

**SHARED GOVERNANCE  
MEETING  
FRIDAY, OCTOBER 24, 2014  
1:00 to 2:30 p.m.  
ITV  
Faribault – Room C36  
N. Mankato – Room E132**

**MINUTES**

I) **Call Meeting to Order**

Jay Wendelberger called the meeting to order at 1:03 p.m.

II) **Roll Call of Members**

**Present:** Dave Edwards, Ala Garlinska, Jean Guerber, Renee Guyer, Diann Marten, Jon Morgan, Deb Selbach, Darci Stanford, Sue Steck, Jay Wendelberger, Peter Wruck, Dr. Annette Parker, Dr. Susan Tarnowski, Karen Snorek, Dr. Anade Long

**Absent:** Mark Friedman, Doug Wertish

III) **Adoption of Agenda**

Jay Wendelberger asked for the President's Update to be moved to the end of the agenda due to the time frame for this meeting.

Peter Wruck moved to approve the agenda with the change to move the President's Update to the end of the agenda. Dave Edwards seconded. Motion approved.

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

✓ May 21, 2014

Dave Edwards moved to approve the minutes as written. Darci Stanford seconded. Motion approved.

✓ September 19, 2014

Dave Edwards asked that the minutes be more specific on comments made by individuals. Would like to see more detail in the minutes for everyone to see when referencing the minutes and would make a better record for discussion purposes. Dr. Parker fully supports this suggestion.

Dave Edwards moved to approve the minutes as written. Jean Guerber seconded. Motion approved.

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

Dr. Long reviewed the attached document

- Academic Advisor in progress
- College Lab position – offer made and accepted
- Dean of Students – Filled – Dr. Kimberly Roan
- English unlimited full-time position will be posted
- Information Officer (Marketing) position – interviews scheduled
- Financial Aid Advisor - Reallocation of two positions

- HLC – Assessment - working with Dr. Tarnowski to finalize the position description to be reclassified and posted
- Math unlimited full time position was posted and applicant selected. However, the candidate offer will be to start in the Fall of 2015.
- Nursing positions - posted
- Transfer Specialist – interviews will be scheduled
- VP of Research & Planning – failed search and cancelled position until further notice

Jay Wendelberger shared that he heard that faculty feel it is taking a long time to complete the hiring process. Faculty thinks that the Mathematics position has been cancelled because it has been so long since they have forwarded the names to move forward. Dr. Parker feels that this was a good search and did not want to move forward with the final outcome until everything was looked regarding our budget situation. Dr. Parker said there will be movement on this position next week.

Dr. Parker shared that this is the time of year the ULA's need to be discussed as the budget preparation begins. She believes that the college needs to invest in full-time faculty and when it is time to balance budget it is not where you make the cut until the full impact is known. We need to lead by example and this is one of the reasons for the VP of Research & Planning position decision.

Renee Guyer asked about the HLC position and how this will change in the posting. Dr. Parker feels that the position needs to be reviewed and perhaps a slight bump in the Director position could take on more responsibility and would be a cost saving for the college by not filling the VP position. It is at the MnSCU level being reviewed at this time.

The Customer Service position on the N. Mankato campus was absorbed in the budget cuts.

Darci Stanford shared that in making the decisions when filling positions to have the respect of the search committees that spent many hours in reviewing the candidates as well as the time and effort that is put forth by the committee made up of faculty, staff and community. Dr. Parker shared that the VP of Research & Planning was a failed position as the reference checks did not check out appropriately. If moving forward in filling this position it would be necessary to start over with the committee.

- VI) **Grievance Representative Report** - Diann Marten / Dave Edwards  
Diann Marten and Dave Edwards had no report.
- VII) **President's Update** - Dr. Annette Parker  
No report.

## **OLD BUSINESS**

- VIII) **Division Re-alignment** (*Attachment*) - Dr. Susan Tarnowski  
Dr. Tarnowski shared that she had conversations with AASC and chairs and how the departments would be best aligned. Dr. Tarnowski mentioned that this would still need to go up to MnSCU for approval. The attached document reflects the chair recommendations to move Graphics to Humanities Department and Culinary to Agriculture Department (not sure

about this recommendation right now) would like to leave Culinary in the Business Department right now. The Graphics is moved to better align in the fine arts area.

