

Shared Governance Meeting

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| Meeting Date: | Friday, January 30, 2015 1:00 to 3:00 p.m. Elysian Tourism Center | Next Meeting: | Friday, February 20, 2015 1:00 to 3:00 p.m. Elysian Tourism Center |
| In Attendance: | <p><u>Present:</u> Dave Edwards, Mark Friedman, Ala Garlinska, Jean Guerber, Renee Guyer, Ryan Langemeier, Diann Marten, Deb Selbach, Darci Stanford, Sue Steck, Jay Wendelberger, Dr. Annette Parker, Dr. Susan Tarnowski, Karen Snorek</p> <p><u>Absent:</u> Jon Morgan, Doug Wertish, Dr. Anade Long</p> | | |
| Agenda Items: | <p>I. Call Meeting to Order II. Roll Call of Members III. Adoption of Agenda IV. Approval of Minutes (December 12, 2014) V. Human Resources Report – Dr. Anade’ Long VI. Grievance Representative Report - Diann Marten / Dave Edwards VII. President’s Update - Dr. Parker</p> <p><u>OLD BUSINESS</u></p> <p>VIII. Maximum Class Size Policy & Procedure Approval - Darci Stanford IX. Class Maximum Request Form Draft Approval - Darci Stanford X. Budget Process Committee Update - Karen Snorek</p> <p><u>NEW BUSINESS</u></p> <p>XI. Class Maximum - Dr. Susan Tarnowski XII. Marketing Update - Shelly Megaw / Lisa Kinowski XIII. Announcements XIV. Adjourn</p> | | |
| Attachments: | <p>IV. December 12, 2014 Minutes V. Human Resources Report VIII. Maximum Class Size Policy & Procedure IX. Class Maximum Request Form Draft XI. Class Maximum</p> | | |
| Key Outcomes & Tasks | | | |
| 1. | <p><u>Approval of Minutes (December 12, 2014)</u> Dave Edwards moved to approve the minutes as written with the correction of the spelling of Ala Garlinski to Ala Garlinska. Sue Steck seconded. Motion passed.</p> | | |
| 2. | <p><u>Human Resources Report – Dr. Anade’ Long</u></p> <ul style="list-style-type: none"> • Is the nursing position a full-time unlimited position? Dr. Long will need to respond to this question. <p>Jay Wendelberger brought up a discussion that he had prior with Dr. Tarnowski about</p> | | |

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| | having an administrator of the day/evening identified for faculty and staff for emergency purposes. Asked if there was any further conversation on this. Dr. Tarnowski shared that she will place this on the next Cabinet meeting agenda. She is aware of how this is handled on other college campuses and feels it is important for SCC. |
| 3. | <p>Maximum Class Size Policy & Procedure Approval - Darci Stanford AND <u>Class Maximum Request Form Draft Approval - Darci Stanford</u></p> <p>Dave Edwards moved to approve both the policy and the form. Jay Wendelberger seconded. Darci Stanford shared that the form and procedure will be together as one document when placed on the web. Dr. Tarnowski will take to the chairs and the curriculum committee to begin using. Motion passed.</p> |
| 4. | <p><u>Class Maximum - Dr. Susan Tarnowski</u></p> <p>MEAG1510 Facility Operations Maintenance – Karen explained the Instructional Cost Study information attached. Dave Edwards moved to approve. Diann Marten seconded. Motion passed.</p> |
| 5. | <p><u>Division Chair Alignment</u></p> <p>Darci Stanford thought when we moved Geography and some of the other programs around on the department chair structure that it was going to be the same release time for faculty across the board. Recently received the 2014-2015 department chair appointment letters and this is not the case. In the past, it was understood that they used the loads from the previous year. Dr. Tarnowski will work with Dr. Long to get clarification on this concern.</p> |
| 6. | <p><u>Committee Meeting Minutes Posted</u></p> <p>Renee Guyer made a motion to propose that Shared Governance and all sub-committees reporting to Shared Governance publish draft minutes within one week after their meeting. Dave Edwards seconded. Motion passed.</p> |

Meeting Minutes:

| Agenda Item | Minutes |
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| I. Call Meeting to Order | Darci Stanford called the meeting to order at 1:07 p.m. |
| II. Roll Call of Members | See “In Attendance” above. |
| III. Adoption of Agenda | <p>Darci Stanford would like to add the following two agenda items under “New Business”:</p> <ul style="list-style-type: none"> • Division Chair Alignment • Committee Meeting Minutes Posted <p>Jay Wendelberger moved to adopt the agenda with the amendments. Dave Edwards seconded. Motion passed.</p> |
| IV. Approval of Minutes (December 12, 2014) | Dave Edwards moved to approve the minutes as written with the correction of the spelling of Ala Garlinski to Ala Garlinska. Sue |

