

## Shared Governance Meeting

<b>Meeting Date:</b>	Friday, December 12, 2014 1:00 to 2:30 p.m. ITV Faribault: Room C36 N. Mankato: Room E132	<b>Next Meeting:</b>	Friday, January 30, 2015 1:00 to 3:00 p.m. Elysian Tourism Center
<b>In Attendance:</b>	<p>Present: Dave Edwards, Mark Friedman, Renee Guyer, Diann Marten, Deb Selbach, Darci Stanford, Sue Steck, Jay Wendelberger, Dr. Annette Parker, Dr. Susan Tarnowski, Karen Snorek, Dr. Anade Long</p> <p>Absent: Ala Garlinska, Jean Guerber, Ryan Langemeier, Jon Morgan, Doug Wertish</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 (November 21, 2014)</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. Create Class Max Policy &amp; Procedure - Darci Stanford</li> <li>IX. Class Max Form Modifications Update - Dr. Susan Tarnowski</li> </ul> <p><b><u>NEW BUSINESS</u></b></p> <ul style="list-style-type: none"> <li>X. Calendar Work Day 2015 – May 15, 2015</li> <li>XI. Ideas for All College Workshop Day 2016 – April 29, 2016</li> <li>XII. Class Maximum - Dr. Susan Tarnowski</li> <li>XIII. Announcements</li> <li>XIV. Adjourn</li> </ul>		
<b>Attachments:</b>	<ul style="list-style-type: none"> <li>IV. November 21, 2014 Minutes</li> <li>V. Human Resources Report</li> </ul>		

Key Outcomes & Tasks	
1.	<p><b><u>Approval of Minutes (November 21, 2014)</u></b> Sue Steck corrected page 4 on fifth line to change Sue to Renee asked about faculty Mark Freidman corrected page 1 under Approval of Minutes – first sentence the word “not” should read “no” President’s Update Sue Steck moved to approve the minutes with the changes. Diann Marten seconded. Motion passed.</p>
2.	<p><b><u>President’s Update - Dr. Parker – Budget</u></b> Would like to propose that during the budget process we put together a committee of faculty with deans to decentralize the non-salary budget for FY16. Would receive the cost centers and the aggregate total and they would determine how to allocate the final dollars. Can talk more about the specifics and bring back to Shared Governance. Jay Wendelberger suggested</p>

	that the chairs needed to be involved. In the future (FY17) it would be nice to have a budget committee of campuses, all unions and students starting early to give the foundation of how it is put together during the legislative session.
3.	<b><u>Create Class Max Policy &amp; Procedure - Darci Stanford</u></b> Carol and Darci will make the changes and bring back to January Shared Governance meeting.
4.	<b><u>Class Max Form Modifications Update - Dr. Susan Tarnowski</u></b> Carol and Darci will make the changes and bring back to January Shared Governance meeting.

## Meeting Minutes:

Agenda Item	Minutes
<b>I. Call Meeting to Order</b>	Meeting was called to order at 1:04 p.m.
<b>II. Roll Call of Members</b>	See “In Attendance” above.
<b>III. Adoption of Agenda</b>	Dave Edwards moved to approve the agenda as distributed. Darci Stanford seconded. Motion passed.
<b>IV. Approval of Minutes (November 21, 2014)</b>	Sue Steck corrected page 4 on fifth line to change Sue to Renee asked about faculty Mark Freidman corrected page 1 under Approval of Minutes – first sentence the word “not” should read “no” President’s Update Sue Steck moved to approve the minutes with the changes. Diann Marten seconded. Motion passed.
<b>V. Human Resources Report – Dr. Anade’ Long</b>	Dr. Long shared that there is one addition to the attached document. There is an Academic Advisor/Recruiter (pending) position.  Sue Steck asked about the time for the nursing positions. Dr. Long shared that this is effective immediately as soon as it can be filled.
<b>VI. Grievance Representative Report - Diann Marten / Dave Edwards</b>	No report.
<b>VII. President’s Update - Dr. Parker</b>	SCC and MnWest Meeting – December 2 <sup>nd</sup> – Dr. Parker, Dr. Tarnowski, Brad Schloesser, President McDonald, Provost Williamson met to discuss collaboration and the center for agriculture. Took a draft MOU for membership with the MN Center for Ag and they are reviewing and will return to us so that we can move forward to grow the center to include other southern MN area

institutions.

Carpentry /Construction Technology Business Input & Program Planning Session on Faribault Campus held on December 4 in which 30 business leaders attended and agreed to bring back the program as carpentry. Employers agreed they would pay students for summer apprenticeships/internships. Riverland wanted us to share a faculty between the Faribault campus and the Austin campus but this was deemed to be difficult to have a faculty member travel such a long distance and make a commitment to rebuild a program and would not be viewed well by the Faribault community.

The MSCSA Student Senate Leadership Conference was held on the SCC North Mankato campus on December 5 and Dr. Parker welcomed the students and was their keynote speaker for the evening.

