

# Shared Governance Meeting

## MINUTES

<b>Meeting Date:</b>	Friday, September 23, 2016 1:00 to 3:00 pm Elysian Tourism Center Highway 60	<b>Next Meeting:</b>	Friday, October 14, 2016 1:00 to 2:30 pm ITV
<b>In Attendance:</b>	<p><b>Present:</b> Dave Edwards, Arlene Eliason, Mark Friedman, Ala Garlinska, Renee Guyer, Dave Hammitt, Ryan Langemeier, Jon Morgan, Jennifer Ongie-Jindra, Lucinda Wells, Jay Wendelberger, Dr. Annette Parker, Dr. Susan Tarnowski, David Armstrong</p> <p><b>Absent:</b> Kurt Dershem, Diann Marten, Deb Selbach, 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 22, 2016)</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. Charting the Future - Dr. Annette Parker</li> <li>IX. Committee Structure - Dr. Annette Parker</li> <li>X. Class Maximum - Dr. Susan Tarnowski</li> <li>XI. Enrollment Update - Dr. Susan Tarnowski</li> <li>XII. Budget Update - David Armstrong</li> <li>XIII. Safety Update - David Armstrong</li> <li>XIV. Capital Bonding Update - David Armstrong</li> <li>XV. Classes in LAS - Jay Wendelberger</li> <li>XVI. Long Term Financial Sustainability - Jay Wendelberger</li> <li>XVII. Process, Results &amp; Improvements (PRI)</li> <li>XVIII. Adjourn</li> </ol>		
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>IV. Approval of Minutes – March 25, 2016</li> <li>V. Human Resources Report</li> <li>X. Class Maximum (3)</li> <li>XII. Budget Update</li> <li>XIII. Safety Update (2)</li> </ol>		

## Meeting Minutes:

Agenda Item	Minutes
<b>I. Call Meeting to Order</b>	The meeting was called to order at 1:06 p.m.
<b>II. Roll Call of Members</b>	See above.
<b>III. Adoption of Agenda</b>	Renee Guyer moved to approve the agenda. Jay Wendelberger seconded. Motion passed.
<b>IV. Approval of Minutes</b>	<p>Dave Edwards moved to approve the minutes as written. Jay Wendelberger seconded.</p> <p>Dave Hammitt amended the motion and asked to change page 5 to read - Dr. Parker explained that <u>HR</u> are cleaning ..... Dave Edwards seconded. Motion passed.</p>
<b>V. Human Resources Report</b>	<p>Dr. Parker shared the following new updates:</p> <ul style="list-style-type: none"> <li>• GMW position has been offered on Thursday, September 22</li> <li>• Customized Training Rep – Fire &amp; Rescue – Interviewing today</li> <li>• Cook Supervisor – Received the job audit results this week. Will fill this position on a one year basis to allow review the progress of how best we move forward.</li> </ul>
<b>VI. Grievance Representative Report</b>	<p>Diann Marten (Dave Edwards shared on her behalf) - A grievance that was on the books for several years was settled at the start of the school year to the satisfaction of both the college and the grievant.</p> <p>The audit that was completed by MSCF last spring resulted in several adjustments to faculty pay, ranging from 0.04 credits to 5.38 contact hours. There needs to be a concerted effort by faculty, department chairs, and deans to ensure that submitted schedules are accurate. It's very important to keep ISRS updated when there is a schedule change and if necessary, to submit an EAF to HR. A big thanks to Dawn who worked very hard with our state rep to correct the discrepancies.</p> <p>As we are considering campus updates and bonding, we should think about students and/or instructors with hearing difficulties. Even students with normal hearing can benefit from better acoustics in a classroom. Perhaps we should discuss a room that's built with good acoustics and/or the possibility of microphones for students and instructors? Hear's (yes, I spelled that wrong on purpose! :) a link to an article that discusses the benefits of microphones in an elementary classroom- the benefits apply to all learners of all ages.  <a href="http://www.eschoolnews.com/2000/09/01/schools-fight-poor-acoustics-with-mikes-and-amps/">http://www.eschoolnews.com/2000/09/01/schools-fight-poor-acoustics-with-mikes-and-amps/</a></p> <p>Dr. Tarnowski will check into the speaker issue and make sure that it</p>

