

## Shared Governance Meeting

<b>Meeting Date:</b>	Friday, November 20, 2015 1:00 to 3:00 pm Elysian Tourism Center Elysian, MN	<b>Next Meeting:</b>	December 11, 2015 1:00 to 2:30 pm ITV Faribault – Room C37 N. Mankato – Room E132
<b>In Attendance:</b>	<p><b>Present:</b> Bill Block, Kurt Dershem, Dave Edwards, Mark Friedman, Ala Garlinska, Renee Guyer, Dave Hammitt, Ryan Langemeier, Diann Marten, Deb Selbach, Jay Wendelberger, Dr. Annette Parker, Dr. Susan Tarnowski</p> <p><b>Absent:</b> Jon Morgan, Jennifer Ongie-Jindra, Dawn Pearson</p>		
<b>Agenda Items:</b>	<ul 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 (October 23, 2015)</li> <li>V. Human Resources Report – Dawn Pearson</li> <li>VI. Grievance Representative Report - Diann Marten / Bill Block</li> <li>VII. President’s Update - Dr. Parker</li> </ul> <p><b><u>OLD BUSINESS</u></b></p> <ul style="list-style-type: none"> <li>VIII. Class Maximums – Dr. Susan Tarnowski</li> </ul> <p><b><u>NEW BUSINESS</u></b></p> <ul style="list-style-type: none"> <li>IX. Budget Update - Dr. Annette Parker</li> <li>X. Program and discipline web pages that allow for individual instructors/department to edit</li> <li>XI. Authorized to spend department funds on marketing their departments and programs</li> <li>XII. Process, Results &amp; Improvements (PRI)</li> <li>XIII. Adjourn</li> </ul>		
<b>Attachments:</b>	VIII. Class Maximums		

### Meeting Minutes:

Agenda Item	Minutes
<b>I. Call Meeting to Order</b>	Dave Edwards called the meeting to order at 1:06 pm
<b>II. Call of Members</b>	See above.
<b>III. Adoption of Agenda</b>	Dave Hammitt moved to approve the agenda. Renee Guyer seconded. Motion passed.
<b>IV. Approval of Minutes</b>	Renee Guyer asked if we could include the individual Class Max titles when they are approved in the minutes. Renee Guyer moved to approve the minutes with the class max titles included. Jay Wendelberger seconded. Motion Passed.
<b>V. Human Resources Report</b>	Dawn Pearson ill today. Dr. Parker shared that the CFO search committee met last Monday

	<p>and have one person to move forward. ACCT (Association of Community College Trustees) Search Team is helping to source candidates and have forwarded four or five to the committee. Moving forward.</p> <p>Dr. Tarnowski shared that the Kathi Rusch position has been rewritten and at MnSCU for audit. The grant advisor position has been filled and other grant positions are in the process of being filled.</p>
<p><b>VI. Grievance Representative Report</b></p>	<p>Diann Marten shared that the state union reps had questions regarding the layoffs.</p> <ul style="list-style-type: none"> <li>• Would be helpful to know the thresholds or standards at program review on the programs that are in trouble so that help can be given to programs ahead of time.</li> <li>• The net financial impact will be dramatic and the faculty will have training needed. Seems there is work for faculty on campus that faculty may not be credentialed but have qualifications to be credentialed. Is it possible to look at this and other alternatives rather than layoff.</li> <li>• Heard that there is a potential that in English there may be a 6 credit overload.</li> <li>• Faculty members are concerned that they may have training impacts and would like to have email access through May.</li> <li>• Need to look at retirements if there is a possibility of BESI (board early separation incentive), offer as soon as possible.</li> <li>• If faculty are going to do retraining documentation needs to be turned in by December 1 to the HR office.</li> </ul> <p>Dr. Parker shared that she is not going to rehash a process that has been through the consultative process and discussed in college wide forums. The data is there to help make these decisions. When looking at comparisons in the MnSCU cost study I believe we are 21 of 24 which has an impact on what we receive from the allocation framework which is beyond just looking at the cost of running a class. Our saturation rate 63% for the campus decreased this year which would suggest that we have not gotten better but maybe even worse. Diann asked: Do you know the other college saturation rates? Dr. Parker responded: No</p> <ul style="list-style-type: none"> <li>• Discussed how the low enrollments in Faribault may affect this.</li> <li>• There were issues with faculty not receiving their letters due to incorrect addresses.</li> </ul> <p>Dr. Parker will take a few days to consider having discussions over the year so that we understand where all the programs are at throughout the year. If we do, we need to look at completion rates,</p>

