

Shared Governance Meeting Minutes

Meeting Date:	Friday, March 25, 2016 1:00 to 3:00 pm Elysian Tourism Center Elysian, MN	Next Meeting:	April 22, 2016 1:00 to 2:30 pm ITV Faribault = Room C37 N. Mankato = Room E130
In Attendance:	<p>Present: Bill Block, Kurt Dershem, Mark Friedman, Ala Garlinska, Dave Hammitt, Ryan Langemeier, Diann Marten, Jennifer Ongie-Jindra, Jay Wendelberger, Dr. Annette Parker, Dr. Susan Tarnowski, David Armstrong, Dawn Pearson</p> <p>Absent: Dave Edwards, Renee Guyer, Jon Morgan Deb Selbach</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 (January 15, 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> <ol style="list-style-type: none"> VIII. Class Maximum Procedure – Jay Wendelberger/Dr. Susan Tarnowski <p><u>NEW BUSINESS</u></p> <ol style="list-style-type: none"> IX. Diversity/Inclusion Plan (Draft) - Mitzi Kennedy X. Marketing - Shelly Megaw <ul style="list-style-type: none"> • Update • Selection/Prioritization Process XI. Budget Update - David Armstrong XII. Security Discussion - David Armstrong XIII. E-mail Continuous Improvement - Jay Wendelberger / Dave Edwards XIV. Process, Results & Improvements (PRI) XV. Adjourn 		
Attachments:	<ol style="list-style-type: none"> IV. Approval of Minutes – January 15, 2016 V. Human Resources Report VIII. Class Maximum Procedure IX. Diversity/Inclusion Plan (Draft) 		

Meeting Minutes:

Agenda Item	Minutes
I. Call Meeting to Order	Jay Wendelberger called the meeting to order at 1:04 p.m.
II. Roll Call of Members	See above.
III. Adoption of Agenda	With no objections the agenda was moved forward by Jay Wendelberger.
IV. Approval of Minutes (January 15, 2016)	Dave Hammitt moved to approve the minutes as written. Ala Garlinska seconded. Motion passed.
V. Human Resources Report – Dawn Pearson	<p>Dawn gave the following update:</p> <ul style="list-style-type: none"> • The Research Director position is ready to post and will be in the Managerial Plan. • The OAS Intermediate (TRiO position) is increasing from a 35% to 70%. • Retirement in the GMW area. <p>Inquired if the nursing position will be posted this summer.</p> <p>Inquired about the Math instructor and would like to this as a TFT for a year to allow for a full search for a full-time Math Instructor. Dr. Parker shared that she is not in favor of TFT because she would much rather have a national search for UFT if/when the cabinet determined we could fill this position. First we need to give David a chance to provide budget information before we can determine if it is possible to fill the position.</p> <p>Asked if the Research position was ever considered as a position under the CIO. Dr. Parker would not be in favor of this due to data integrity so that she can make informed decisions. Would like to see pure data coming to the President’s office. There are research based questions to provide analysis – richer data. Dawn Pearson shared that this position will be in the Managerial Plan in the MnSCU plan as a classified position. It is at a little lower pay range and feels it fits nicely there and the MnSCU office audits positions and feels this is the appropriate fit for the position.</p> <p>Asked about the process that was used for the filling of the Chief Diversity Officer/TRiO Director position (Mitzi Kennedy). Dawn Pearson shared that an evaluation was done of the current position that she is in. The TRiO Director position was eliminated (ultimately Mitzi would have been layed off) and the new position was posted. Mitzi applied and was awarded the position. With this change there were additional dollars to add the percentage to the support position to 70%.</p>

	<p>Asked about the temporary general maintenance worker for Faribault. Dawn Pearson shared that there will be rigor put forth in decisions regarding staffing positions.</p> <p>Dawn Pearson shared the turnover report.</p> <ul style="list-style-type: none"> • All employees 5.6% for 2015 with an average at 11.8% range from as low as 0 to 3.4 to 33 • Instructional – 4.8% for 2015 with an average at 6.6% • Staff – 6.3% for 2015 with an average at 15.7%
<p>VI. Grievance Representative Report - Diann Marten / Bill Block</p>	<p>Bill Block – no report.</p> <p>Diann Marten – The compliance visit scheduled for March 23 & 24 was cancelled due to weather. Do not know if this will be rescheduled.</p> <p>The biology and transfer pathways were brought to AASC. Received and shared the letter from the biologists regarding the Biology AS Degree at SCC. Dr. Parker shared that any time we do an announcement like this there is a time to rescind through June. This is on her radar; however, David Armstrong, CFO, has just arrived and one of the things is that we need to get a sense of where we are as we continue to work with the process of the budget planning. It is important and wants to protect our employees. Would like to see some sound numbers of where SCC is at before making a final decision. Jay Wendelberger shared that the biology program was cancelled when we didn't have a CFO. Perhaps we did not have sound numbers when the decision to cancel the program was made.</p> <p>Dr. Tarnowski shared that the curriculum piece is being worked out at the current time.</p>
<p>VII. President's Update - Dr. Parker</p>	<p>Dr. Parker shared:</p> <ul style="list-style-type: none"> • MSU/SCC Collaboration meeting was held February 8 and work continues. • Ag Symposium with Dr. Temple Grandin held February 9 – evening event on autism was amazing with community attendance. • Met with Aglytix on February 11 – donated a drone to our ag program, amazing work with this company. • Met with superintendents/counselors to discuss collaboration on February 12. • Met with Metro State on February 16 regarding the BSN on the Faribault Campus. •