Jay Wendelberger shared that the Geography, Political Science, History and American Studies be placed in the Social & Behavior Sciences Department. This was discussed at the LAS level and Brian Fors was on board with this change.

Dave Edwards moved to approve the Department Chair Division Re-alignment with the following changes:

- Graphic Communications move to Humanities Department
- Culinary Arts remain in the Business Department
- Geography, Political Science, History, and American Studies move to Social & Behavior Sciences Department

Peter Wruck seconded. Motion approved.

**IX) Hiring Process (Attachment) - Dr. Anade' Long**

Dr. Long shared that this was shared and approved by the MnSCU Attorney General's office reflecting changes that are being used across MnSCU. Started with a 24-page document and as we added attachments it is now a 57-page document.

Dave Edwards shared that towards the end of the document it refers to four evaluation forms and asked who determines which form will be used. Dr. Long shared that the hiring official or who the person would be reporting to. It was felt that the committee would need to select the form before creating the questions so that it fits the interview process and can evaluate appropriately.

Dr. Parker does not have a problem for the hiring official to sit with the committee and select the form – the hiring official should work with the committee to select the form.

Discussed the importance of selecting the evaluation form prior to creating the questions.

Jay Wendelberger shared that the committee chair should be looking at selecting the form to be used and work with the division faculty as part of the process.

Dr. Parker shared that this can be made a collaborative process.

Dr. Tarnowski shared that the discussion has taking place with chairs on what the decisions are to be on hiring. Jay Wendelberger feels that this needs to be a high priority for the department chairs – the hiring process and work. Dr. Tarnowski will place this on the next department chair meeting for further discussion.

Darci Stanford does not see the rating form used for cover letter and resume. Dr. Long shared that it is on Page 50 – Appendix J. Darci discussed the qualifications and that there should be a gradient score. Trying to rate those who didn't have much - but had some - and still getting the same score.

Felt that Doctoral is okay to have as a yes or no. The other areas can be generic.

Dr. Parker shared that the attempt was to put it in black and white.

Discussed who decides the form and should committee be gradient or committee decision.

The form will include what you can pick and choose.

Dave Edwards asked how many names are to be recommended to the President. Dr. Long shared that a minimum of three unless someone pulls out or exhausted the candidate pool and asks Dr. Parker if she approves.

Dr. Parker shared that she does not want only one name forwarded to her. Should reflect that a minimum of two names be submitted to the President.

Darci Stanford likes the online survey monkey of rating.

The forums need to allow for scaling as well.

Darci Stanford asked about the evaluation form on page 52 regarding the weakness question and is this redundant? Dr. Long understands Darci's concern about this.

Darci Stanford moved to approve the Handbook for Managing Searches for Administrators, Faculty, Adjunct Faculty and Staff with the following changes:

- Evaluation form will be selected by the committee prior to creating questions working with the division faculty as part of the process.
- Need to modify Appendix J to include the Cover Letter and Resume rating.
- Change to reflect that a minimum of two names be submitted to the President.

Peter Wruck seconded. Motion approved.

## **NEW BUSINESS**

X) **Marketing Update** (*Attachment*) - Shelly Megaw  
Moved to the November 21 meeting.

XI) **Summer Pay Form** (*Attachment*) - Dr. Anade' Long  
Dr. Long shared that the intent is for any assignments outside the contract for each faculty or administrator will need to submit this form for review by the President and make a determination. The HR office will inform the Dean or appropriate supervisor once it is approved. Administration will make every effort to complete this approval process at least 14 days in advance. This is not an assignment to allow anyone to have overload. This is an example that you can't technically negotiate wages but can talk about the type of work and project for each individual.

Darci Stanford shared that throughout the document it reflects "summer" and should be changed to reflect "non-duty day" wording.

Deb Selbach shared the parallel structure change on page 3.

Darci Stanford moved to approve the SCC Non-Duty Day Form with the following changes:

- Darci Stanford shared that throughout the document it reflects "summer" and should be changed to reflect "non-duty day" wording.

