

**SHARED GOVERNANCE
MEETING
FRIDAY, NOVEMBER 21, 2014
1:00 to 3:00 p.m.
Elysian Tourism Center
Highway 60
Elysian, MN**

MINUTES

I) **Call Meeting to Order**

Jay Wendelberger called the meeting to order at 1:08 p.m.

II) **Roll Call of Members**

Present: Mark Friedman, Ala Garlinska, Jean Guerber, Renee Guyer, Diann Marten, Deb Selbach, Darci Stanford, Sue Steck, Jay Wendelberger, Doug Wertish, Dr. Parker, Dr. Tarnowski, Karen Snorek, Dr. Long

Absent: Dave Edwards, Jon Morgan

III) **Adoption of Agenda**

Deb Selbach moved to adopt the agenda as presented. Jay Wendelberger seconded. Motion passed.

IV) **Approval of Minutes** (*Attachment*)

✓ October 24, 2014

Ala Garlinska noted that the minutes should reflect that there was no President's Update and that the Marketing Update and Food Shelf agenda items were moved to the November meeting. Jay Wendelberger moved to approve the minutes. Doug Wertish seconded. Motion passed.

V) **Human Resources Report** (*Attachment*) - Dr. Anade' Long

Anade shared the following updated:

- Academic Advisor position has been accepted and will be starting December 31.
- Information Officer position has been accepted and will be starting December 3.
- Grant Specialist position has been posted.
- TAACCCT grant positions will end next week.
- Curriculum Specialist will be taken off and covered through the grant. It was being handled internally.

Darci asked the level of involvement program faculty will have in the selection of adjunct faculty from the pool. Dr. Long clarified that faculty are involved in the selection of the adjunct positions as they are hired.

Jay Wendelberger asked about the English faculty UFT position. Dr. Long shared that she is working with Dr. Wruck and Lori Hood on a position description and will then post and will begin as a fall semester faculty.

Asked if the Dean of Liberal Arts & Science position will be posted. Dr. Parker shared it will not be posted this fiscal year. At this time, she does not know about the timeline on this posting.

Dr. Parker shared that yesterday a decision was made to rescind Jerry Soost letter and we will keep that position. She is hoping to offset some of the cost with grant dollars due to the mechatronics programming need in instruction and with the TAACCCT grant it is important that we have this position.

Sue Steck asked about the possibility of this happening with the other positions. Dr. Parker shared that it depends on how the legislative session ends and the impact on the budget outcomes affects us.

Dr. Parker shared that we are projecting 2500 FYE's next year and believe that this is a closer projection than in the past. Hope that we can go beyond 2500 for next year.

VI) **Grievance Representative Report** - Diann Marten / Dave Edwards

Diann Marten shared that she visited with the state representative regarding non-renewal and if they can come back as temporary part time positions. According to the state representative as long as they are hired back at less than what they are in before it is okay to come back. However, do not want this to become a pattern. Dr. Parker shared that we were aware of bringing people back at the various levels.

Also, discussed faculty evaluation and suggested that we have a bigger discussion about what we should do about them as part of Shared Governance. Know that Deans keep things in their files that are not part of HR and cannot go back and use them as an evaluation process if not in personnel file. Diann will be looking at other colleges on what they do with this evaluation process. Suggested that we get more comprehensive on what we want these evaluations to be. Dr. Tarnowski talked about the possibility of another instrument that may be available for our students to use. This is about the course evaluations and copies of them being kept in a separate file.

VII) **President's Update** - Dr. Annette Parker

Basque Government Delegation – Visiting U.S. starting in Washington DC attending a global conference. The delegation of 6 people will be visiting Hennepin Technical College, St. Paul College, N. Mankato Campus, Faribault Campus, and MnSCU Offices. There will be a signed MOU between them and SCC very much like the German partnership to do exchanges with faculty and students and share curriculum.

Legislative Session – Currently planning for FY16 and we are planning to use reserve funds for FY15. For FY16 all MnSCU institutions are putting together a “Black Box” that will help our legislators understand the impact of every funding scenario. We are not asking for a tuition increase, but instead are asking for the tuition differential plus a 3% increase for cost of living. If they fund this scenario the System would get \$142 M, and approximately one million is the difference for SCC for FY 16. We are also preparing to submit our Facilities Bonding project and we are in a good position, ranked number 4, to get our N. Mankato project funded if they fund them this year or next. Also, we are working with architects on

what we call our Phase II N. Mankato project. It has been determined that looking a more square footage would not be favorable so we are focusing on a smaller area that may be fundable – that includes culinary arts and Heritage Hall. There will also be HEAPR included in these bonds as there is a need for additional roof work on both campuses. Last year we did not get all of our HEAPR roof project which means we did not get our roofs completely done as we needed as we supported MnSCU sharing dollars with other MnSCU institutions.

National Academy of Sciences - Received an invitation to be on the policy committee for the National Academy of Sciences Study on Workforce Training in Washington DC. The committee will be reviewing research and making recommendations to Congress for legislation on the reauthorization of Carl D. Perkins legislation and the new Workforce Innovation and Opportunity Act will be funded..

