

**SHARED GOVERNANCE
MEETING
FRIDAY, APRIL 18, 2014
1:00 to 3:00 p.m.
Elysian Tourism Center
Highway 60, Elysian**

MINUTES

I) **Call Meeting to Order**

Jay Wendelberger called the meeting to order at 1:02 p.m.

II) **Roll Call of Members**

Present: Linda Anderson, Dave Edwards, Mark Friedman, Ala Garlinska, Jean Guerber, Renee Guyer, Jon Morgan, Deb Selbach, Sue Steck, Jay Wendelberger, Doug Wertish, Peter Wruck, Dr. Annette Parker, Dr. Susan Tarnowski, Karen Snorek, Dr. Anade' Long-Jacobs

Absent: Darci Stanford, Doug Yentsch

Guest: Diann Marten

III) **Adoption of Agenda**

Jean Guerber moved to adopt the agenda. Linda Anderson seconded. Motion passed.

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

✓ March 21, 2014

Peter Wruck moved to approve the minutes as written. Sue Steck seconded. Motion passed.

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

- Dr. Long-Jacobs went through the report as distributed.
- There have been some faculty positions moved forward to Dr. Tarnowski and placed on hold.
- The Dean has withdrawn the ITS2 position temporarily.
- Faculty shared concern about the Academic Advisor and Dean of Student Affairs positions. Dr. Tarnowski shared that the Dean of Student Affairs has been brought to Cabinet and will be discussed. Dr. Tarnowski shared that the advisor position has concluded the interview and identified a finalist and ready to make an offer. Dr. Tarnowski also shared that the faculty positions will also be discussed at Cabinet.

VI) **Grievance Representative Report** - Linda Anderson / Dave Edwards

Linda and Dave had nothing to report at this time.

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

Manufacturing Summits were held in both communities this week. There were about 100 participants in attendance, include Senator Klobuchar and Senator Franken and Senator Bonoff's staff. SCC made metro news as well as local news.

Will be writing a grant that will be helpful to us to help offset some of the manufacturing costs as we move forward.

Leading the Competency and Certification Team for the chancellor as part of the Charting the Future.

Policy and procedures will be reviewed over the summer so that we can have a seamless process and a short path to accomplish our tasks at hand. Dr. Tarnowski will be working with AASC, but need to get this in place to move forward. Will share and gather feedback from faculty in the fall. Need to organize over the summer and bring to all of you for input and feedback.

SCC commencement will be one day held at the Taylor Center at MSU. Currently, there is a good turnout from the Faribault Campus with about 79 students that have signed up to walk. Looking forward to a great commencement.

Discussed the SCC Student Food Shelf opportunity for our students on each of our campuses.

OLD BUSINESS

VIII) Marketing / Public Relations - Shelly Megaw

Shelly distributed the external and internal structure for marketing at the college. This is about implementation and getting the job completed with a concept in place. Making sure our presence is in the community and why we do what we do – branding.

What is the status of the Marketing Committee? There is a current committee and this is a discussion and initiative that came out of the AI process. Shelly would like to get one meeting in prior to the end of the school year with those in the AI session and the current committee members. Dr. Parker shared that she needs to reach out to Darci and Jay for the faculty committee members.

IX) Credentialing Update - Dr. Susan Tarnowski

Dr. Tarnowski talked about the process and what has been done. She explained her philosophy – what is needed for qualified and credentialed faculty in their field. Her role is to listen but also to uphold the contract as it states. HLC uses the word qualified rather than credentialed.

Dr. Tarnowski shared that she reviewed the fall schedule and faculty were scheduled in areas that they were not credentialed in. We have flexibility but not for the faculty to teach the majority of their classes in an area not credentialed in. In principal, it is that we adhere to the contract as much as possible with emergency situations. As we propose new curriculum offerings and you do not have a faculty credentialed in the area you look for someone with the appropriate credential. Would like to operate in good faith and deal with both the spirit and the letter of the law and see what makes good sense.

Who is the person to request the credential? It goes to the HR Office.

Jay Wendelberger shared that it should not be common practice to teach outside their credentialed field. Adding credentials – doesn't want to see favoritism. There needs to be a process developed on how this is handled.

NEW BUSINESS

X) **Class Maximums** (*Attachment*)

Jay Wendelberger shared that the class maximums were received very late and should be brought to the September meeting. The form did not change the process of class max approvals at Shared Governance.

There are two forms – the one that comes from the Curriculum Committee is for new courses. The second form is to be used for Change of class max only.

There needs to be a policy and procedure for clarification for the future.

Dr. Tarnowski asked if Shared Governance could approve new courses that have credentialed faculty assigned.

Dr. Tarnowski retracted all of her signatures on the class max pages. They will all be in the catalog but perhaps not on the schedule.

Dr. Tarnowski agreed to put together a spreadsheet to include the prefix, course, course number, credential verified that the administration approves and forward to Shared Governance.

XI) **Faculty Evaluation Draft** (*Attachments-2*) - Darci Stanford / Jay Wendelberger

Dr. Parker shared that Dr. Tarnowski needs to work with Jay and Darci and come to an agreement and bring to Shared Governance in the fall. Jay and Darci will meet with Dr. Parker and Dr. Tarnowski over the summer.

XII) **Programming / Space in Faribault** – Dr. Annette Parker / Karen Snorek

Karen will send out the floor plans.

XIII) **Announcements**

This is Linda Anderson's last meeting. Thank you – great job!

XIV) **Adjourn**

Meeting adjourned at 3:02 p.m.