

Shared Governance Meeting

**** DRAFT ****

Meeting Date:	Friday, January 15, 2016 1:00 to 3:00 pm Elysian Tourism Center Elysian, MN	Next Meeting:	February 19, 2016 1:00 to 3:00 pm Elysian Tourism Center Elysian, MN
In Attendance:	<p><u>Present:</u> Bill Block, Kurt Dershem, Dave Edwards, Ala Garlinska, Renee Guyer, Dave Hammitt, Ryan Langemeier, Diann Marten, Jon Morgan, Deb Selbach, Jay Wendelberger, Dr. Annette Parker, Dr. Susan Tarnowski, Dawn Pearson</p> <p><u>Absent:</u> Mark Friedman, Jennifer Ongie-Jindra</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 (December 11, 2015) 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 Approvals - Dr. Susan Tarnowski IX. Class Maximum Procedure – Dave Edwards / Jay Wendelberger X. Enrollment Update – Dr. Annette Parker <ul style="list-style-type: none"> a. FBM XI. Administrator Evening Presence – Dr. Parker XII. Process, Results & Improvements (PRI) XIII. Adjourn 		
Attachments:	<ul style="list-style-type: none"> IV. Approval of Minutes – December 11, 2015 V. Human Resources Report VIII. Class Maximum Approvals 		

Meeting Minutes:

Agenda Item	Minutes
Call Meeting to Order	Jay Wendelberger called the meeting to order at 1:02 p.m.
Roll Call of Members	See above.

Adoption of Agenda	Agenda was adopted as presented.
Approval of Minutes	Dave Edwards moved to approve the minutes as written. Dave Hammitt seconded Motion passed.
Human Resources Report	<p>Dawn Pearson shared the attached Human Resources Update.</p> <p>Question was asked about the FBM Instructor position and which campus this position is located on. Dawn will need to check into this and share.</p> <p>Question was asked about the Philosophy – 1 UFT - Not yet posted position. This is a vacated position and will not be filled as Kurt Dershem and adjunct faculty will fill the need for this vacant position.</p> <p>It was noted that faculty recommendations should be discussed at the Division Chair level and move up the chain.</p> <p>Discussed what our SCC turnover rate has been in positions and what is deemed normal. Dawn believes that our turnover rate seems somewhat normal. According to MnSCU a 15% to 20% staff turnover is not unusual. Dawn will include turnover rates on the future HR reports for all college employees.</p> <p>CFO Update – Dawn shared they received evaluation forum feedback and currently doing reference checks. The timeline is to continue reference checking and share with Dr. Parker and perhaps an offer next week.</p> <p>Human Resources Service Centers – Dawn shared that MnSCU has several workgroups under way and currently there is a workgroup for the Human Resources Division. This center will have four locations – North, South, West Central and East Central - where HR and payroll colleagues will come together to provide the centers. There is currently an RFP out there to see who is interested in being a potential service center.</p>
Grievance Representative Report	<p>Bill Block – no report</p> <p>Diann Marten – State representative continues to review the grievances.</p> <ol style="list-style-type: none"> 1. Summer Gioffre layoff – independent study courses and full amount of pay should have been paid. 2. LAS faculty layoff – Wayne Whitmore layoff has been rescinded. The other faculty members are appealing with state representatives.

