

Shared Governance Meeting

**** DRAFT ****

Meeting Date:	Friday, December 11, 2015 1:00 to 2:30 pm ITV Faribault – Room C37 N. Mankato – Room E132	Next Meeting:	January 15, 2016 1:00 to 3:00 pm Elysian Tourism Center Elysian, MN
In Attendance:	<p>Present: Bill Block, Kurt Dershem, Dave Edwards, Mark Friedman, Ala Garlinska, Renee Guyer, Dave Hammitt, Ryan Langemeier, Diann Marten, Jennifer Ongie-Jindra, Deb Selbach, Jay Wendelberger, Dr. Annette Parker, Dr. Susan Tarnowski, Dawn Pearson</p> <p>Absent: John Morgan</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 (November 20, 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> <ul style="list-style-type: none"> VIII. Marketing - Shelly Megaw <p><u>NEW BUSINESS</u></p> <ul style="list-style-type: none"> IX. Class Maximums – Dr. Susan Tarnowski X. Faculty Leave Reporting Procedure - Dr. Susan Tarnowski XI. Data Governance Policy – Peter Wruck 		
Attachments:	<ul style="list-style-type: none"> IV. Approval of Minutes – November 20, 2015 IX. Class Maximums X. Faculty Leave Reporting Procedure XI. Data Governance Policy 		

Meeting Minutes:

Agenda Item	Minutes
Call Meeting to Order	Dave Edwards called the meeting to order at 1:12 pm.
Roll Call of Members	See above.
Adoption of Agenda	Dave Hammitt moved to approve the agenda. Ala Garlinska seconded. Motion passed.
Approval of Minutes	Dave Hammitt moved to approve the minutes. Ala Garlinska seconded with spelling correction of Diann Marten’s name under the

	Grievance Report section. Motion passed.
Human Resources Report	<p>Dawn Pearson shared the following:</p> <ul style="list-style-type: none"> • CFO – Phone interviews scheduled for December 16th, in person interviews/forum scheduled for January 8th. • Financial Aid Officer – Internal applicants only (Heidi’s role) posting is closing December 11th. Unlimited FT. • Secondary Relations Coordinator – Unlimited FT reporting to Judy Z in Student Affairs. Posted and currently accepting applications until Wednesday January 7th, 2016. • Office and Administrative Specialist Intermediate – Unlimited FT- Approved and will be posted by December 18th. (Scheduler) • Grant Position - Customized Training Rep – Grant Funded limited for 4 years. Was just posted and currently accepting applicants until Wednesday, December 16th. • Grant Position - . Grant Project Coordinator- Grant Funded limited for 4 years. Was just posted and currently accepting applicants until Wednesday, December 16th. • Faculty <ul style="list-style-type: none"> ○ Nursing – 6 Adjunct openings – posted ○ Medical Assisting Instructor – 1 Adjunct opening – posted ○ Biology – 1 Adjunct opening – posted ○ Geography – 1 Adjunct opening - posted ○ Community and Social Services – 1 Adjunct opening – posted ○ Psychology – 1 Adjunct opening – posted ○ Health and Human Performance – 1 Adjunct opening – posted ○ Physics – 1 Adjunct opening – posted ○ Reading – 1 Adjunct opening – posted ○ English – 1 Adjunct opening – posted <p>Jay Wendelberger asked for clarification on hiring as he understood that there was going to be no hiring except for the CFO position. Dr. Parker shared that in the budget power point shared in October we would fill the majority of positions as we would not look at them until the Dean of Students Services position was filled. Through Judy Zeiger’s work we are moving forward with the positions.</p> <p>The Secondary Relations Coordinator position is the Kathi Rusch position. This was a Perkins position; however, they were working with secondary contacts and the job description was revised and reviewed. This position will manage Perkins and manage the work we do with high schools.</p> <p>Dawn Pearson shared that after reviewing the budget and better understanding the needs and budget it was felt that we needed to move forward with these positions.</p>

<p>Grievance Re Report</p>	<p>Diann Marten</p> <ul style="list-style-type: none"> • Filed two grievances regarding layoffs. • The Faculty Rights Committee schedule a compliance meeting on March 23 & 24 on the N. Mankato Campus. Check to make sure there are no other events that will interfere with these dates. Will meet with administration on the second day to report findings. • Jay Wendelberger shared that the layoff grievance is due to the fact that administration did not give sufficient information for these layoffs. Administration did not adequately provide opportunities for faculty in other areas. <p>Bill Block</p> <ul style="list-style-type: none"> • No report.
<p>President's Report</p>	<p>Dr. Parker shared:</p> <ul style="list-style-type: none"> • Charting the Future Steering Committee Meeting held November 23 to talk about initial plans going forward • Charting the Future ALL Committee Meeting members met on November 30 • AgCentric Breakfast Meeting with Presidents and Commissioner of Agriculture to share the needs in the state and how the colleges can partner with the Dept. of Ag and our MnSCU colleges • President's Advisory Council Meeting held on December 10 • President's Holiday Gathering <ul style="list-style-type: none"> ○ Faribault Campus, Monday, December 14 – 2:30 to 4:00 pm Event Center ○ N. Mankato Campus, December 16 – 2:30 to 4:00 pm Garden Court • Faribault Campus Potluck – Tuesday, December 15 – 11:30 to 1:00 pm – Event Center • Will be on vacation for the two weeks over Christmas
<p>Class Max</p>	<p>HUM205</p> <ul style="list-style-type: none"> • Kurt Dershem has talked to his faculty and they have no objection to this change. Who should be signing this form? Should all faculty within the division sign this? Jay Wendelberger understands the Humanities courses can be taught by any faculty. • Renee Guyer feels that we look at the established policy and what it says in black and white we are not required to have signatures other than the Dean after having consultation with faculty. The policy does not fit this class max approval and is not clear. We need to make a decision based off the existing policy and if we don't like the policy we need to revisit.