	<ul style="list-style-type: none"> • SCC National Technical Signing Day Celebration on both campuses – February 18 – Will continue to do this every year – very successful. • Senator Amy Klobochur met with students on affordability and asked one of our SCC students to be on a Federal panel. • Attended the National Convening on Career Development – US Chamber of Commerce in Washington DC on February 22. • SCC Fire School a Success – March 5. • Attended the Session Priorities Dinner on March 8. The House and Senate presented the legislative agenda. • Attended the GMG Annual Meeting on March 10. Was re-elected for another 3 years on the GMG Board through 2019. • Southern Minnesota Center of Ag Meeting held on March 11. • Presented at the NAWB Workshop on Accelerating Pathways to Credentials on March 14. • MnAMP Manufacturing Workshops in N. Mankato on March 18 and Faribault on March 21. About 44 companies came to discuss apprenticeship programs. • Attended the Speechless FILM VIP Party on March 18. • Faribault Campus Presidential Scholarship Interview held on Monday, March 21. • N. Mankato Campus Presidential Scholarship Interviews will be held in April. • Presented at the MSU Pan African Conference on March 24. • Riverland and SCC Collaboration Meeting held today followed by the Truck Driving Ribbon Cutting program.
<p>VIII. Class Maximum Procedure – Jay Wendelberger/Dr. Susan Tarnowski</p>	<p>Jay Wendelberger brought forward the revised policy and asked for input. It was suggest that the word “For” be replaced with “All”. Dave Hammitt moved to approve with the word change. Diann Marten seconded. Motion passed.</p>
<p>IX. Diversity/Inclusion Plan (Draft) - Mitzi Kennedy</p>	<p>Mitzi Kennedy shared the draft and feels that this is a good draft as a starting point. It has been integrated with the systems Charting The Future, but needs more actionable items and outcomes and specifics. By far, there needs to be a lot more involvement by faculty and integration of objectives through the college.</p> <p>Mitzi shared in more details each area and how the faculty involvement is an important piece of this document.</p> <p>Shared that the Student Success and Engagement Committee and the Diversity Committee is involved and provides inclusive connectedness. What are we doing that we can do better? Have done focus groups and will go along with the dashboard data and will look at programming best practices that we can utilize at the</p>

	<p>college and come to administration for funding for additional student support services to help students be more successful.</p> <p>How do we change our curriculum - inclusive excellence. Groups come in and talk to us about diversity. Shared an opportunity - Anti-Racist Pedagogy Across the Curriculum training. We have outstanding faculty at our college and know there are things going on to infuse this at the current time. We need to work with the people who get it and want more and can offer more – allies – to get others involved. Need to let Mitzi know the desires of moving this forward for our faculty. Dr. Parker shared that the college is committed – it is about where and when is the best way to move it forward. There could be a few faculty that attend the 9-day training and then come back and become the experts in the area and train the other faculty. Kurt Dershem shared that he would be interested in attending this training. Dr. Tarnowski shared that it is important to have the chairs involved and this be shared at AASC. Dave Hammitt suggested that this be included in the in-service offerings as a breakout session.</p> <p>Discussed the Diversity Committee membership and faculty recruitment needs to be requested through Jay Wendelberger and Dave Edwards to make the appointment to committees. The communication is sent from Dawn (HR office) to the unions requesting membership from the various unions.</p> <p>Dr. Tarnowski will bring this to the Department meetings and have Mitzi Kennedy join the meeting(s) to discuss.</p>
<p>X. Marketing - Shelly Megaw •Update •Selection/Prioritization Process</p>	<p>Shelly Megaw reported on the following:</p> <ul style="list-style-type: none"> • Marketing & Communications campaigns for the 3rd and 4th quarter of FY16 (January – July) • National Letter of Intent Signing Day • Value/Free Community College, Scholarships • Explore SCC/Visit Us • Nursing, Liberal Arts & Sciences • Exploration Summer Camp, Lifesaver Fund (internal only) <p>She handed final summary sheets of the Explore SCC/Visit Us and Value/Free Community College campaigns and draft summary sheets of the Liberal Arts & Sciences and Nursing campaigns.</p> <p>Dr. Parker shared that Shelly Megaw also works collaboratively with the system on the legislative session to make sure we are addressing the supplemental budget and our bond. Also, working with the students to have all the candidates on our campus for them to present to the student body.</p>