	<p>transfer rates, employment statistics, gainful employment, etc.</p> <p>Kurt shared that faculty have asked about the process of the layoffs – would it be possible to have a brief process from administration as to how these were made and a link to the data.</p> <p>Dr. Parker will take this into consideration and think about a message she may send. However, her initial thoughts are that this is this a conversation we have had and do not need to have it again as we have shared and have had this conversation already.</p> <p>Discussed the faculty evaluation process – one of the faculty is on the list to be evaluated who received the ULA notice. Jay shared that he is not on the evaluation list and is willing to be placed on the list in the place of this faculty. Dr. Tarnowski will review this with the Deans. Dr. Parker agrees and thinks we can accommodate.</p> <p>Bill Block – Nothing to report.</p>
<p><b>VII. President’s Update</b></p>	<p>Dr. Parker shared the following:</p> <ul style="list-style-type: none"> <li>• Faribault Campus Clock Update – to be completed by start of Spring Semester (January) or sooner. These clocks will be atomic connected to world clock through internet.</li> <li>• 2016-2017 and 2017-2018 Calendars. There was dialogue about the workshop days and would like to have one back but at this time will leave as noted on the calendar.</li> <li>• MCTC Presidential Search Committee Chair work moving forward.</li> <li>• Faribault External Fund Drive Kickoff was held November 5.</li> <li>• Attended the N. Mankato Board meeting yesterday and shared that the internal giving has gone up.</li> <li>• Attended the AACC Board Meeting in Arlington, VA, November 10-13. Shared Guided Pathways - the grant that 30 colleges were just accepted. SCC did not apply. This grant focused on when students walk into the door how do you get them to understand the continuance on their pathway. The data shows that there is significant success from advisor intervention. Where students get lost is LAS and this could make a difference for our LAS department. Renee Guyer shared that for biology this is being done. Diann Marten shared that there are concentrations in LAS, but have been talked away from this from the advisors. This is very much related to Scope and Sequence that we have put in place.</li> <li>• GMG Young Professionals Luncheon (Sept., Oct., Nov., Dec.) group of 8 individuals from Mankato community employers.</li> <li>• Senate Capital Investment Committee Bonding Tour – Nov. 17</li> <li>• Attended GMG Business Awards – recognizing Ag Symposium as recipient of Brian Fazio Award – Nov. 17</li> </ul>

	<ul style="list-style-type: none"> <li>• Attended Tekne Awards recognizing Mechatronics / iMec – Nov. 18</li> <li>• Meeting with Student Senates – Nov. 19 in N. Mankato and Dec. 9 in Faribault</li> <li>• Serving on MnSCU Long Term Financial Sustainability Team – Will present recommendation to the system by June – co-chaired by Phil Davis and Laura King</li> <li>• Charting the Future Meetings – shared that the Gant chart and focus of the Steering committee and other committees and how the recommendations and SCC goals work together and we report out to the system. Need to orient the students and other members to understand the purpose. <ul style="list-style-type: none"> <li>a. Monday, November 23 – 3 to 4 pm – CTF Steering Committee Meeting</li> <li>b. Monday, November 30 – 3 to 4 pm – CTF All Committees Meeting</li> </ul> </li> </ul>
<p><b>VIII. Class Maximums</b></p>	<p>CMAE1514 – Diann Marten moved to approve. Ala Garlinska seconded. Motion passed.</p> <p>CMAE1518 - Diann Marten moved to approve. Ala Garlinska seconded. Motion passed.</p> <p>CMAE1522 - Diann Marten moved to approve. Ala Garlinska seconded. Motion passed.</p> <p>CMAE1526 - Diann Marten moved to approve. Ala Garlinska seconded. Motion passed.</p> <p>DA1850 – Renee Guyer moved to approve. Ala Garlinska seconded. Motion passed.</p> <p>HC1510 – Need to table this one and look into it. An independent course is requested by student.</p> <p>MDLT2826 –Renee Guyer moved to approve. Jay Wendelberger seconded. Motion passed.</p> <p>MDLT2827 - Renee Guyer moved to approve. Jay Wendelberger seconded. Motion passed.</p> <p>MDLT2828 - Renee Guyer moved to approve. Jay Wendelberger seconded. Motion passed.</p> <p>MDLT2829 - Renee Guyer moved to approve. Jay Wendelberger seconded. Motion passed.</p> <p>MDLT2830 - Renee Guyer moved to approve. Jay Wendelberger seconded. Motion passed.</p> <p>MDLT2831 - Renee Guyer moved to approve. Jay Wendelberger seconded. Motion passed.</p> <p>NURS2220 –Dave Edwards moved to approve. Mark Friedman seconded. Motion passed.</p> <p>NURS2275 – This is not a new course and no change approval required by Shared Governance.</p> <p>NURS2230 - Dave Edwards moved to approve. Mark Friedman seconded. Motion passed.</p> <p>NURS2320 - Dave Edwards moved to approve. Mark Friedman</p>