President's Update	<p>Dr. Parker shared:</p> <ol style="list-style-type: none"> 1. Governor Bonding Proposal Update – The Governor approved \$5.7 M of our \$8.6 M bonding project. All projects received 66% of what was asked. Presidents are working on going back to ask for the \$21 M that was not received last year. Jay Wendelberger shared the MSCF bargaining experience they recently had with the Chancellor related to the supplemental request. Discussed the budget and the dollars that we have in reserve and the CFI of the college. 2. Will be meeting with the Southern MN colleges to look at Ag and how we can partner with them. 3. Attended the Innovation Center meeting in N. Mankato – Businessman in Mankato has space in the Hubbard Building. MSU has been given some space in this building for them to move SBDC to the space. Looking at options for the remainder of the space. Could be a potential space for SCC to look at for our CBI offerings. MSU will be utilizing 4,000 to 6,000 square feet at no charge so does not know what that means to SCC. More planning to create a shared vision for this initiative. 4. National Technical Letter of Intent Signing Day will be held on Thursday, February 18. There have been 12 states that have done this throughout the US. There is an increase by 30% of students who show up in August for enrollment when they make the commitment early. We have invited Chambers, Mayors, Legislators, and other community leaders to the event. 5. A meeting is scheduled in February with Metro State and SCC to bring a BSN to SCC. The initial focus will be Faribault Campus; however, would like to bring to both campuses. Diann shared that MSU is giving students the list of SCC classes to take as options to get their LAS classes completed. We need to continue to work with MSU on this partnership as well. SCC does need to have the National Nursing Accreditation completed before we can successfully move forward.
Class Maximum Approvals	<p>NURS2530 – Dave Edwards moved to approve. Renee Guyer seconded. Motion passed.</p>
Class Maximum Procedure	<p>Dave Edwards shared that there was nothing more done on this.</p> <p>Jay Wendelberger and Dr. Tarnowski agreed to draft something and bring back to the February meeting.</p> <p>Discussed the internship class max number and if this should be changed.</p> <p>Discussed how it is determined and if there has been a change on how a class is cancelled. Dr. Tarnowski is hoping that the new CFO</p>

	<p>can help with determining a good formula to use in reviewing class cancellations. Faculty feel like the marker has moved and were not part of the conversation.</p> <p>Discussed the cost center changes for faculty and the department chairs need to be made aware of changes. Discussed how the adjuncts and cost centers are divided out and need to better understand how to determine the charge backs. These discussions will need to take place when our CFO is on board.</p> <p>Discussed travel and where does this get charged to and what is included in the instructional cost study. This also needs to be discussed with the CFO.</p>
Enrollment Update	<p>Dave Hammitt recently met with Peter Wruck and shared that enrollment data was not being reported correctly in the Connections newsletter. The Farm Business Management enrollment data was being credited entirely to the North Mankato campus rather than being split between the two campuses. If that were to be corrected, it would result in Faribault enrollment numbers being significantly better than reported. Peter agreed that a mistake was made. After prolonged discussion, Peter decided to report a single “college-wide” enrollment number in future Connections newsletters.</p>
Administrator Evening Presence	<p>Dr. Parker shared that Dave Edwards and Jay Wendelberger talked about this and asked for this to be placed on the agenda today.</p> <p>Dr. Parker would like to understand from a safety and security perspective if there are concerns which is causing this discussion. What are the expectations of the administrator? Shared that there is a call list for all administrators, including some additional folks that administrators can always be reached.</p> <p>Dr. Parker is not willing to entertain administrators working at night as there is always a way to contact them. Dr. Parker’s plan is to enhance safety and security and she is committed to this.</p> <p>Jay Wendelberger feels that every hour the college is open there should be an administrator on the campus. Discussed several scenarios – student behaviors, responsible for security and safety, etc. This could be dean or any administrator.</p> <p>It was felt that the concern seems to be centered on public safety.</p> <p>Everyone needs to know who to call on and how to handle situations when the building is open.</p>
Process, Results &	<u>Process</u> –

Improvements (PRI)	<ul style="list-style-type: none"> • Discussed enrollment data reporting • Class maximum • HR reporting and what information will be reported on turnover rate <p><u>Results</u> –</p> <ul style="list-style-type: none"> • Enrollment numbers • Approved class maximum and discussed process to improve class max procedure • Data on turnover for HR <p><u>Improvements</u> –</p> <ul style="list-style-type: none"> • Reporting in Connections newsletter matching numbers • Discussed processes to improve class max procedure by Jay Wendelberger & Dr. Tarnowski • Increased data in HR reporting
Adjourn	Meeting adjourned at 3:01 p.m.