

# Shared Governance Meeting

<b>Meeting Date:</b>	Friday, April 24, 2015 1:00 to 3:00 pm Elysian Tourism Center Elysian, MN	<b>Next Meeting:</b>	September 2015
<b>In Attendance:</b>	<p><b>Present:</b> Kurt Dershem, Dave Edwards, Mark Friedman, Ala Garlinska, Jean Guerber, Renee Guyer, Ryan Langemeier, Diann Marten, Deb Selbach, Darci Stanford, Jay Wendelberger, Doug Wertish, Dr. Annette Parker, Dr. SusanTarnowski, Karen Snorek, Dr. Anade Long</p> <p><b>Absent:</b> Jon Morgan</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 (March 20, 2015)</li> <li>V. Human Resources Report – Dr. Anade’ Long</li> <li>VI. Grievance Representative Report - Diann Marten / Dave Edwards</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. Over Tally Form and Policy - Dr. Anade’ Long</li> </ul> <p><b><u>NEW BUSINESS</u></b></p> <ul style="list-style-type: none"> <li>IX. Class Maximum - Dr. Susan Tarnowski</li> <li>X. Policy Review and Feedback - Dr. Anade’ Long</li> <li>XI. Budget and Budget Committee Update - Karen Snorek</li> <li>XII. Marketing Update - Shelly Megaw</li> <li>XIII. Adjournment</li> </ul>		
<b>Attachments:</b>	<ul style="list-style-type: none"> <li>IV. February 20, 2015 Minutes</li> <li>V. Human Resources Report</li> <li>VIII. Over Tally Form and Policy (2)</li> </ul>		

<b>Key Outcomes &amp; Tasks</b>	
1.	<p><b>Over Tally Form and Policy</b></p> <p>Renee Guyer moved to approve the Over Tally form with the change of eliminating the portion Dr. Long suggested above and include the exceptional circumstances in the signature line stating “I acknowledge I am signing this form for exceptional circumstances”. Darci Stanford seconded. Motion passed.</p>
2.	<p><b>Class Maximum</b></p> <p>HHP101 – Health and the Environment  HHP104 – Concepts in Fitness  HHP205 – Drug Education  HHP210 – Stress Management</p>

	<p>Renee Guyer moved to approve the 4 class maximums. Dave Edwards seconded. Dave Edwards shared that 98 to 99% of class maximum requests have been increases – we have had very few decreases.</p> <p>Kurt wondered what was so different that there was a need to lower to 35. Motion passed.</p> <p>Dr. Tarnowski shared that there may be temporary class maximums put in the catalog for new courses.</p>
3.	<p><b>Policy Review and Feedback</b></p> <p>Kurt Dershem moved to change the SCC policy language to include and/or change so that it is comparable to the MSU language that Diann Marten shared and allow some discretionary for faculty to allow for students to attend class. This policy should then go back to the policy committee to move forward. Darci Stanford seconded. Motion passed.</p> <p>Bullying comments included a better understanding of the confidentiality and where do you go when your supervisor or manager is the one who is doing the bullying - then who does the report go to. The change has been made.</p> <p>Jay Wendelberger suggested that Shared Governance vote on the other 67 policies. The other policies have been reviewed.</p> <p>One concern was the policy on posting things on campus and there be an expedient way to do this. Would like a procedure in place to make this happen in a timely manner. Shelly Megaw shared that she and Heidi Wyn are working on this and trying to remove things in a timely manner. Would like to put a date on the postings and they be timely on the bulletin boards.</p> <p>Dr. Long shared the Preferred Name procedure or Name policy. This policy and procedure is in draft format and have not yet been shared. Will be provided with more information.</p> <p>Dave Edwards would like the following noted on the policy review. Shared Governance verifies that we have reviewed the posted policies and procedures that have been posted and provided a two week review window and acknowledge that the other 67 policies will be posted as policies.</p>

## Meeting Minutes:

Agenda Item	Minutes
<b>I. Call Meeting to Order</b>	The meeting was called to order at 1:08 p.m.
<b>II. Roll Call of Members</b>	See above.
<b>III. Adoption of Agenda</b>	Dave Edwards moved to approve the agenda. Darci Stanford seconded. Motion passed.
<b>IV. Approval of Minutes (March 20, 2015)</b>	Dave Edwards moved to approve the minutes with the correction of the spelling of the word “generic” on page 2 and 7. Jean Guerber

