

SHARED GOVERNANCE MEETING

**** DRAFT ****

Meeting Date:	Friday, March 20, 2015 1:00 to 2:30 p.m. ITV – E132 (NM) C36 (FB)	Next Meeting:	Friday, April 24, 2015 1:00 to 3:30 p.m. Elysian Tourism Center
In Attendance:	<p>Present: Kurt Dershem, Dave Edwards, Mark Friedman, Ala Garlinska, Jean Guerber, Renee Guyer, Ryan Langemeier, Diann Marten, Deb Selbach, Darci Stanford, Jay Wendelberger, Dr. Annette Parker, Dr. Susan Tarnowski, Karen Snorek, Dr. Anade' Long</p> <p>Absent: Jon Morgan, Doug Wertish</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 (February 20, 2015) V. Human Resources Report – Dr. Anade' Long VI. Grievance Representative Report - Diann Marten / Dave Edwards VII. President's Update - Dr. Parker <p><u>OLD BUSINESS</u></p> <ul style="list-style-type: none"> VIII. Food Shelf Update - Dr. Anade' Long IX. SCC Administrative Campus Coverage and Communication - Dr. Annette Parker <p><u>NEW BUSINESS</u></p> <ul style="list-style-type: none"> X. Class Maximum - Dr. Susan Tarnowski XI. Charting the Future - Dr. Annette Parker XII. Budget PowerPoint - Dr. Annette Parker / Karen Snorek XIII. Change of Class Max When Students are Added Over Agreed Upon Class Max - Donna Marzolf XIV. Announcements XV. Adjourn 		
	<ul style="list-style-type: none"> IV. February 20, 2015 Minutes V. Human Resources Report VIII. Food Shelf Update XII. Budget PowerPoint 		

Key Outcomes & Tasks	
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1.	<p>Adoption of Agenda Dave Edwards moved to approve the agenda as amended. Ala Garlinska seconded. Motion</p>
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	passed.
2.	Approval of Minutes (February 20, 2015) Dave Edwards moved to approve the minutes as written. Darci Stanford seconded. Motion passed.
3.	Change of Class Max When Students are Added Over Agreed Upon Class Max – Donna Marzolf Jay Wendelberger would like this to come back to Shared Governance and then get disseminated to all faculty and inform Student Affairs on this process.
4.	Announcements Jay Wendelberger would like to place committee work on the next agenda. Would like to see who is appointed to committees and if faculty could be informed by the end of the year who are on the committees. Dr. Parker suggested that some of the initiatives should come through the committees. Jay Wendelberger suggested that someone make a genic proposal on how we move forward with the developmental legislation. Dave Edwards made a motion that Jay Wendelberger and Carol Freed work out the details. Jean Guerber seconded. Motion passed.

Meeting Minutes:

Agenda Item	Minutes
I. Call Meeting to Order	Jay Wendelberger called the meeting to order at 1:03 pm.
II. Roll Call of Members	See “In Attendance” above.
III. Adoption of Agenda	Jay Wendelberger asked to add the agenda item “Temporary Credit Limit” to the agenda. Dave Edwards moved to approve the agenda as amended. Ala Garlinska seconded. Motion passed.
IV. Approval of Minutes (February 20, 2015)	Dave Edwards moved to approve the minutes as written. Darci Stanford seconded. Motion passed.
V. Human Resources Report – Dr. Anade’ Long	Dr. Long shared the following: <ul style="list-style-type: none"> • Director of Research interviews will be held on April 1. • Instructional Technology Designer and Director of Enrollment Management interviews will be held the first part of April. • Reposted and waiting to fill the Faribault Campus Nursing Instructor position.

