

Shared Governance Meeting

*****DRAFT*****

Meeting Date:	Friday, February 20, 2015 1:00 to 3:00 p.m. Elysian Tourism Center	Next Meeting:	Friday, March 20, 2015 1:00 to 2:30 p.m. ITV – E132 (NM) C36 (FB)
In Attendance:	<p>Present: Kurt Dershem, Dave Edwards, Ala Garlinska, Renee Guyer, Ryan Langemeier, Deb Selbach, Darci Stanford, Jay Wendelberger, Dr. Annette Parker, Dr. Susan Tarnowski, Karen Snorek, Dr. Anade Long</p> <p>Absent: Mark Friedman, Jean Guerber, Diann Marten, 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 (January 30, 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> <p><u>NEW BUSINESS</u></p> <ul style="list-style-type: none"> VIII. Class Maximum - Dr. Susan Tarnowski IX. Policy and Procedures - Dr. Anade’ Long X. Announcements XI. Adjourn 		
Attachments:	<ul style="list-style-type: none"> IV. January 30, 2015 Minutes V. Human Resources Report VIII. Class Maximum IX. Policy and Procedures 		

Key Outcomes & Tasks	
1.	<p><u>Approval of Minutes (January 30, 2015)</u> Jay Wendelberger moved approve the agenda with the following changes:</p> <ul style="list-style-type: none"> 1. Page 1 needs capitalization on Jay Wendelberger’s name 2. Page 6 needs capitalization on South Central College under Marketing Update. Renee Guyer seconded. Motion passed.
2.	<p><u>Policy and Procedures</u> Jay Wendelberger moved to approve the Online Policies Purpose and Principles Policy with</p>

	the understanding that all college wide SCC policies will come before Shared Governance before final approval. Kurt Dershem seconded. Motion passed.
3.	<p><u>Announcements</u></p> <p>Jay Wendelberger asked where we are with the Food Shelf discussion. Dr. Long shared that Dr. Roan and the Diversity committee is working on a proposal to move this forward through the Diversity committee. Will give an update at the next Shared Governance meeting. .</p> <p>Jay Wendelberger asked about security status that was discussed at the last meeting. Dr. Parker shared that we have had discussions but no final suggestion at this time. Will include at the next Shared Governance meeting. First step has been to look at who is the responsible administrator on each campus. When Dr. Parker is out she needs to share her designee with the Chancellor’s office, but also needs to have campus coverage and communication to the college community. Need to also discuss the hours.</p>

Meeting Minutes:

Agenda Item	Minutes
I. Call Meeting to Order	The meeting was called to order at 1:12 p.m.
II. Roll Call of Members	See “In Attendance” above.
III. Adoption of Agenda	Dave Edwards moved to approve the agenda. Jay Wendelberger seconded. Motion passed
IV. Approval of Minutes (January 30, 2015)	Jay Wendelberger moved approve the agenda with the following changes: <ul style="list-style-type: none"> 3. Page 1 needs capitalization on Jay Wendelberger’s name 4. Page 6 needs capitalization on South Central College under Marketing Update. Renee Guyer seconded. Motion passed.
V. Human Resources Report	Dr. Long shared the following updates: <ul style="list-style-type: none"> • Interviewed Grant Specialist candidates yesterday • Interviewed Instructional Technology Designer today • Research Planning and Evaluation Director committee being formed • The committee process has not changed. Clarification needs to be made that if you are not fair share member, you are not eligible to serve on the committee. The message needs to be shared that only MSCF, AFSCME, and MAPE fair share members will be able to serve on committees, so an employee may not spend time on the search training piece. • Nursing instructor position posted is for a full-time unlimited position.

- General Maintenance Worker and Transfer & Credit for Prior Learning Coordinator positions have been filled.
- GMW new hire begins February 25
- Transfer & CPL new hire begins February 24

Dave Edwards asked for clarification on the five part-time faculty who were given full-time benefits because of the Affordable Care Act (ACA) and does not understand how this may be a cost savings.

Dr. Long shared that there are two ways in the contract and/or if you worked in the prior semester. There needs to be a 26 week gap to possibly be eligible. Also need to look at all assignments across MnSCU to determine eligibility, including if there was a 26 week gap. The eligibility depends on what your assignment is. ACA stability period kicks in for everyone when they are hired for instance if you start in January versus someone that starts in February.

Darci Stanford suggested that it may be beneficial to have a “Frequently Asked Questions” portion to help understand what it means on eligibility.

Dr. Long shared that they are willing to do sessions to better understand. She is working with Shelly Megaw on the ACA “Frequently Asked Questions” from MnSCU to place on the web page.