	<p>Shelly moved to the area where her team is located.</p> <p>Media is amazing and we are getting good publicity with the great things we are doing at SCC.</p>
<p>XI. Budget Update - David Armstrong</p>	<p>David Armstrong shared that our enrollment is down by about 11.5% in round figures. This translates to about \$800,000 drop in revenue from last year.</p> <p>As of the date of this meeting, we have current expenses and income of \$23.5 M.</p> <p>So far, we have spent close to \$2 M less than we brought in in revenue.</p> <p>However, if everyone was to spend 100% of budget we would be upside down by about \$1.5 M. This would need to come from our reserve. We currently have a healthy reserve.</p> <p>Encouraged faculty that when talking with colleagues to encourage a conservative approach until the fiscal year is over so we can see where we are at with enrollment. Likely that we will have a decline in enrollment. Need to be fiscally conservative and ask ourselves - do we need it right now? Keep in mind that whatever you don't spend stays with the college.</p> <p>Our CFI (Composite Financial Index) is at 1.7 which is down significantly due to the GASB (Government Accounting Standards Board) changes to accounting principles related to pensions.</p> <p>Asked what is the actual amount of money we changed in the GASB accounting. Reported (from memory, need to check actual report) a negative 23.96 with GASB and reported 8.33 positive without GASB so it is approximately \$3.2 M.</p> <p>Currently our CBI (Center for Business & Industry) is running at a loss. Will be working with Barb Embacher on this to work on getting caught up as this will affect our fund balance in the end.</p> <p>Asked what the timeframe is for the faculty to be working on with the budgets. The Deans and Department Chairs will be communicating with the faculty on this. Currently budget reflects more expenses than revenue. Going forward we will need to project not to spend more than the revenue. Will be looking at non-salary budget areas. Trying to take advantage of the leverage equipment opportunity.</p>

	<p>Diann Marten shared that the budget process seemed to be much better last year than in the past.</p> <p>Dr. Parker appreciates what David is saying about not wanting to do layoffs and she values and appreciates every employee. Together we need to figure the budget out with everyone working together.</p> <p>Jay Wendelberger shared that the expenses is more than revenue has always been the approach. Somewhere we have been able to build enough dollars to keep in reserve. We have always been told that we do not have enough dollars. We need to be as accurate as possible in our finances.</p> <p>Faculty would like to have a balance sheet or visual to better understand and the discussion be more valuable.</p> <p>David Armstrong shared that it is common for the CFO to take the conservative approach. Transparency and actuals is important. Learning where to go to get the data to be able to be accurate and give a sense of where we are at is essential. We are not poor but certainly not rich.</p>
<p>XII. Security Discussion - David Armstrong</p>	<p>David Armstrong shared that he understands that there is a sense that security is or would be an issue, possibly on one or both campuses. Would like to hear about the thoughts from this group.</p> <p>The following was shared:</p> <ul style="list-style-type: none"> • Primarily an evening concern. • Who to go to? • Who is in charge? • If there was a significant situation how would we handle? • The many doors being open – could there be only a few open after 6 pm. • An administrator should be present when the campus is open. Should be a visual symbol of authority. <p>David Armstrong shared that he has had conversations with others on how to share these services. He also reminded everyone that there is a cost involved.</p>
<p>XIII. E-mail Continuous Improvement - Jay Wendelberger / Dave Edwards</p>	<p>Jay Wendelberger shared that the current email structure seems to be causing trouble and would like to see this opened up.</p> <p>Dr. Parker shared that this is about continuous improvement and when there is situation where there needs to be changes we bring them up and talk about how to improve the current process. Will reach out to our areas and open up the access where it is necessary.</p>

	This needs to be brought to Meet & Confers and Shared Governance on determining what needs to be changed to be better.
XIV. Process, Results & Improvements (PRI)	<p>Process –</p> <ul style="list-style-type: none"> • Address revision to policy • Budget update <p>Results –</p> <ul style="list-style-type: none"> • Revision made • Exceeding our revenue <p>Improvements –</p> <ul style="list-style-type: none"> • Have a way to move quickly and efficiently in Shared Governance class maximum matters • Better understanding through transparency
XV. Adjourn	Meeting adjourned at 3:06 pm.