

Shared Governance Meeting

**** DRAFT ****

Meeting Date:	Friday, October 23, 2015 1:00 to 3:00 pm Elysian Tourism Center Elysian, MN	Next Meeting:	November 20, 2015 1:00 to 3:00 pm Elysian Tourism Center Elysian, MN
In Attendance:	<p>Present: Kurt Dershem, Dave Edwards, Mark Friedman, Ala Garlinska, Renee Guyer, Ryan Langemeier, Jon Morgan, Jennifer Ongie-Jindra, Jay Wendelberger, Dr. Annette Parker, Dr. Susan Tarnowski, Dawn Pearson</p> <p>Absent: Bill Block, Dave Hammitt, Diann Marten, Deb Selbach</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 (September 25, 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. Class Maximums – Dr. Susan Tarnowski IX. Charting the Future Committee Breakdown – Dr. Annette Parker <ul style="list-style-type: none"> a. Committee Membership X. Mileage Cost Center for Shared Governance Business – Dr. Annette Parker <p><u>NEW BUSINESS</u></p> <ul style="list-style-type: none"> XI. Non-Renewal and ULA – Dr. Annette Parker 		
Attachments:	<ul style="list-style-type: none"> IV. September 25, 2015 Minutes IX. Class Maximums X. Charting the Future Committee Breakdown 		

Meeting Minutes:

Agenda Item	Minutes
I. Call Meeting to Order	Dave Edwards called the meeting to order at 1:03 pm.
II. Roll Call of Members	See Above.
III. Adoption of Agenda	Renee Guyer moved to approve the agenda. Kurt Dershem seconded. Motion passed.
IV. Approval of Minutes	Renee Guyer moved to approve the minutes as written. Ala Garlinska seconded. Motion passed.

V. Human Resources Report	<p>Dawn Pearson shared that the current open position is Vice President of Finance and Operations. Others are being reviewed.</p> <p>The timeline on VP of Finance search includes a close date of November 5; however, will reissue this date to generate more interest. Will be in contact with the committee to look at the three of the seven candidates that are currently in the pool. Just getting started with the search firm.</p>
VI. Grievance Representative Report	<p>Dave Edwards shared that there was nothing to report on behalf of Bill Block.</p> <p>Diann Marten absent so no report.</p>
VII. President's Update	<ul style="list-style-type: none"> • Focused on the budget during the past few weeks. • The Basque delegation visiting MnSCU and SCC. There are six faculty visiting MnSCU institutions (2 at SCC, 2 at St. Paul College, 1 at MN State College Southeast Technical and 1 at St. Cloud Technical). There are six administrators visiting MnSCU and MnSCU institutions. They presented to the Centers of Excellence about TKNIKA, which is innovation in education. They are also meeting with the Commissioner of Agriculture. <p>Jay Wendelberger shared that there has been discussion about how much value we are getting from the college from our international initiatives that we are doing.</p> <p>Dr. Parker shared that there are different things going on with the international initiatives:</p> <ul style="list-style-type: none"> • Proyecta – came with money and tuition revenue for English programs the Mexican Students • Automotive – this is about sharing and the goals the Governor has with Mexico as it relates to international growth and the global market • Basque Country – no cost but opportunities for us to learn about what they are doing. There is benefit that will come to MnSCU as a whole <p>These all include credits, and/or revenue or collaboration on best practices.</p> <p>Asked what's the plan for the long term to make it sustainable?</p> <ul style="list-style-type: none"> • Collaborations will need to be talked about with the involved programs • Proyecta will continue as it is bringing revenue and credit bearing students to programs. In Mexico they want to make sure that English is part of their preparatory education and that is why they came to us. Came with money for housing, transportation, tuition, etc.

	<p>Kurt Dershem suggested that it is important to communicate to the college community that most of these programs are funded through outside sources.</p> <p>Dr. Parker shared that we can't cut our way to prosperity – we do need to manage our budget so the college is sustainable and it is not easy and in that get a lot of back seat drivers.</p>
<p>VIII. Class Maximums</p>	<p>ART155 – Kurt Dershem moved to approve. Ryan Langemeier seconded. Motion passed.</p> <p>CARP (10) – Renee Guyer moved to approve. Kurt Dershem seconded. Motion passed.</p> <p>CIM (6) – Ala Garlinska moved to approve. Jennifer Ongie-Jindra seconded. Motion passed.</p> <p>CMAE (4) – Mark Friedman moved to approve. Kurt Dershem seconded. Discussion was held regarding signature missing. Jay Wendelberger made a motion to postpone indefinitely. Dave Edwards seconded. Motion passed.</p> <p>CULN (16) – Jay Wendelberger moved approved. Renee Guyer seconded. Motion passed.</p> <p>GEOG104 & GIS2844 & GIS2845 - Ryan Langemeier moved to approve. Renee Guyer seconded. Motion passed.</p> <p>OTEC2855 – Dave Edwards moved to approved. Renee Guyer seconded. Motion passed.</p> <p>NURS (4) – Jennifer Ongie-Jindra moved to approve. Ala Garlinska seconded. Motion passed.</p> <p>WELD (3) –Renee Guyer moved to approve. Ryan Langemeier seconded. Motion passed.</p>
<p>IX. CTF Committee Breakdown</p>	<p>Dr. Parker shared that all the recommendations were submitted to the CTF committee and created the Work Plan that was distributed at the meeting last month. Took the CTF Work Plan and created the attached structure to include the work that needs to be done. The attached structure includes all bargaining units and MSCSA. Created the CTF Campus Team to include the team as identified on the chart distributed. This group will meet to get updates on where the committees are going and make sure all are on the same page.</p> <p>Dr. Parker would like for AASC to consider having two students on the committee to voice their interest but not voting members. Would like this to be considered by AASC.</p> <p>Workforce Solutions on the structure is a new committee.</p> <p>Carol will be sending out the current committee member names for the unions to confirm.</p>