	seconded. Motion passed.
<b>V. Human Resources Report</b>	<p>Dr. Long gave an update on the attached.</p> <ul style="list-style-type: none"> <li>• Director of Admissions and Enrollment Management – Two were moved forward following phone interviews. Will be working with Dr. Tarnowski to look at revisions on the job description.</li> <li>• Dean of Student Affairs – There are 20 applicants. Moving forward with the training for committee members.</li> <li>• Instructional Technical Design and Academic Advisor – On hold – revising job description</li> <li>• HR Specialist – On hold at this time.</li> <li>• Basic Nursing Instructor – interviewing in a couple weeks</li> <li>• 3 UFT positions – receiving applicants</li> <li>• Grant Specialist – Have hired and on board.</li> <li>• Research Planning - Filled</li> </ul> <p>Dr. Tarnowski shared that they are reviewing the positions in Student Affairs and what the needs really are and looking at better alignment within the department. Reviewing the difference between an advisor and an admissions recruiter.</p> <p>Asked about the UFT Welding position in Faribault. Joe Volk is a temporary full-time and now looking at a full-time position. Joe can apply for the position.</p> <p>Jay Wendelberger asked about some of the questions he has received about the hiring and is the committee reviewing all of the applicants or is HR cutting back to 10 applicants. Dr. Long shared that the committee receives all applicants – the policy language needs to be tweaked for better understanding.</p> <p>Dr. Parker shared that HR needs to forward all applicants that meet the minimum qualifications. If it is requested by the committee that they would like to see all candidates they can ask for all. Names of all applicants that meet minimum qualifications should be forwarded to the committee for review.</p>
<b>VI. Grievance Representative Report</b>	<p>Diann Marten shared that in Math and English they are all 4 credit classes and could possibly average course loads over two years. Rereading that language it does not allow for what we were looking at. Received a letter clarifying this for better understanding. The state said you can't do this just to avoid overload but will still talk about if you have 28 credits there are single credits you can give faculty. There is averaging you can give to faculty.</p> <p>Dave Edwards shared that the summer pay is still on.</p>
<b>VII. President's Update</b>	<ul style="list-style-type: none"> <li>• Participated in the Faribault Fitness &amp; Activity Center Grand</li> </ul>

	<p>Opening in Faribault on March 24</p> <ul style="list-style-type: none"> <li>• Attended the Phi Theta Kappa Induction Ceremony on March 24</li> <li>• Chancellor Rosenstone visited the Faribault Campus meeting with community representatives, students and Jay on March 25</li> <li>• Attended the Nellie Stone Johnson Scholarship Event on March 26</li> <li>• Attended the HLC Conference</li> <li>• The N. Mankato Campus Gallery Walk was held in March</li> <li>• All College Workshop was a success on April 10</li> <li>• Attended the SkillsUSA Awards Ceremony in Bloomington on April 12</li> <li>• David Shipler author of “The Working Poor” was on the Faribault Campus the evening of April 14</li> <li>• Met with area superintendents on April 15</li> <li>• Attending the MN Campus Compact Summit &amp; President’s Awards Luncheon recognizing Cristen Cox on April 16 at St. Catherine University along with Dr. Tarnowski, Michele Brielmaier, Kathi Rusch, and a student and advisory board member of Cristen’s.</li> <li>• Attended the AACC Conference and Board Meetings this past weekend and week</li> </ul> <p>Dr. Tarnowski shared that Cristen Cox award was in recognition of the work her and her students do going in the clinics where they assist in giving flu shots.</p> <p>Renee Guyer asked about the superintendent meetings. Dr. Parker shared that the meeting was about HLC guidelines on credentialing for superintendents. Presidents do not want to push alarm button until we hear from HLC. Would like to talk more about this when there is a better understanding.</p>
<p><b>VIII. Over Tally Form and Policy</b></p>	<p>Dr. Long shared this needs to be changed from a policy to a procedure. The policy is the contract language. She received feedback from Donna Marzolf and Darci Stanford and made changes. Once reviewed and ready she will provide the link if there are no additional changes.</p> <p>Discussed the form regarding the “Exceptional Circumstances” and is it necessary to designate the category on the form or should it be optional. The concern is that if there are students on a waiting list we need to let them know as an equity standpoint. Could this be more generic because of the waiting list.</p> <p>Dr. Parker suggested a radio button approach so that there is something there.</p> <p>Maybe there needs to be a question instead asking – have you looked at the wait list.</p> <p>It was noted that faculty need to take the exceptional circumstance</p>