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| | Steck seconded. Motion passed. |
| <p>V. Human Resources Report – Dr. Anade’ Long</p> | <p>Dr. Parker went through the document in the absence of Dr. Long. Questions included:</p> <ul style="list-style-type: none"> • Is the nursing position a full-time unlimited position? Dr. Long will need to respond to this question. • Is the Grant Specialist position a temporary position? Dr. Parker responded that it is a temporary position as the TAACCCT positions are grant funded and the internal employee can return to this position. • How does the Credit for Prior Learning (CPL) position fit in the Student Affairs area? Dr. Tarnowski shared that this position will discern through direction and discussion with faculty. Dr. Parker shared that CPL is a relationship between faculty and students. The person in this position will work with various constituents within the college and will be the point person to direct people in the right direction and connect with the appropriate faculty or staff within the college. • Is the HR Specialist replacing Kathy Olson? Yes this is a replacement for Kathy Olson and will be on the Faribault Campus. <p>Jay Wendelberger brought up a discussion that he had prior with Dr. Tarnowski about having an administrator of the day/evening identified for faculty and staff for emergency purposes. Asked if there was any further conversation on this. Dr. Tarnowski shared that she will place this on the next Cabinet meeting agenda. She is aware of how this is handled on other college campuses and feels it is important for SCC.</p> <p>Jay Wendelberger asked if any information could be shared about a recent meeting that was held regarding a particular administrator and the unions. Dr. Tarnowski shared that this is a personnel issue and cannot discuss; however, there are conversations and listening sessions with communications that have not been released.</p> |
| <p>VI. Grievance Representative Report - Diann Marten / Dave Edwards</p> | <p>Dave Edwards shared information about the class max language where instructors can include two additional students as per the contract. Only under exceptional circumstances should this happen. Students should be enrolled and should not be changing the class max number. In some instances the class max number is being changed. Dr. Tarnowski will look into this and see where and how this is happening. Some classes are being inputted correctly and others are not. Darci Stanford shared that student services staff should not be telling students that they can get into a class. Students</p> |

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| | <p>should be contacting faculty. Dave Edwards shared that students should not be told by Academic Advisors that they can get into a class.</p> <p>Diann Marten has no report.</p> |
| <p>VII. President's Update - Dr. Parker</p> | <p>Faribault and N. Mankato Foundations recently met regarding major equipment projects and discussed ways to assist faculty with their program funding needs.</p> <p>Attended the Greater Mankato Chamber Session Priorities in St. Paul and had an opportunity to meet with legislators.</p> <p>Attended the House Capital Investment Committee Meeting. Paul Torkelson is Chair of this committee. Had the opportunity to share our need and the importance of our N. Mankato bonding project. Senator Sheran, Representative Johnson and other legislators have authored a bill in the house to support the bond. SCC is number 6 on the list and feels confident we will be receiving 2015 bonding. We also continue to work on our 2016 N. Mankato bonding project.</p> <p>Attended the MSCSA Scholarship Gala attended. N. Mankato Campus student Hussein Osman received a scholarship. SCC had two tables at this event.</p> <p>A Rice County Workforce Skills Shortage & Poverty Meeting was recently held on the Faribault Campus with representatives from Carleton College and St. Olaf College in Northfield, Rice County Social Services, Rice County Administrator, Faribault Public Schools and community representatives attending. The focus was to look at how we can improve working with social services, first generation, multi-generational poverty, and discussion centered around using some of the faculty research on the new immigrant population to help understand the differences within Rice county and Faribault.</p> <p>Attended the Diversity Breakfast in Faribault (Martin Luther King Day). Next year South Central College would like to host.</p> <p>Attended the House Higher Education Policy & Finance Hearing at the St. Paul College. This was available via WebEx at SCC.</p> <p>Recognized the DECA students today on the N. Mankato Campus and at the MnSCU Board Meeting this week.</p> <p>Visited the Dental Assisting program this week.</p> <p>Will be receiving an announcement on the new Sexual Violence policy. There will be training for all employees through D2L. Dr. Long will be sending out the communication to all employees.</p> |