	<ul style="list-style-type: none"> • Extended an offer to the finalist for the Academic Advisor position – finalist took another position. The committee will reconvene to determine next steps. • Grant Specialist position will be filled April 6. • HR Specialist is on hold at this time.
VI. Grievance Representative Report – Diann Marten / Dave Edwards	<p>Dave Edwards had no report.</p> <p>Diann Marten shared that there is a level one grievance with an extension on the time period to discuss. Will be discussed and if not resolved will move this forward.</p>
VII. Temporary Credit Limit (Added Agenda Item)	<p>Kurt Dershem asked if there could be some flexibility with the scheduling for fall to increase the credits to 11 credits. Dr. Tarnowski did receive an e-mail regarding this and will discuss at a later time as Peter Wruck needs to be a part of the discussion.</p> <p>This is specific to Graphics and feels that this would help as to the cost savings. Dr. Tarnowski shared that we do need to look at the individual cases that come before us. There will always be unique cases that we need to look at in each program area.</p> <p>Dr. Parker shared that we received the instructional cost study today and we are third from the bottom. We have done some things this year; however, it will take two years to see it on paper as part of the instructional cost study. We are trying to be as fiscally responsible and efficient that we can. As we look at sections we need to make sure we have full sections and full faculty and utilize temporary part time and adjunct where needed.</p> <p>Discussed how the salary schedule becomes a part of this as well. Benefits are pro-rated until you reach 12 credits.</p> <p>Adjuncts are typically teaching one class. Once you teach 5 credits you become TPT.</p> <p>Jay Wendelberger shared that administration has asked that we cut back to 8 credits or below; however, administration has shared that there is flexibility to review on a case by case situation.</p> <p>Diann Marten shared that as per the contract if you are teaching 6 to 11.99 credits you receive 50% insurance and when you teach 12 and more credits you receive 100% insurance.</p>
VIII. President’s Update – Dr. Parker	<p>Dr. Parker shared the following:</p> <ul style="list-style-type: none"> • Attended the Dr. Fagin Pan African Conference with students.

- Mexican Delegation visited SCC on March 5. Program areas of interest include Mechatronics, Hospitality, Graphics, Ag, and English. Marsha submitted a \$30,000 grant proposal for their students to learn English at SCC and our students to learn Spanish at their schools.
- Senator Kevin Dahle visited SCC on March 6
- Charting the Future Gallery Walk was held on Monday, March 16. N. Mankato Gallery Walk will be held on Thursday, April 2.
- State of Manufacturing with Enterprise Minnesota was held at SCC lead by Tom Kammer on March 17.
- March 18 was a busy day in St. Paul –
 - Met with the SCC Leadership class along with Melissa Fahning, MnSCU Government Relations to share legislative updates. The class toured MnSCU offices and attended the MnSCU Board meeting.
 - Met with Representative Jason Isaacson, Representative Bob Loonan, and Representative Bob Gunther. They all have an interest in what SCC is doing in manufacturing. Rep. Isaacson added SCC to his bill for CBI.
 - Visited with Representative Clark Johnson about the ag bills that are currently out there. The FBM \$2.4 to \$2.7 Ag bill would benefit our FBM programs with funding in the amount of \$600,000. Another Ag bill is to assist veterans with SCC being the lead. The development bill is another bill out there.
- Governor funding for MnSCU is at \$142M. The hearing on this will be held on April 7 in State Paul. MnSCU would like to see this funded with no fenced dollars.
- Two new Presidents were announced this week – Northeast Higher Ed District and Northland Community & Technical College.
- Attended the Farewell Reception for Justin Klander at the MSCSA Office. He will be running the Foundation in Bemidji.
- Received approval to offer AFA (Associate of Fine Arts) from HLC.

Jay Wendelberger asked about the developmental bill and what it looks like. Dr. Parker shared that today they talked about this at the President's Legislative conference call and there will be some concerted efforts on how we can come together and contact our local legislators to impact them as it comes out. Deb Selbach shared that she has a letter that can be used to help with the talking points on this. It was also suggested that a different letter should come out from each college and put something together that Shared Governance opposes these bills because they are for one size fits all.

	Jay Wendelberger asked if there will be a permanent hire for the AFA. Dr. Parker would ask that Dr. Tarnowski take the lead on this.
IX. Food Shelf Update – Dr. Anade’ Long	<p>Dr. Long shared that they met with a number of different constituents around the campus internal and external and sent out a proposal. We are at a stage where we can move forward with putting in a pantry on both campuses. There are people who have volunteered to help with this initiative. Willing to support and put the plan in motion but want to make sure that there is a need.</p> <p>Darci Stanford shared that there was a concern in Faribault that the largest one was not listed – St. Vincent DePaul was not listed.</p> <p>Diann Marten worked at the food shelf this morning and distributed the left over within the town. SCC could be working with another organization to do something similar. The question is – is there really a need.</p> <p>Dr. Long needs to work with Karen on the facility requirements on campus for doing something like this. Karen will research this with her colleagues on the requirements.</p> <p>Jay Wendelberger feels this is something that would be used and needed on both campuses.</p> <p>Dr. Long will move this forward working with Karen.</p>
X. SCC Administrative Campus Coverage and Communication – Dr. Annette Parker	<p>Dr. Parker shared that whenever she is out of state she needs to inform the Chancellor who is covering in her absence. Have put something in place similar to this for all the administration at SCC. Talking with each other to make sure we have contacts on each campus.</p> <p>Have not gotten to evening schedules at this time. This will be discussed at Cabinet and look at how we cover this.</p>
XI. Class Maximum – Dr. Susan Tarnowski	Dr. Tarnowski shared that there are no class maximums to be shared. Almost done cleaning up the 75 to 80 for next spring. Several of them did not need to come to Shared Governance.
XII. Charting the Future – Dr. Annette Parker	Dr. Parker shared that as a convener for one of the 8 areas and also as she sits on the steering committee they have agreed on how we will work together. That coordinating committee will be worked out in the coming days and will hear about them from Jim, Kevin and others on how the team will be formed. In the meantime, it is important that faculty attend the Gallery Walks. Would like to have

