

Shared Governance Meeting Minutes

Meeting Date:	Friday, April 22, 2016 1:00 to 2:30 pm ITV Faribault - Room C37 N. Mankato - Room E130	Next Meeting:	September 2016
In Attendance:	<p>Present: Kurt Dershem, Dave Edwards, Mark Friedman, Ala Garlinska, Renee Guyer, Dave Hammitt, Ryan Langemeier, Diann Marten, Jennifer Ongie-Jindra, Deb Selbach, Dr. Annette Parker, Dr. Susan Tarnowski, David Armstrong, Dawn Person</p> <p>Absent: Bill Block, John Morgan, Jay Wendelberger</p>		
Agenda Items:	<ul style="list-style-type: none"> I. Call Meeting to Order II. Roll Call of Members III. Adoption of Agenda IV. Approval of Minutes (March 25, 2016) V. Human Resources Report – Dawn Pearson VI. Grievance Representative Report - Diann Marten / Bill Block VII. President’s Update - Dr. Parker <p><u>OLD BUSINESS</u></p> <p><u>NEW BUSINESS</u></p> <ul style="list-style-type: none"> VIII. Class Maximum - Dr. Susan Tarnowski IX. Conflict of Financial Interest with Grants Policy (DRAFT) – Peter Wruck X. Process, Results & Improvements (PRI) XI. Adjourn 		
Attachments:	<ul style="list-style-type: none"> IV. Approval of Minutes – March 25, 2016 V. Human Resources Report VIII. Class Maximum IX. Conflict of Financial Interest with Grants Policy (DRAFT) 		

Meeting Minutes:

Agenda Item	Minutes
I. Call Meeting to Order	Dave Edwards called the meeting to order at 1:05 pm.
II. Roll Call of Members	See above.

III. Adoption of Agenda	<p>Dave Edwards asked for an overview of the budget. Will add as our 3rd business agenda item.</p> <p>Dave Hammitt moved to approve the amended agenda to include the Budget Overview as the 3rd agenda item under New Business. Ala Garlinska seconded. Motion passed.</p>
IV. Approval of Minutes (March 25, 2016)	<p>Deb Selbach moved to approve the minutes as written. Ala Garlinska seconded. Motion passed.</p>
V. Human Resources Report – Dawn Pearson	<p>Dawn Pearson went through the attached Human Resources Staffing update. She shared:</p> <ul style="list-style-type: none"> • OTEC unlimited full time position will be posted • FBM interviews held today • Several retirees and departures have come forth in the last few weeks and working on how to fill these positions <p>Diann Marten wanted to clarify that the math department wants a TFT for a year and plans to do a national search so the UFT instructor would begin in Fall 2017. Have 17 courses with no instructor named for fall 2016. If we could get two TFT instructors, would still have 9 positions for math.</p> <p>Dr. Parker shared that she does not want the TFT to roll over after a year to the UFT position.</p> <p>Diann Marten shared the intent is to have someone teaching for a year and if interested that person can apply for the position when posted nationally.</p> <p>Dr. Parker shared that several positions have come to Dr. Tarnowski from the deans and others and are looking at all of them. David Armstrong is working on the budget clean up and will then look at the dollars and how much we can support. We have not looked at any positions except for the OTEC UFT.</p>
VI. Grievance Representative Report – Diann Marten/Bill Block	<p>Dave Edwards (on behalf of Bill Block) – No report.</p> <p>Diann Marten – No report.</p>
VII. President’s Update – Dr. Annette Parker	<p>Dr. Parker shared the following:</p> <ul style="list-style-type: none"> • Presented at Senate Higher Education and Workforce Development Committee on March 29. • Greater Mankato Growth (GMG) Day at the Capitol on March 30. Working our legislators on our specific requests and supplemental budget. • Met with Dr. Alan McLenaghan from Sage on the Faribault