	<p>is in working condition and if there needs to be changes made we move forward with making the necessary changes.</p> <p>Jay Wendelberger shared that the ongoing grievance is that faculty recommend one of the folks on layoff get a reading position as currently part-timers are teaching 20 credits in reading. This position could have been supported.</p>
<p><b>VII. President's Update</b></p>	<ol style="list-style-type: none"> <li>1. Great fall semester start</li> <li>2. Comprehensive Workplace Solutions – gave an update on what is being worked on in this area. Taking feedback from CT folks around the state and working with the presidents. Do not want Capella and others taking our place across the state so are looking at branding ourselves across the state. There will be committees put together to work through the areas.</li> <li>3. Concurrent Enrollment Update – The secondary teachers need to meet the same credentials as the college faculty. Looking at ways to help the secondary teachers meet these credentials and continues to move forward. Looking at standard pricing. Cannot be a money losing initiative when offering these courses. Need to pay for the cost of instruction.</li> <li>4. Minnesota Combined Charities - October 1 – 31, 2016. This is a way to give to your United Way organizations.</li> <li>5. Global Conference - Will take place on October 13. Need support and participation by faculty, staff and students. The language we are using for students is that we are giving extra credit and not cancelling classes. Need volunteers to sign up to help with the event.</li> <li>6. The Minnesota State System Office will be hosting the Lakin Conference in St. Paul the last week in October. The conference includes three events: <ol style="list-style-type: none"> <li>1. Leadership Development Institute (LDI) – For individuals that are looking at moving forward in an administrative position.</li> <li>2. Lakin Institute – Formed to create more African American presidents to prepare them for presidency positions.</li> <li>3. Minority Male Institute (MMI) – For any minority male college student. This is a boot camp with mentors to set short and long term goals to help chart their success in the communities they reside.</li> </ol> </li> <li>7. Received a call from Pew Trust and interviewed with Dr. Parker. They will be doing a white paper on how we work together as a community to make sure we have a workforce for the future and how the community college plays a role in this. They will be meeting with Greater Mankato Growth and will spend time at SCC.</li> <li>8. Dental Assisting site visit coming up in October. Working with MSU on a more balanced partnership.</li> </ol>

<b>VIII. Charting the Future</b>	<p>Dr. Parker shared the importance of our committees in becoming more inclusive in decision making and transparency. Using the Charting the Future and Committee structure to do this. Want to engage our own college on how we move the college forward.</p> <p>Jay Wendelberger shared that he feels that we have done a good job in moving this initiative forward.</p>
<b>IX. Committee Structure</b>	See above.
<b>X. Class Maximum</b>	<p>Arlene Eliason shared that we need to look at them closely as more of our classes have computer components so need to make sure we have computers for students. Dr. Tarnowski shared that this needs to be worked through with the Deans and faculty member.</p> <p>David Armstrong asked if there is a computer lab that doesn't have enough computers or is it that we do not have enough computer labs. There are options that could be looked at as to the computer desks and how they are set up. Dr. Parker shared that this is a wonderful opportunity to have some conversations with faculty as to what the needs are.</p> <p><b>ART115, ART250, ART145</b> Renee Guyer moved to approved. Jay Wendelberger seconded. Motion passed.</p> <p><b>CIM1209</b> Dave Edwards moved to approve. Jay Wendelberger seconded. Motion passed.</p> <p><b>WELD1007</b> Renee Guyer moved to approve. Jay Wendelberger seconded. Motion passed.</p>
<b>XI. Enrollment Update</b>	<p>Dr. Tarnowski shared enrollment numbers from last Monday:</p> <ul style="list-style-type: none"> <li>• FYE down 4.29%</li> <li>• Unduplicated headcount down 6.13% (156 people)</li> <li>• Faribault face-to-face and hybrid up 16.3%</li> <li>• N. Mankato face-to-face and hybrid down 5.2%</li> <li>• Online college-wide down 12.1%</li> </ul>
<b>XII. Budget Update</b>	<p>David Armstrong shared the following:</p> <ul style="list-style-type: none"> <li>• There are 26 of 37 colleges/universities down in enrollment; 13 are down more than 5% and 19 were off in their budget projections, which requires them to resubmit budgets. We projected 5% down and we are good on our budget this year. We have a fairly substantial reserve that we are able to draw from which helps us.</li> <li>• Went through the budget summary that was sent out with the agenda.</li> <li>• With our projections we would lose about \$1.5M. Due to our</li> </ul>