- Deb Selbach shared the parallel structure change on page 3. Jean Guerber second. Motion approved.

XII) **Food Shelf** – Jay Wendelberger  
Moved to the November 21 meeting.

XIII) **ULA** - Dr. Annette Parker

Dr. Parker shared the background in the thought process that has been gone through in decision. Her philosophy is that SCC will maintain full-time faculty as much as possible. Looking at 2500 FYE's for FY2016, which is a \$1.1 million deficit for SCC. Two years of being in the red you get invited to MnSCU to have a discussion. Made a commitment in FY2015 that places us in the red; the year prior (FY2014) was in the red and now need to make a commitment that we cannot be in the red for FY2016. There was no way to get to a balanced budget without looking at faculty. The recent budget meeting was looking at FY2016. Looking at temporary part-time, temporary full-time and adjunct in making these cuts. We are looking at adjunct and unlimited full-time faculty as we move forward with our faculty model. We will be hiring additional full-time faculty and hope that some of the people that will be negatively affected will have an opportunity to continue work with SCC.

Karen Snorek shared that we were looking at 2500 FYE's which seemed reasonable. There is conversation leaning towards a tuition freeze for FY2016 and FY2017. Started out looking at six different scenarios. Looking at increase in state tuition buy down – meaning they are giving a percentage of what we lose in the tuition freeze. Looking at state appropriation increase – MnSCU putting a plan together for state appropriation increase. Looking at running scenarios in between these two. Would not do ULA's that we are proposing if we get our dollars.

Dr. Parker shared that this is not about FY2015, other than what we had said we wanted to do in FY2015 regarding the need to limit overload and limit overtime. How that is done in divisions is a divisional decision.

Diann Marten asked about the overloads and has them at 32 or 28 which puts them at overload but not being beneficial. Would like to see the 32 credits kept in place. Dr. Parker shared that she is saying that it needs to be limited. Dr. Parker stressed the difference of "limited overload" and not "eliminating".

Dr. Tarnowski shared we need to be efficient with our sections and not have overload due to the number of sections.

Dr. Parker shared that we are looking at FBM and two program areas. The Community Health Worker program has challenges and suggesting a non-renewal. The Engineering is not where it needs to be and looking at suspension there. These are both suspensions and will go through AASC.

Dr. Tarnowski shared we are not touching Civil Engineering Technology but rather it is the Engineering AS degree.

Dr. Parker shared that in the area that we know there is challenges in filling classes we will be adding full-time positions and share that in the coming days and share the positions that will all be added. Will be adding the Construction Trades on the Faribault Campus. Will be offering Welding on N. Mankato campus with adjunct faculty.

Jay Wendelberger asked if the full-time faculty have been informed. Dr. Parker asked Shared Governance to please be sensitive and allow us to contact them. The total number is 3 ULA's and 3 Non-Renewals.

Dr. Tarnowski said that there will be more discussion next week and will be reviewing schedules.

Jay Wendelberger shared that classes that were reduced recently for spring semester should get those classes back if numbers allow. The spring schedules were not under discussion and if a large mistake was made I would hope that this was not a way to remove them from the schedule. Would feel offended if a temporary person came to me and said I lost classes and would not be back.

Jean Guerber clarified that any changes regarding TPT, TFT and adjunct was not taking place spring 2015 with Dr. Parker reiterating any changes in those areas would be in FY16.

Dr. Parker shared that she agrees but if we have a special situation would want to have a dialogue about it. In general, totally agrees.

Diann Marten said if a faculty had an overload and did not catch this that it is needed to be discussed with the faculty.

Diann Marten suggested that it was a mistake and changes are that your schedules will be put back the way it was and need to look at overloads.

Jay Wendelberger shared that no one should be penalized due to what happened with the schedules last week. And that schedules should be returned to what was originally agreed upon. Course/Instructor assignments for spring should only change if enrollments are low and sections are canceled.

Renee Guyer asked if ULA's are for fall 2015 and non-renewals are for spring or fall. Dr. Long shared that it is for both – non-renewal for fall and two for spring.

XIV) **Announcements**  
No announcements.

XV) **Adjourn**  
Meeting adjourned at 2:32 p.m.