato Foundation Board meeting this week. Both Foundation external campaigns are underway. • Attended the GMG Business Awards event this past week – The Coffee Hag received the Award of the Year.
VIII. Class Maximum	PHIL150 – Medical Ethics – Dave Edwards moved to approve. Renee Guyer seconded. Motion passed.
IX. Travel Policy	<p>David Armstrong shared the policy update. This will now bring us into compliance with the MnSCU Policy. Our out-of-state and international piece needed the most work and was out of compliance. This must be approved by the president or designee. Additional update is that the president would like to see this at least 10 days prior to the travel commencement or a financial commitment secured. This goes into effect immediately. This policy has been shared via the e-Connections. Clarified that this does apply to professional development as well as every division across the college. Discussed the timeliness of submitting the information and the importance of the liability and audit issue that we do not want to get caught in. A policy without consequences is not a policy. This is not an attempt to limit travel it is so that we are in compliance.</p> <p>Jay Wendelberger moved to approve. Renee Guyer seconded. Motion passed.</p>
X. IT Purchasing Policy	<p>David Armstrong shared the IT Purchasing policy and how this is to better align or IT services and finances at the college. This will standardize what we are purchasing and the IT department will be aware of what is needed and can provide support and feedback on purchasing.</p> <p>Dr. Parker shared that Mark Baas will be putting together an IT purchase schedule. This will help each of the program area cost study results.</p> <p>Ala Garlinska moved to approve. Mark Friedman seconded. Motion passed.</p>
XI. Budget Update	<p>David Armstrong shared that he received our FY16 financial statements. We are on target and where we should be.</p> <p>Arlene Eliason asked what our ROI was on our unrestricted funds.</p>

	<p>David Armstrong shared that we do not invest these dollars; they sit in the State Treasury. Felt that we should be investing our dollars and not just sitting there.</p> <p>David Armstrong gave an update on the allocation framework. There will be a second reading on this next month. Will then move forward in a phased approach.</p> <p>Dr. Parker shared that we will have two years before this comes into play and it is up to each President on how to move this forward to sustain their institution. This model is designed to look at us as one system and work together and take advantage of the opportunities and partnerships. Not to compete with each other.</p> <p>Renee Guyer shared that at the Board of Trustees meeting the LTFS plan was presented and it does reflect the work that supports MSCF. She thanks the Chancellor and Board of Trustees for the support of reworking this document to support MSCF.</p>
<p>XII. Process, Results & Improvements</p>	<p>Process = New policy in travel and IT processes.</p> <p>Results</p> <p>Improvements</p>
<p>XIII. Adjourn</p>	<p>Dr. Parker thanked everyone for their leadership and the recent work in Chicago at the AQIP meeting.</p> <p>Meeting adjourned at 2:23 pm.</p>