	<p>seriously.          Could there be a box they check that says - I acknowledge I am signing this form for exceptional circumstances.          Dr. Long suggested that this be included in the signature line and remove the Over Tally Request are typically approved based on the “Exceptional Circumstances”..... section on the form.          Student Affairs and faculty need to understand what this means.          Dr. Parker asked that Dr. Long take this to legal to make sure we are covered through a liability standpoint. In the fall there needs to be a discussion with faculty on what this means.</p> <p>Renee Guyer moved to approve the Over Tally form with the change of eliminating the portion Dr. Long suggested above and include the exceptional circumstances in the signature line stating “I acknowledge I am signing this form for exceptional circumstances”.          Darci Stanford seconded. Motion passed.</p>
<p><b>IX. Class Maximum</b></p>	<p>Dr. Tarnowski distributed the 4 HHP class maximum requests. Asking to standardize these class sizes - looking for consistency.</p> <p>HHP101 – Health and the Environment          HHP104 – Concepts in Fitness          HHP205 – Drug Education          HHP210 – Stress Management</p> <p>Karen shared what it means when decreasing the class size and shared the importance of understanding what the instructional cost study means.</p> <p>Renee Guyer moved to approve the 4 class maximums. Dave Edwards seconded. Dave Edwards shared that 98 to 99% of class maximum requests have been increases – we have had very few decreases.          Kurt wondered what was so different that there was a need to lower to 35. Motion passed.</p> <p>Dr. Tarnowski shared that there may be temporary class maximums put in the catalog for new courses.</p>
<p><b>X. Policy Review and Feedback</b></p>	<p>Dr. Long shared that the 30 day policy review comments were comments about the Children on Campus, Animals on Campus and Clarification on Bullying.</p> <p>People felt they should be able to bring their children to class as well as animals. Administration took a look at the policy and the comments seemed to center around contractual language about discipline. The discipline was removed but left the remainder of the policy the way it was written.</p>

	<p>Discussed the pros and cons of the children in the classroom and the faculty should be able to determine if the student can bring a child to class. As we are building a future for our kids we should be able to show them how higher education operates.</p> <p>Diann Marten shared the MSU Children on Campus.</p> <p>Student comments went both ways.</p> <p>Kurt Dershem moved to change the SCC policy language to include and/or change so that it is comparable to the MSU language that Diann Marten shared and allow some discretionary for faculty to allow for students to attend class. This policy should then go back to the policy committee to move forward. Darci Stanford seconded. Motion passed.</p> <p>Bullying comments included a better understanding of the confidentiality and where do you go when your supervisor or manager is the one who is doing the bullying - then who does the report go to. The change has been made.</p> <p>Jay Wendelberger suggested that Shared Governance vote on the other 67 policies. The other policies have been reviewed. One concern was the policy on posting things on campus and there be an expedient way to do this. Would like a procedure in place to make this happen in a timely manner. Shelly Megaw shared that she and Heidi Wyn are working on this and trying to remove things in a timely manner. Would like to put a date on the postings and they be timely on the bulletin boards.</p> <p>Dr. Long shared the Preferred Name procedure or Name policy. This policy and procedure is in draft format and have not yet been shared. Will be provided with more information.</p> <p>Dave Edwards would like the following noted on the policy review. Shared Governance verifies that we have reviewed the posted policies and procedures that have been posted and provided a two week review window and acknowledge that the other 67 policies will be posted as policies.</p>
<p><b>XI. Budget and Budget Committee Update</b></p>	<p>Karen Snorek shared that the Budget Committee will include all department chairs and other representatives and would like to hold the first meeting in August.</p> <p>Will have more information on budget on May 19.</p>
<p><b>XII. Marketing Update</b></p>	<p>Shelly distributed detailed information.</p> <p>Question was asked on how are we evaluating our marketing and how is it working?</p>

	<p>Shelly shared that right now it is really not as formalized as should be. We will be looking at this in more detail. Most of our ads drive folks to a web page. During program information sessions we ask how students heard about us. Social media is catching the attention of our students.</p> <p>Program webpage – every program has a webpage if they have a program sheet. Will be working on this getting more information included. There needs to be stability with the website so that we can move it forward.</p> <p>FBM has a whole different marketing piece. Need to spend time with the FBM and SBM.</p> <p>All marketing dollars need to come through the marketing department and not through the program. Discussed the programs that have extra dollars in their program and how they should deal with the extra dollars. Reminder to all that because we are in a deficit we would be giving this back if the program does not need it.</p> <p>Some of the concerns include - there needs to be a better understanding on how to access the marketing funds; talked about a rubric but have not seen any rubric; is there information on how the FY16 information is being determined. Felt it would be helpful if there was criteria for the additional funding.</p> <p>Shelly shared that when we are marketing for whole college we market for your program; the programs for FY15 there is no rubric; the rest of the FY15 there is detailed information.</p>
<b>XIII. Adjournment</b>	Meeting adjourned at 3:45 p.m.