Dave Edwards commented that the understanding was that the major reason we were reducing to 8 or 4 credits was that there was going to be a tremendous cost savings and now sounds like that may not be the case. Is it more appropriate to fill the current faculty with full loads. He would like administration to look into this and see what the actual savings is with the credits they are teaching.

Dave Edwards shared that this ACA is new information and hope that there will be consideration in looking at bringing some of the faculty back at a higher load if they are indeed a good faculty member. Need to look at quality of the faculty and the concern of declining enrollment. We can still get cost savings from the hiring of adjunct faculty. We are disrupting good faculty lives and can impact the students as well.

Kurt Dershem shared the example of Art and the full time and part time faculty and the importance of maintaining quality faculty.

Dr. Parker shared that we will certainly look at this and the ACA

	<p>from MnSCU. When looking at the budget shortfall it was important that this not come from the full-time faculty and that it was going to be shared by everyone, including part-time faculty. There were some savings by looking at it this way. We looked at the cost study and how efficient the programming was. Everyone was informed in November and felt that was the right thing to do. We will review the faculty loads and if it is not a savings will report back. Will be talking more about the budget and planning at a Presidential Forum on March 2. These are all good points and need to be flexible in how we make it work for all of us.</p> <p>Darci Stanford shared that if you are going to be paying full-time benefits we should be looking at these faculty members first.</p> <p>Darci Stanford asked what the plans are for filling the permanent Dean position. Dr. Parker shared that the best time to look for administrative positions is now. Would like to see stability before moving forward with this search. Will begin next year in the fall with a full search for the Dean position and should then receive some good candidates.</p> <p>Jay Wendelberger asked about the faculty evaluation process and the need to get this underway for the probationary and temporary faculty. However, the full-time needs to take place as well. In the past there has been a random draw. Would like to move this forward as soon as possible. This has been discussed at the AASC meeting; however, it needs to be a Shared Governance item. Will randomly draw in the near future. Suggested that the small group that was involved in the extensive process a couple years ago should be excluded from the random drawing.</p> <p>Dr. Parker suggested that you draw for all three years and faculty will then know when they are up for evaluation. This needs to be worked through with Dr. Tarnowski.</p> <p>Kurt Dershem feels that we should have a more in-depth and substantive process. Darci Stanford agrees.</p> <p>Dr. Long shared that where the outcome of the faculty evaluation is kept is in discussion.</p> <p>Jay Wendelberger asked if there were updates on TES courses that needed to be taken. Dr. Long shared that notifications have been given.</p>
VI. Grievance	Diann Marten had no report.

<p>Representative Report</p>	<p>Dave Edwards shared information about the e-mail that the HR department sent out about summer assignment pay. MSCF does not agree and is at a two year feud. The contract has the wording “credits” when it really is supposed to have the wording “credits/contact hours”. This mistake in wording is costing faculty members money. The Green Sheet has an article about this issue. MSCF and MnSCU have had two mediation sessions about this issue. It is hoped that this issue will be resolved.</p>
<p>VII. President’s Update</p>	<p>Dr. Parker shared the following:</p> <ul style="list-style-type: none"> • Representative Brian Daniels held a Listening Session in Faribault on the evening of February 5 and a Legislative Webinar on Friday morning, February 6 in Faribault. Spent time with him discussing the House Higher Education committee. • Met with Randy Johnson from Workforce Development recently and discussed the opportunity for them to be housed in our Faribault Campus building. Would like to align with our SCC programs. Also discussed the new immigrant population and how can we assist in simulating them into the community and ways in which the college can play a role in working together by holding information sessions at the college. The model in Mankato with the Greater Diversity Council is a great model and would like to bring this to Faribault. Recently met with Rice County, City of Faribault, Carleton College, St. Olaf College, Diversity Council and community members on how we can help with poverty as well. Working with Carleton and St. Olaf on doing presentations to bring this together. Would like to bring a group similar to the Mankato Cities/Colleges/University Advisory Council to the Faribault community. • Attended the Faribault Chamber Membership Celebration on Saturday, Feb. 7. • Student Success Day was held on February 10 & 11. • Attended the Ag Symposium on the N. Mankato Campus on February 12 • Dancing with the Mankato Stars raised \$150,000 for the Mankato Red Cross. • Presented at the Business Professional Women’s meeting • Attended the Charting the Future Summit the last couple days and finalized the Certification Competency / Credit for Prior Learning work that will be displayed at the upcoming Gallery Walks. • Representative Clark Johnson authored a bill that will help fund Farm Business Management veterans. South Central College would take the lead for the state. • Yesterday Pakou Yang presented on P-20 and college readiness.