	<p>faculty input as the strategies need to be finalized by June 30. The regional teams will then get together.</p> <p>What does regional teams mean? Region is about colleges that want to collaborate. Regions and coordinating team are not really defined. No one will walk away from the table in the future.</p> <p>Will talk about the disassembly of the steering committees and teams and turn over to the colleges.</p> <p>The vast majority is system items. For example, if all colleges are looking at the same thing it then needs to be a MnSCU lead. Need to use the power of the system to help with the cost.</p> <p>Faculty engagement includes CPL (credit for prior learning) and academic policy is what needs to be close to each college.</p>
<p>XIII. Budget PowerPoint – Dr. Annette Parker / Karen Snorek</p>	<p>Dr. Parker shared that this was going to be a brief introduction and share access to the PowerPoint. The PowerPoint has already been shared in the last e-Connections.</p> <p>Reminded everyone that the e-connection is a way to communicate across the college. Should not be sending to all employees rather using and reading the e-connections.</p> <p>Darci Stanford suggested that there be a calendar for events that is accessible each day on the website.</p>
<p>XIV. Change of Class Max When Students are Added Over Agreed Upon Class Max – Donna Marzolf</p>	<p>Jay Wendelberger shared that according to contract the faculty can accept two additional students above the class max with faculty approval. The class max should not be changed in the system and is being changed.</p> <p>Donna Marzolf shared that when you authorize overriding the class max it is not for a specific student it is to allow for additional people in your class. A lot of times we have students on a waiting list that needs to get into the class.</p> <p>Faculty shared that the contract language allows the faculty to take one or two additional students based on faculty discretion. The wait list needs to come into place if it drops below the class max size. Dr. Long shared that the Over Tally form allows them to insert them to have more. Should never be changing the class max number. The mechanism is that there needs to be a form completed. Dr. Long can get an Over Tally form that needs to be used. The over tally form is the correct document to be completed for Student Affairs.</p>

	<p>Diann Marten would prefer the Over Tally form as it is specific to the case. Should not be using the Drop/Add form. Will need to inform faculty that they will need to complete an Over Tally form for these situations.</p> <p>Donna Marzolf can bypass the class max size. Would like to see a justification on the Over Tally form because of the student on the waiting list. Only the faculty can approve adding above the class max by one or two. Donna Marzolf shared that the override will allow the student to register and the student will need to log in and register.</p> <p>The form should be under the Employers website that faculty has access to.</p> <p>Dr. Long will place this Over Tally form on the shared drive with access on Monday. There is a policy and procedure already in place.</p> <p>Jay Wendelberger would like this to come back to Shared Governance and then get disseminated to all faculty and inform Student Affairs on this process.</p>
<p>XV. Announcements</p>	<p>Jay Wendelberger would like to place committee work on the next agenda. Would like to see who is appointed to committees and if faculty could be informed by the end of the year who are on the committees. Dr. Parker suggested that some of the initiatives should come through the committees.</p> <p>Jay Wendelberger suggested that someone make a genic proposal on how we move forward with the developmental legislation. Dave Edwards made a motion that Jay Wendelberger and Carol Freed work out the details. Jean Guerber seconded. Motion passed.</p> <p><i>Jay provided the following language to express Shared Governance position on the proposed developmental education bills:</i></p> <p><i>Faculty have been quietly innovating for the past few years. We know what the best practices are. We are following the reform efforts in other states. We believe we are making significant progress in implementing models that serve the very challenging student population that we have on our campuses.</i></p> <p><i>This bill, with its emphasis on Supplemental Academic Instruction, is too prescriptive, and its implementation into law would likely derail the many positive reforms we have been making to address the problems with completion and retention. There is no quick fix or one-size-fits-all approach that can address the students, curricula,</i></p>

	<i>and campus resources that vary across this large system.</i>
XVI. Adjourn	Meeting adjourned at 2:26 pm.

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