	<p>Campus – March 31. Great opportunities for Sage and SCC. Presidential scholar will be doing an internship with them.</p> <ul style="list-style-type: none"> • Attended the Nellie Stone Johnson Scholarship Event on March 31. • Welcomed the Ag Symposium Bonus Session participants on the N. Mankato Campus – April 1 • Met with Glen Taylor on April 1 and thanked him for his support and future opportunity on how he might be able to help us with our bonding project. • CIM received the Presidents’ Civic Engagement Steward Award and was recognized at the Minnesota Campus Compact Presidents’ Awards Luncheon and Summit on April 7 for the ball course they designed and installed for the Southern Minnesota Children’s Museum in Mankato. • Attended and presented at the AACC Annual Convention in Chicago. Serves on the AACC Board of Directors – this is her second year of a three year term. • Met with Mexican Government delegate Dr. Guillermo Hernandez, Director General of Asociacion Nacional de Universidades e Instituciones de Educacion Superior (ANUIES) on April 14 • Senator Vicky Jensen visited the Faribault Campus on April 15. • Attended and presented at HLC Conference on April 16 – 17. • Attended Joint Student Senate Meeting and agreed to an increase of the student fees from \$5.75 to \$6.50 per credit hour. • Attended the North Kato Brewing Ideas Session on April 19. • Interviewed 5 candidates for the Presidential Scholarship on the N. Mankato Campus – 2 will be selected – April 21 <ul style="list-style-type: none"> • Shared update from her Legislative conference call held today. • Discussed the importance of sending out emails to everyone reminding them of Star Session. Dr. Tarnowski needs to communicate this better to all faculty and staff.
<p>VIII. Class Maximum – Dr. Susan Tarnowski</p>	<p>CRTK100 – Kurt Dershem moved to approved. Deb Selbach seconded. Motion passed.</p> <p>AIS112 & AIS120 – Kurt Dershem moved to approve these two. Deb Selbach seconded. Asked where the number comes from. Dave Edwards shared that this is discussed and determined with the department. Motion passed.</p> <p>ASL101 – Renee Guyer moved to approve. Dave Hammitt seconded. Motion passed.</p> <p>ENGL111 & ENGL230 – Renee Guyer moved to approve these two. Mark Friedman seconded. Motion passed.</p> <p>HUM130 – Kurt Dershem moved to approve. Dave Hammitt</p>

	<p>seconded. Motion passed. NURS1220 & NURS2520 – Jennifer Ongie-Jindra moved to approve. Diann Marten seconded. Motion passed.</p>
<p>IX. Conflict of Financial Interest with Grants Policy – Peter Wruck</p>	<p>Peter Wruck shared that this is a policy that will bring us into compliance with Federal regulations for our grants.</p> <p>The intention is that the policy if the policy meets your approval it will go on the books. There is an appeals process in the policy if needed.</p> <p>This is being brought to Shared Governance to get feedback for changes before posting as this is needed before we can move forward with our grants. There were no questions from the faculty.</p> <p>The contact information on Page 9 will be updated.</p> <p>Renee Guyer moved to endorse the policy as amended on page 9 with correct title information. Deb Selbach seconded. Motion passed.</p> <p>Discussion took place on the disclosure form and suggested putting a better definition on the top to better match the policy itself. Peter will expand this title.</p> <p>Dave Hammitt moved to endorse the disclosure form with the above change. Renee Guyer seconded. Motion passed.</p> <p>These are retained in a secure area and then removed when grant is over.</p>
<p>X. Budget Update – David Armstrong</p>	<p>David Armstrong shared that he will be putting something in a visual format for the future meetings.</p> <p>Gave a budget update:</p> <ul style="list-style-type: none"> • State appropriation – General Fund - \$26M (tuition online, differential and state appropriation). • Of the \$26M in actual income we have expenses of \$24.4M as of yesterday. Right now we are a little over a million and a half in the black. This includes encumbered salaries and expenses. • If we continue we will break even or better than break even. • Money left will roll into general fund. • For FY16 our HLC CFI will have an impact. • Hoping for the best - flat enrollment or 5% decline in enrollment for FY17 (SFS semester) would be relative to where we are this year. • FY16 at 2200 FYE – hoping to level or uptick.

	<ul style="list-style-type: none"> • Take a conservative approach and can adjust the budget within the year. <p>Dr. Parker explained that HR are cleaning up the HR records next week and will then look at what positions can be filled once we better know our budget.</p> <p>The student activity fee will be increasing and parking fee will increase by 50 cents per credit hour (\$2.00 to \$2.50/credit hour and \$60 to \$72 for employee).</p> <p>David shared his work with the two campus student senates and how they are very distinct. Need to get them to work better as two representative bodies representing all students. Need to look at a better process on how to support student life for both campuses. The Student Senates agreed to come together and work as a team.</p>
<p>XI. Process, Results & Improvements</p>	<p>Process –</p> <ul style="list-style-type: none"> • Class Maximum Approvals • Conflict of Financial Interest with Grants Policy – consideration of how it went through the other meet and confers. Add to every Meet & Confer agenda. This needs to be defined and fully documented so it can be executed from time to time. <p>Results –</p> <ul style="list-style-type: none"> • Took action on class maximums • Endorsed by Shared Governance the Conflict of Financial Interest with Grants Policy <p>Improvements –</p> <ul style="list-style-type: none"> • Discussed that the Conflict of Financial Interest with Grants Policy need to be documented.
<p>XII. Adjournment</p>	<p>Meeting adjourned at 2:02 p.m.</p>