	<p>It was suggested that there be a meeting with the chairs of the committees where they see an alignment working with other committees.</p> <p>Suggested that the Diversity Committee 1.3.4 CTF 7, 8 can be included in the Global committee as well.</p> <p>If there are items on the structure that will not be dealt with under the committee this will need to be noted.</p> <p>If there are things going on at a system level there needs to be communication going both ways.</p> <p>The CTF Work Plan will need to be shared with the chairs.</p> <p>Dr. Parker will send out a college wide communication to everyone once this is finalized.</p>
<p>X. Mileage Cost Center for S.G. Business</p>	<p>Dr. Parker shared that cost center 100010 can be used for mileage for the monthly Shared Governance meetings.</p> <p>Dave Edwards shared that summer sub-committee for the calendar has made recommendations for the calendar and will be brought back to Shared Governance.</p>
<p>XI. Non-Renewal and ULA</p>	<p>Dr. Parker shared the following:</p> <ul style="list-style-type: none"> • We are down 10.9% as of Monday. • Enrollment for FY16 is estimated to be down 10% from FY15 which puts us at a loss of approximately \$1.3 M • \$800,000 - FY16 budgeted salary settlements – higher than expected • \$400,000 FY16 non-salary budget reduction • FY16 appropriation increased approximately \$1 M • Asked for \$142 M – received \$100 M. Typically receive 1/3 and 2/3, but this year 50 and 50 • FY17 - 1% decrease in tuition • Projecting a \$700,000 shortfall for FY 16 • We are not an unhealthy institution. Welcome aboard what a lot of institutions are experiencing • Strategies are that we will not fill all budgeted open positions • Will right size to look at current enrollment trends, instruction cost study, FTE to FYES, etc. • Looking at an estimated salary savings of \$300,000 to \$500,000 and will take the rest from the reserve • Taking a balanced approach • Looked at all positions and will continue to look at all positions

Proposal for ULA's /Layoff include:

- Pharmacy Technician – 1 ULA (Program Suspension) – Enrollment down 138% and has been down over the last 3 years; looking at FTE to FYE across the college; instructional cost study
- Psychology - 1 ULA – Down 24% since FY11 – 13% from this year to last; instructional cost study, most expensive in the social science discipline
- English – 2 ULA – \$120,000 over cost study; low enrolled courses
- Community Social Services – 1 ULA (Suspension of program) – Down in enrollment over past 4 years; down 48% since FY11; 113% over instructional cost study
- AS in Biology - Non-Renewal (Closure Suspension of program) – 160% of MnSCU instructional cost study; enrollment down 20% and additional 22% between 14 and 15 and 34% between 12 and 11; instructional cost study.

Discussed this program as a suspension rather than a closure program. The transfer of AS in Biology is not the problem. Dr. Parker agreed to change this to a suspension of the program and the biology program needs to work through this and address how we move this forward.

Dr. Parker shared that there has been a lot of work to ensure that the facts are accurate and all are on the same page and take care of our people. Wanted an opportunity for faculty to hear from their deans which is going on at the current time. The Faculty/Staff meeting scheduled for Monday at 7:30 am and 11:00 am will be an opportunity to share with the college.

For all of us it is our role to be supportive of this and need to show support. As enrollment comes in it could change but should not give them false hope.

Jay Wendelberger shared that there is language in the contract on the retraining piece for those folks who are being placed on ULA.

Susan Tarnowski discussed the Nursing accreditation and how this will impact our budget deficit. We are on track to apply for our accreditation in one year from now. Working with the consultant has been very helpful in moving in the right direction and clear on the direction to move this forward. The preparation for the licensure

	<p>exam has improved and will help us move forward with our accreditation. They are providing a roadmap for our future students.</p> <p>Jay Wendelberger shared that it needs to be recognized that there are not technical layoffs and it will appear that this will be a negative for the LAS side and where is the LAS support. Dr. Parker shared that administration is NOT letting go of LAS. Dr. Parker shared that there needs to be a balance of all programs.</p> <p>Ryan Langemeier would like to have a discussion with Dr. Parker regarding the technical careers and get her ideas. Dr. Parker shared that she would like to be invited to all department meetings and would be happy to share and attend their meetings.</p>
XII. Adjournment	Meeting adjourned at 2:41 p.m.

Process, Results & Improvements	
	<p>P = Processes</p> <ul style="list-style-type: none"> • Class max forms • “CTF” committee breakdown • ULA’s/non-renews <p>R = Results</p> <ul style="list-style-type: none"> • Report on finances for 2015-16 • Instructional Cost Study Information <p>I = Improvements</p> <ul style="list-style-type: none"> • Mileage cost center for Shared Governance Meetings • Sustainability of Grants