	<p>seconded. Motion passed.</p> <p>Discussed the electronic signatures and they are okay now but would still like to have these reviewed and have a face-to-face conversation. Jay Wendelberger shared that this is meant to be an interactive process and does not want this to go away.</p>
<b>IX. Budget Update</b>	<p>Dr. Parker shared that she has been working with Mike Koerning, CFO at Minnesota State College, regarding our budget and finance work at SCC.</p> <ul style="list-style-type: none"> <li>• The most recent enrollment numbers for fall is still tracking at -10.9%.</li> <li>• The budget is currently performing at or better than projected.</li> <li>• The current open positions are keeping the salary dollars in line with projections and the faculty cuts for next year will address the 1% tuition reduction scheduled for FY17. If we continue along this line would be available for continued enrollment declines at a lower level.</li> <li>• Non-salary dollars (actual spent and encumbered) is good for this time of year.</li> </ul> <p>Future factors for consideration of budget performance:</p> <ul style="list-style-type: none"> <li>• Overload (assumption is it isn't all in at this point).</li> <li>• Spring enrollment</li> <li>• Weather (amount of snow and extreme temperatures)</li> </ul> <p>Based on this data, need to keep monitoring the budget and enrollment as we have and wait until spring enrollment numbers are closer to final (January).</p> <p>We are at 1005.3 FYE's with a -10.9%.</p> <p>Unrestricted for all around is approximately \$9M – which means if we had no cash flow we could operate for about 3 months.</p> <p>We will start seeing the numbers on paper once we get a CFO hired.</p>
<b>X. Marketing</b>	<p>Jay shared:</p> <p>This comes from some long time marketing questions. These two agenda items came from AASC where the department chairs have talked about them. Out of a sense of frustration we need to talk about marketing. It is not clear on how marketing is being done. The marketing committee seemed to be a good way to work through marketing previously. It was a good way for faculty to understand what was happening with marketing. Marketing committee should be functioning....</p>
<b>XI. Marketing</b>	<p>It would make sense for programs to have a web page as a template that faculty are in charge of and work with them on creating this template. Kurt Dershem shared that student work portfolio would be</p>

included in this template for the web page. It would be up to the faculty to have this in place and kept updated.

Dr. Parker shared that Shelly Megaw's job is public relations and branding, Lisa Kinowski working on marketing, and Steve Pottenger on the website. We need to spend a few hundred dollars to get our web page updated. Need to have Steve Pottenger come to a Shared Governance meeting to share the details of getting the web page updated.

Diann Marten agrees that there needs to be a uniformity and approval process before anything would go to webpage.

Dr. Parker shared that the gadgets that we give out are better purchased in volume and have generic pieces.

Dr. Parker shared highlights of the plan she requested from Shelly, which she received last evening.

Discussion took place regarding the message that faculty are giving to our students. We need to be sending positive messages to our internal and external stakeholders.

Shelly Megaw does have a plan which includes website; however, Dr. Parker does not think we can get to the level where faculty want to be. It may be beneficial for Steve Pottenger to attend a meeting and share and a website committee to approve the website information that is being placed on the web.

Renee Guyer suggested using our Computer Careers program and our Marketing program to engage our faculty and students working on our web page.

Things over the past two years have been moving at a snail pace and because we have a printed document doesn't mean this will move forward what is printed.

Felt that this conversation has been extremely similar to all the conversations that we have had prior.

Ryan Langemeier feels that the Marketing committee needs to meet once a month to discuss what has been discussed today.

Jay Wendelberger mad a motion to recommend that the Marketing Committee be immediately reassembled and meet at least once before Shared Governance and the Marketing Committee deliver a report to the December Shared Governance meeting. Deb Selbach seconded. Motion passed.

	Dr. Parker shared that if the college feels that we need to have Marketing Committee that is fine; however, there will be consultation with Shelly Megaw and not dictate what we should do. Marketing committee is in consultation in what needs to happen.
<b>XII. Process, Results &amp; Improvements</b>	Dr. Tarnowski shared: P (process) - Used our process for reviewing/approving class max proposals R (result) - New class max approvals  P (process) - Used set process to discuss a new agenda item R (result) - Motion/vote/recommendation for action taken
<b>XII. Adjourn</b>	Meeting adjourned at 3:01 pm