Doug Wertish asked about the \$370 M for the “Silicon Valley” for agriculture announced by GMG. Dr. Parker shared that she serves on the GMG board has been involved in the discussion. The goal is about how the regional can promote new businesses in agriculture throughout Southern Minnesota. This includes all businesses that support an agriculture economy. One goal focuses on education and the schools include SCC, Southwest State, and MSU, Mankato. If everything goes as planned it could include bonding that includes education but goes beyond education so it would not impact the funds set aside for education. Dr. Parker feels this is a great partnership that supports all the goals around agriculture and puts SCC in a role to lead in Ag education. There is a group of employers working on it and GMG has committed budget to hire an individual to put a collaborative approach together. Last week she attended the AACC board meeting and they talked about how they want to support ag education with the Deputy Secretary of USDA.

Dr. Parker will be on vacation next week to be with family.

OLD BUSINESS

NEW BUSINESS

VIII) **Marketing Update** (*Attachment*) - Shelly Megaw

Shelly Megaw went through some of the items that she is working on. Referred to the attachment and went through in more details.

New General Recruitment Material Creation – came out of the admissions department.

“Visit Us’ Recruitment Campaign – working with admissions department. Scheduled these out for the entire year and was able to promote.

Shelly is excited about the seasoned individual coming in to concentrate on the marketing piece for the college. The new Marketing Coordinator will focus on marketing and social media. Shelly will focus on process, government and media relations.

College Knowledge Month Fee Application Week Campaign – highlighted. Shelly called it a moderate success by the reports that came back.

Academic Program Recruitment – highlighted. All degree granting programs will have program sheets. Need to have faculty involved in this information so that the accurate information is included. Process is to get information from program, interview with program; piece produced and share with program when finalized. Everyone is getting program sheets, web page and needs to determine which ones get a push. Renee Guyer asked about faculty having input on these items since at least one program had limited to no input on their program sheet. Shelly confirmed yes faculty will be consulted and that will not happen again. Priority needed to readjust from last year. Very few programs received the full marketing plan. Last year marketing plan will be used as a basis for moving forward and will use the information for the program sheets. Darci asked about marketing for programs that were told spring 2014 that they would be given the full marketing package if that is still accurate. Shelly said no, unfortunately they will have to request again for this year like everyone else.

Faculty feels that something spelled out on how the determination was made on which programs to move forward is important. Darci suggested using a rubric or scoring sheet process should be used so everyone knows the reasoning for why a program got more marketing than another. Need to be working with the department chairs and they go back to their faculty.

Website – when the new look comes out it will be Phase I. As time goes on you add to it and need to bring it to meet our needs. Will want comment on this first phase when it is rolled out. Would like to have this first phase out in December.

Darci Stanford asked about the boards that are up and who is responsible for maintaining? Shelly shared that the branding committee will be reconvened and will review this.

It was suggested that Shelly give a Marketing Report every quarter.

IX) **Food Shelf** – Jay Wendelberger

Jay Wendelberger shared that this was brought up at the end of the semester last year and not sure what has happened since that time. Dr. Parker shared the number of students that are on free and reduced lunches and some come to the college and have popcorn for their breakfast and/or lunch. This could have an impact on our persistence and completion if they are not coming to college healthy.

Dr. Long shared that there is a small committee that came back from the MnSCU Poverty Institute that will be meeting in the coming weeks to set up the food shelf at SCC on both campuses. Student Affairs and LAS faculty have talked about this and there is a group that will be moving this forward.

Dr. Parker shared her discussion with Brad Schloesser and the city administrator in N. Mankato to give us space to have a garden. Currently working on a plan to have a garden close to campus working through the Center of Excellence with Brad.

X) **Class Maximum** (*Attachment*) – Dr. Susan Tarnowski

MECA1150 – Did not approve in May as there were no faculty signatures. This was tabled due to no signatures. Diann Marten moved to table this due to no signatures. Renee Guyer seconded. Motion passed.

HCTC1886 – Jay Wendelberger moved to table due to no signatures. Renee Guyer seconded. Motion passed.

ENGL230 – Missing two signatures. Renee Guyer moved to table due to missing signatures. Jay Wendelberger seconded. Motion passed.

SWPR1000 – Sue Steck moved to approve. Renee Guyer seconded. Motion passed.

Darci Stanford shared that the form needs to be revised and have the title changed and have a location for printed names.

XI) **Nursing Chair**

Dr. Parker agreed to add a Nursing chair and agreed there is a need to replace the Social & Behavior Sciences chair. Dr. Parker mentioned she was relatively new when agreed to adding the chairs and wanted to make sure that the discussion happened with the union to ensure we are following the agreed process for selecting chairs.

Two names for the Nursing chair needs to be forwarded to Jay Wendelberger and Darci Stanford to begin spring semester. Jay and Darci will solicit for names.

XII) **Social Science Chair**

Jay Wendelberger and Darci Stanford will send two names for this position to Dr. Parker.

Anade shared that we need to revisit the department chair job description as the change was not brought to the state MSCF office for the approval of the staggering chair positions. SCC agreed to have two year terms and not sure why we need a change of agreement for when the appointments come up for renewal. Anade does not foresee a problem but originally it was sent to state MSCF and request this happens again. Jay Wendelberger and Darci Stanford will visit with the State MSCF for agreement for staggered terms and will then revise the agreement.

XIII) **Announcements**

No announcements

XIV) **Adjourn**

Meeting adjourned at 3:01 p.m.