	<p>planning we can absorb a loss this year. CFI is solid and not in a financial recovery plan which puts us in a good spot.</p> <ul style="list-style-type: none"> <li>• Will have discussions with faculty and staff on what is the best approach to take with our budgeting process. Will have conversations as this helps with the transparency.</li> <li>• Minnesota State has an allocation framework that assigns the dollar which includes facilities, cost study, academic and support, research, library, etc. which are all components that are used. We are, in most cases, outside of our band when compared to our peers, which makes us lose state allocation. FY18 is when the new rules for the state allocation will become effective – looking at phasing it in over years.</li> <li>• New component in the allocation framework will be a partnership - if we can show these partnerships on the work being done we will receive allocation reward.</li> <li>• Dr. Parker shared that this information is a part of her evaluation. When you think about what drives a president’s decision the old allocation only creates competition among the colleges. Need to continue to work on the strengths that SCC has.</li> <li>• David shared that these numbers reflect the cash on hand (unrestricted / uncommitted). It does not hurt us if we have a larger amount. Asked what is the required reserve that we are to have on hand? David will report on this at the next meeting</li> <li>• Dave Hammitt suggested that the percentage representation may be a good way to look at these numbers.</li> </ul>
<p><b>XIII.Safety Update</b></p>	<p>David Armstrong shared the following:</p> <ul style="list-style-type: none"> <li>• Two security positions are currently open – one on each campus. These are seasonal positions because of the limited evening and summer hours. Hours would be 5:15 or 5:30 pm start time to 10:15 or 10:30 end time. Will not be armed. Will have radio and phone.</li> <li>• Locked Doors – looking for feedback on the signage and the doors that are open/locked. Dave Edwards shared – a door that isn’t open is a wall. Mankato Campus has 39 doors (not all public accessible) - chose the ones to be open because they have security cameras and have ADA accessibility. Door #8 looking at putting a card reader on it. Door #13 looking at putting a camera at the location. Reason for this is because we are looking at ways to improve security and traffic flow. Suggestions were made that signage is an important piece of this. Everyone seemed to be okay with the direction that this is going.</li> <li>• Al Kluever will be contacting you for mandatory safety training. It is required training. Will look at making it more user friendly.</li> </ul>

	<ul style="list-style-type: none"> <li>• Lockdown Drill - Encouraged all faculty and staff to take the lock down drills serious and follow the procedures when we have these drills. There were six classrooms that faculty continued to teach and/or locked the door but left the lights on, etc. Please treat these as real.</li> <li>• Summer Hour Update – This past summer our hours were Monday through Thursday – 9 hour days for employees and Friday half day, closing the buildings Friday afternoon. Started in mid-June and ended early August. Summer hour survey was done – 27 responses – overwhelmingly positive that this worked well. It saved facility dollars as well – N. Mankato Campus reduced energy consumption by 34% - \$23,000 saved; reduced carbon emissions by 400,000 lbs. Faribault Campus reduced energy consumption by 31% - \$5,000 saved; reduced carbon emissions by 120,000 lbs. Overall, this was a positive move; however, in the future need better communication, signage and minor other tweaks.</li> </ul>
<p><b>XIV. Capital Bonding Update</b></p>	<p>David Armstrong shared the following:</p> <ul style="list-style-type: none"> <li>• The 2014 pre-design includes Stem, health care, agriculture, business, and the C and E building spaces. This was the #1 project for 2016 bonding and will roll into 2017 \$10.5 M if we get an off cycle bonding bill. If we do not, in FY2018 all the projects reset to zero and will be all rescored. Currently, working with a different architect firm, faculty and staff to work on the FY2018 capital bonding. The pre-design makes the case for all those spaces that are there and why it is better for our students. Design is when you get the funding and get into the details of the plan.</li> <li>• SCC pre-design was number one for 2017 and will then hire a design firm to move it forward if we move forward with our bonding projects for 2017.</li> <li>• Our pre-design is due and will be scored for 2018.</li> <li>• Let your legislators know that we could use the funding for 2017 to move forward with our #1 project.</li> <li>• We are responsible for debt serve. Starting in FY18 will change to a 1/3 should we get the same amount of funding. Right now we are responsible for 1/6 of the amount. Debt service is paid over 20 years.</li> </ul>
<p><b>XV. Classes in LAS</b></p>	<p>Jay Wendelberger shared that talk has taken place about classes being cancelled. When we cancel classes this can have a dramatic impact on workload.</p> <p>Shared the situation where from January to August 24 a faculty member had a schedule and then changed the week before classes start. This also impacts quality of instruction.</p>

<p><b>XVI. Long Term Financial Sustainability</b></p>	<p>Jay Wendelberger shared that he has shared information on the LTFS with faculty members and hoping that all are reading. This is essentially everything bad about CTF but now in this form. Will be presented to Board of Trustees in October. Encouraged faculty to email Chancellor or Board of Trustee members as this needs to be tossed out.</p>
<p><b>XVII. Process, Results &amp; Improvements (PRI)</b></p>	<p><b><u>Process</u></b></p> <ul style="list-style-type: none"> <li>• Doing different scheduling closing building</li> <li>• Door security</li> <li>• Need a process to identify what is a healthy budget reserve with faculty engaging in a discussion</li> <li>• 2018 pre-design work</li> </ul> <p><b><u>Results</u></b></p> <ul style="list-style-type: none"> <li>• Satisfaction and energy savings</li> <li>• Satisfaction</li> <li>• Have new Predesign for 2018</li> </ul> <p><b><u>Improvements</u></b></p> <ul style="list-style-type: none"> <li>• Move forward and continue with next year</li> </ul>
<p><b>XVIII. Adjourn</b></p>	<p>Renee Guyer moved to adjourn the meeting at 3:18 pm. Jay Wendelberger seconded.</p>