North Star Summit – On December 8 Dr. Parker and most of the MnSCU presidents and System Office leadership participated in this summit along with other community and higher education entities that were invited by Senator Bonoff to talk about higher education and accountability in Minnesota. Senator Bonoff talked about the importance of the work that SCC is doing nationally and the TAACCCT grant.

MnSCU Leadership Council Meeting – December 8 & 9 – The focus was spent on the legislative session and making sure that we are connecting with our legislators and focusing on the legislative agenda starting the first of the year. The MnSCU legislative request for funding is \$142 M to cover a tuition freeze and a 3% inflationary increase and successful bonding, which include a bond for the North Mankato campus. 2015 is not a bonding year but bonds could still be considered. Distributed the bonding ranking at Leadership Council meeting and SCC is ranked number 4.

TAACCCT Kick Off Meeting with Presidents – December 9 – Dr. Parker, Marsha Danielson and Anne Willaert met with all the presidents and their college contacts. The meetings goals were to review the grant make sure everyone was in full agreement to move forward. An Advisory Council of presidents and business and industry will meet quarterly. Presidents received their MOU and budgets.

Maverick Program – A group of MSU and SCC administrators met today. Dr. Parker thanked John Engquist, Dr. Tarnowski and Dr. Roan for the amazing work they have done to make this initiative a reality. A draft of a letter that students who do not get accepted into MSU will receive was shared at the meeting. The letter

	<p>included the opportunity to register at SCC as a Future Maverick and complete an AA degree at SCC after which they will be accepted into MSU at junior status. They will get a Maverick card to enjoy all the luxuries of being a MSU student except for the dormitories. The MOU should be signed after the new year and we are currently determining what day to do a press release. The program will start with general transfer and will then expand the programming as this moves forward. If you are interested in your program being a part of the Future Maverick Program contact Dr. Tarnowski. Jay Wendelberger suggested a duty day be used to meet with faculty from SCC and MSU to better understand each other.</p> <p>Budget - Proposed that during the budget process that includes a committee of faculty with deans to decentralize the non-salary budget for FY16. The committee would receive the cost centers and the aggregate total and they would determine how to allocate the final dollars. Jay Wendelberger suggested that the chairs needed to be involved.</p> <p>The committee will provide a budget recommendation to the President.</p>
<p><b>VIII. Create Class Max Policy &amp; Procedure</b>  <b>Darci Stanford</b></p>	<p>Shared the Maximum Class Size Procedure that was approved on March 18, 2011. Need to review and make changes to meet our needs today. Darci Stanford suggested that this document be included with the form and become official for the college.</p> <p>The policy is the MSCF definition of what the class max policy is. The procedure is driven by this policy.</p> <p>Some of the suggested changes include:</p> <ul style="list-style-type: none"> <li>• Step in procedure that all class max will be forwarded to registrar. Who is responsible? Should go back to VP and then forwarded to Registrar.</li> <li>• Darci has language for revised procedure.</li> <li>• It is the faculty who initiates the course max who need to get signatures. This needs to be included in the procedure.</li> <li>• Credentialed faculty needs to be included in the procedure.</li> <li>• Remove the language (such as...) in the fourth paragraph.</li> <li>• Unlimited full-time and part-time faculty can be verified by reviewing the MSCF Seniority Roster which can be found at the link.</li> <li>• Steps that need to be taken – Dean signs completed form, then to VP and then to President.</li> <li>• Timeframe that it is due</li> <li>• No Cabinet review is necessary.</li> <li>• All steps need to be completed two weeks prior to Shared</li> </ul>

	<p>Governance.</p> <p>Carol and Darci will make the changes and bring back to January Shared Governance meeting.</p>
<p><b>IX. Class Max Form Modifications Update - Dr. Susan Tarnowski</b></p>	<p>Much of this was covered in the above discussion. Additional highlights included:</p> <ul style="list-style-type: none"> <li>• Need to have an average of the sections.</li> <li>• Remove the New Course Default</li> <li>• Rationale for class size</li> </ul> <p>Carol and Darci will make the changes and bring back to January Shared Governance meeting.</p>
<p><b>X. Calendar Work Day 2015 – May 15, 2015</b></p>	<p>Dr. Parker shared that there will be one graduation on Thursday, May 14 and Friday, May 15 will be a faculty workday.</p>
<p><b>XI. Ideas for All College Workshop Day 2016 – April 29, 2016</b></p>	<p>Dr. Parker asked for input into what day works for the all college workshop day?</p> <p>It was suggested to set a date and move it forward. No preference noted.</p>
<p><b>XII. Class Maximum - Dr. Susan Tarnowski</b></p>	<p>HCTC1886 –Diann Marten moved to approve. Sue Steck seconded. Motion passed.</p> <p>MECA1240 – Darci Stanford moved to approve. Dave Edwards seconded. Motion passed.</p>
<p><b>XIII. Adjourn</b></p>	<p>Meeting adjourned at 2:28 p.m.</p>