- Need to vote on this based on the interpretation of the policy.
- Dr. Parker shared that this is a procedure and not a policy and this is a consultative process that we work together. She is troubled to put her signature on this at this point. This is a debate amongst the faculty in Shared Governance and does not sound like it is in Dr. Parker's long term interest to move forward. The faculty need to agree and get this done.
- Kurt Dershem moved to approve HUM205 based on the existing procedure. Deb Selbach seconded.
- Jay Wendelberger does not feel that there was consultation within the division.
- Mark Friedman does not know if the procedure has been followed because it is so vague.
- Jay Wendelberger shared that this is a special topics course anyone can teach so this is another problem.
- Vote was taken:
 - Yes = 6
 - No = 5
 - Abstained = 1
- Motion Failed
- There needs to be clarification on this class max and go back for signatures.
- It was agreed that the following was acceptable:
 - Kurt Dershem will have Humanities division faculty and the three LAS division chairs to sign.
 - Will forward to for an electronic vote.
 - Vote via e-mail with a Yes or No.
- Will work on rewriting the class max procedure in January.

MEAG1510

- Dave Hammitt moved to approve. Jennifer Ongie-Jindra seconded. Motion passed.

VITI111, VITI112, VITI113, VITI114, VITI115, VITI1190, VITI1211, VITI1213, VITI1293

Renee Guyer moved to approve. Diann Marten seconded. Motion passed.

	<p>HC1510 Dave Edwards brought this forward from the last meeting with the number of 25. Jay Wendelberger moved to approve. Renee Guyer seconded. Motion passed.</p>
<p>Marketing Report</p>	<p>Shelly Megaw reported that she met with the Marketing Committee yesterday and shared the draft plan that was shared with the Marketing Committee. Went through the handout in detail. Went through the handout in detail. Shared that last year SCC purchased high school students lists for \$4,000 and received about 10-12 inquiries. Direct mail is not the best general targeting. The targeted campaigns seem much better.</p> <p>Jay Wendelberger asked about the make-up of the committee and the meeting dates.</p> <p>Shelly shared that Thursday afternoons are the only times faculty are available so met yesterday and will meet again in the spring and send out options for the spring for the remainder of the year meetings. Membership includes Roberta Moorhouse, Ryan Langemeier, Pete Neigebauer, Don Hermanson, Wes Taylor, Scott Rahe, Jeannie Meidlinger, Anthony Riesberg, and Lisa Kinowski. Would like a core AA division faculty on the committee.</p>
<p>Faculty Leave Reporting</p>	<p>Dr. Tarnowski shared that there are several different ways that faculty are handling class cancellations and felt that there needed to be a process for all faculty so that appropriate people are notified. This is designed to assist our students. Put together a step by step procedure for faculty. Peter Wruck shared that this is essentially a copy of the Century College procedure and it works great.</p> <p>Jay Wendelberger suggested that the first two bullet points should be removed. Diann Marten disagreed and felt this was okay to be included. Jay Wendelberger feels that this is already being done. Need to respect that faculty will make the best effort to speak with someone in person.</p> <p>Dave Edwards suggested that interested parties work with Dr. Tarnowski to finalize the wording. Contact Dr. Tarnowski if you are interested in working on this.</p> <p>Discussed the clinical portion and how that affects the faculty. If the clinic is closed does faculty take a personal leave day? This is a unique situation and this would need to be included in the procedure. The work off campus needs to also be included.</p>
<p>Data Governance Policy</p>	<p>Peter Wruck shared that most schools in MnSCU and nationwide have this policy. Worked on this during the fall with Mark Baas. This policy spells out who is responsible for the data expectations,</p>

	<p>ease of access, data usage and data integrity and integration. Will need to give a business reason for the data request as this will then create better documentation.</p> <p>Asked if the Associate Vice President of Research and Institutional Advancement will be going away. Dr. Parker shared that this position will not be going away but may be filled at a lower level.</p>
Process, Results & Improvements	
Adjournment	Meeting adjourned at 2:32 pm