	<p>MnSCU presidents had a good Leadership Council meeting last month and came together on PSEO to agree on the credentialing requirements on secondary teachers as we move forward with PSEO.</p> <ul style="list-style-type: none"> • Coming up next week at the Capitol – Monday, Feb. 23 – Presentation on Higher Education budget and enrollment trends by Chancellor Rosenstone and Vice Chancellor King. Tuesday, Feb. 24 – House Higher Education Policy and Finance committee will received MnSCU budget request presentation. Wednesday, Feb. 25 – House Higher Education Policy and Finance Committee will receive MnSCU presentation on performance. • The Legislative bills are being tracked and the N. Mankato Bonding bill looks very positive. <p>Jay Wendelberger asked about the readiness legislation. Dr. Parker shared that presidents are working hard to share what is the best track for our institutions. MnSCU presidents prefer to steer away from changes but instead share how the MnSCU funding request allows us to continue our efforts in college readiness courses.</p> <p>Karen Snorek shared some of the questions that are asked of her related to the capital bonding proposal. They include – program wait lists; class size increases; placement; salaries; programs include nursing, mechatronics and agriculture; and transferrable credits.</p> <p>Karen shared the following facility update:</p> <ul style="list-style-type: none"> • Faribault campus Roof is slated to begin during spring break – March 9. Will include the “C” hallway and administration area. • CIM and Mechatronics remodel will begin soon. Working on the final cost. • Carpentry area will be cleaned up to prepare for the program start up in the fall.
<p>VIII. Class Maximum</p>	<p>No class max at this meeting.</p> <p>Renee Guyer asked if Dr. Tarnowski talked to student services on changing the class max number. Dr. Tarnowski will be visiting with them.</p>
<p>IX. Policy and Procedures</p>	<p>Dr. Long shared the documents and ready to place them online for comment. There are 75 policies that have gone to the Policy committee and would like to go online with them. Would like to put them up and take comments from college wide community.</p>

Dr. Parker gave an overview and would like to put them online and give everyone an opportunity for consultation. We have policies that are MnSCU policies and some that we have only a few words changed and would like to bring them all together in a numbering format system for the college. The ones that are new or have changed need consultation with Shared Governance.

Dr. Long shared that there would be one page on our website with policies – student policies and faculty/staff policies. Would like to have 30 days for comment.

Dr. Tarnowski shared that there is a different process for student and academic policies.

Jay Wendelberger asked if this needs to be voted on. If there are policies that affect faculty and changes are being made they need to come to Shared Governance.

Dr. Parker shared that some are MnSCU policies and many are administrative policies. Gave an example of a piece of equipment that got moved from Mankato to Faribault and how does this take place – should be able to refer them to a policy. Another example – who comes on campus and what they can do on campus – every MnSCU institution should have this as a policy.

Darci Stanford asked if we could bring only the policies that are specific to SCC – weed out the MnSCU policies.

Dave Edwards shared that this should take place following the open comment process and then come to Shared Governance.

Renee Guyer would like to see some code to know if they are MnSCU policy or SCC policy.

Dr. Parker shared that this is more consultation before putting these out to everyone. If there is a concern would like to hear that today.

Jay Wendelberger asked - How are you going to deal with the public input?

Darci Stanford asked – What is the confidentiality with these comments? Can I request to see all the comments?

It was agreed to put out for open comment and then bring back the outcome on them to Shared Governance.

	Jay Wendelberger moved to approve the Online Policies Purpose and Principles Policy with the understanding that all college wide SCC policies will come before Shared Governance before final approval. Kurt Dershem seconded. Motion passed.
X. Announcements	<p>Jay Wendelberger asked where we are with the Food Shelf discussion. Dr. Long shared that Dr. Roan and the Diversity committee is working on a proposal to move this forward through the Diversity committee. Will give an update at the next Shared Governance meeting. .</p> <p>Jay Wendelberger asked about security status that was discussed at the last meeting. Dr. Parker shared that we have had discussions but no final suggestion at this time. Will include at the next Shared Governance meeting. First step has been to look at who is the responsible administrator on each campus. When Dr. Parker is out she needs to share her designee with the Chancellor's office, but also needs to have campus coverage and communication to the college community. Need to also discuss the hours.</p> <p>Dr. Parker shared that we have a press release ready to go out on the Future Maverick program on March 4.</p>
XI. Adjourn	Meeting adjourned at 2:52 p.m.

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