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| | <p>Working on getting an IT Committee in place. Mark Baas is working with Dr. Long on the membership. We need to be in a replacement mode for new computers every three years. Should be going out for bids to get a better rate on computers. There needs to be a replacement cycle for lab computers as well.</p> <p>Sue Steck asked where we are with the future Maverick program. Dr. Tarnowski shared that there are a few changes that need to be made and should be out soon.</p> |
| <p>VIII. Maximum Class Size Policy & Procedure Approval - Darci Stanford</p> <p>IX. Class Maximum Request Form Draft Approval - Darci Stanford</p> | <p>Dave Edwards moved to approve both the policy and the form. Jay Wendelberger seconded. Darci Stanford shared that the form and procedure will be together as one document when placed on the web. Dr. Tarnowski will take to the chairs and the curriculum committee to begin using. Motion passed.</p> |
| <p>X. Budget Process Committee Update - Karen Snorek</p> | <p>Karen Snorek shared that each cabinet member will receive an aggregate non-salary budget amount for their departments for FY16. Cabinet members will work with their Deans & Directors on how to determine distribution of non-salary budgets. Sounds like the academic side will be giving each of the departments a pot of non-salary dollars that the faculty will need to come together and determine how it will be distributed within their areas. Non-salary budgets will be due April 3.</p> <p>Working on a Budget Committee for FY17 to better understand what it takes to create a budget. This year is a biennial budget year so FY17 would be a better year to begin this committee process. Committee make-up will consist of members from all bargaining units and would like to start meeting in early August. Would like 1 to 2 faculty members from each campus on the committee. Looking at meeting every three weeks for about two hours. Friday may be the best day, but will look at what works for majority of committee.</p> |
| <p>XI. Class Maximum - Dr. Susan Tarnowski</p> | <p>MEAG1510 Facility Operations Maintenance – Karen explained the Instructional Cost Study information attached. Dave Edwards moved to approve. Diann Marten seconded. Motion passed.</p> |
| <p>XII. Marketing Update - Shelly Megaw / Lisa Kinowski</p> | <p>Shelly Megaw introduced Lisa Kinowski as the Marketing Coordinator at South Central College.</p> <p>Lisa Kinowski shared her enthusiasm and how she looks forward to being a part of SCC. Shelly focuses on the public relations pieces and Lisa will focus on marketing. Her goal is to set up marketing</p> |

initiatives and procedures for all programs to be successful. We have established a few marketing pieces that can be used across the board.

1. Newly updated program sheets (curriculum, photos, etc.)
2. New and fresh page on the website
3. Supply of promotional items to promote programs and college overall
4. Working on getting the job outlooks updated and all elements of the career paths is included
5. Statistics are reliable on program sheets
6. Want to be economical yet effective
7. Integrated marketing plans for the programs and setting up criteria.
 - a. If you are a new program you would get automatic push
 - b. If the program has a grant to allow for extra money
 - c. Concept of combining programs and promoting together or collaboratively in like demographic areas
8. Institutional marketing in promoting SCC universally – general student recruitment to benefit all programs

Making great strides in putting together plans on future operations. Creating a rubric on priority. User friendly automated system to access marketing materials and/or information.

Radio and TV ads are currently in place.

Looking at slogans that can be used. Open to ideas and suggestions. Diann Marten shared that Kurt Dershem shared the following slogan: “You can’t have success without SCC”

Jay Wendelberger brought up the empty walls and the walls needing paint and the need for the college to look like a college. Shelly Megaw agrees that these are needs and the marketing committee will help with these types of topics.

Jean Guerber asked about the OTEC program and the incorrect information on the website. This needs to be communicated to Lisa Kinowski.

Darci Stanford asked about the programs that don’t fall into the categories and how do they apply for dollars. Shelly shared that those are not the only categories.

Jay Wendelberger commented that technical programs with one or two faculty have a concern that they will be responsibility for marketing their own programs.

Shelly Megaw shared that social medial is a great means of marketing and it is free.

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| | <p>Lisa Kinowski shared that currently SCC has two digital billboards – one in Faribault on Hwy 21 and 60 and one in Mankato on Riverfront Drive and Madison Avenue.</p> <p>Dr. Parker shared that we are doing brand recognition, attending events with tables and our presence at various events.</p> <p>Dr. Parker also shared that SCC will have a table for the Nellie Stone Scholarship Dinner in Oakdale on March 26.</p> |
| XIII.Division Chair Alignment | <p>Darci Stanford thought when we moved Geography and History to Social & Behavior Sciences and moving Art and Graphics to Humanities that it was going to be the same across the board for their release time. There were a couple faculty that had a different number than the others and did not understand that there was going to be a difference. Recently received the 2014-2015 department chair appointment letters and this is not the case. In the past, it was understood that they used the loads from the previous year.</p> <p>Dr. Tarnowski will work with Dr. Long to get clarification on this concern.</p> |
| XIV. Committee Meeting Minutes Posted | <p>Darci Stanford shared that there has been discussion that committee meeting minutes should be posted as draft as soon as possible. Discussed how to move this forward and how to communicate to the other committees.</p> <p>Renee Guyer made a motion to propose that Shared Governance and all sub-committees reporting to Shared Governance publish draft minutes within one week after their meeting. Dave Edwards seconded. Motion passed.</p> |
| XV. Announcements | No announcements. |
| XVI.Adjourn | Meeting adjourned at 3:04 p.m. |