

**SHARED GOVERNANCE  
MEETING  
FRIDAY, SEPTEMBER 19, 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 1:05 p.m.

**II) Roll Call of Members**

**Present:** Dave Edwards, Mark Friedman, Ala Garlinska, Jean Guerber, Renee Guyer, Diann Marten, Jon organ, Deb Selbach, Darci Stanford, Jay Wendelberger, Doug Wertish, Dr. Annette Parker, Karen Snorek, Dr. Anade' Long

**Absent:** Sue Steck, Peter Wruck, Dr. Susan Tarnowski

**III) Adoption of Agenda**

Dave Edwards moved to approve the agenda as presented. Darci Stanford seconded. Motion passed.

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

✓ April 18, 2014

Renee Guyer asked if the Class Max approvals that were approved after the April 18, 2014 meeting could be sent out in a separate Shared Governance approval minutes and posted on the web page. Carol will work with Jay and Darci on getting this information out there. Darci Stanford moved to approve the minutes as written. Renee Guyer seconded. Motion Passed.

**V) Human Resources Report (*Attachments - 2*) - Dr. Anade' Long**

Dr. Long gave an update on the current searches.

- Vice President for Research – Dr. Parker asked Dr. Akey from MSU to host the candidates for lunch or dinner due to her expertise and background at MSU.
- Dean of Students – It is important that faculty schedules are looked at closely when scheduling interviews for candidates so that committee members can fully participate.
- Transfer Specialist – Tracy McAdam replaced Barb Feit on the Transfer Specialist Committee.
  
- Filled Positions – See attachment
  
- College Lab positions transferred to open positions.
  
- Math position – no need to rush on the decision as it is not fiscally sound to bring in the middle of the semester and will be brought in Spring semester.
  
- TPT Ag position will be reposted as it was filled with adjunct.

Jay Wendelberger asked about the department chairs that were implemented last year and faculty were to think about where we wanted to expand. Dr. Parker shared that when we look at budget we will look at part-time and how we move to full-time. The chairs need to review their department areas on a regular basis and look at where we should be and what is best for the department. Need to make a commitment to full-time and be fiscally responsible and manage the part-time faculty appropriately. Diann Marten clarified the philosophy that – if you have full-time unlimited position where it makes sense in the program and when you get that other full-time person look at the fill-ins as adjunct positions. Overload is the most cost effective way on a per credit basis to a full-time faculty.

Discussed the summer pay issue - \$50/hour was agreed on. Faculty and administration need to agree on how many hours they are going to be paid for. A written agreement needs to be prepared between faculty and administration. Dr. Parker shared that there is past practice and the need to stay with \$50/hour along with the agreement on how many hours faculty are committed to. HR will put together a form to use for summer pay. This form needs to be shared with the grievance reps as well.

**VI) Grievance Representative Report** - Diann Marten / Dave Edwards  
No report.

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

- Connections email is our official means of communication. Ultimate goal is to not use the “All Employee” communication. Need to communicate with chairs to communicate to their departments. Need to contact Shelly Megaw with your communication.
- Fireside Chats continue to grow in participation – place to share ideas and have discussion.
- Department meetings are continuing for faculty and staff.
- Will attend and present at the American Energy and Manufacturing Competitiveness Summit in Washington, DC.
- Keynote presenter and panel discussion at the Minnesota Chamber – Minnesota Manufacturers Summit.
- German Student and Faculty visit – September 27 through October 11.
- Submitted the 95% capital bonding project for the N. Mankato Campus. Current project is #5 on the list and could be approved in spring if they move forward with 2015 projects. The 2016 project focuses on Culinary and Heritage Hall.
- Internal and External Foundation Fund Drives are moving forward – internal fund drive celebration will take place next week.
- Facilities Master Plan is moving forward.
- New member of the Greater Mankato Growth Board, Farm America, Minnesota Campus Compact, AACC and recently participated in the New Ulm Chamber Strategic planning.
- Charting the Future Competency Certification Credit for Prior Learning Team meeting will be held in St. Cloud next Friday.
- Recently met with the President's Advisory Council.
- Keynote presenter at the Women's Conference held at Pillsbury in Owatonna.
- Working on partnership for Ag Education with SMSU.
- Working with MSU on the Future Maverick program for fall implementation.
- If you would like classroom visits please schedule with Carol.
- Represented SCC/MnSCU at the Minnesota “Great Get Together” State Fair in August.
- Daughter's wedding in Florid in October.
- Faribault Expansion Grand Opening will be held Thursday, October 2.
- Visioning for Faribault Community will be held in the Events Center on our Faribault Campus.

## **OLD BUSINESS**

### **VIII) Faculty Evaluation** (*Attachment*) - Dr. Annette Parker

Dr. Parker presented on behalf of Dr. Tarnowski. Jay Wendelberger and Darci Stanford completed a suggested evaluation form and meet with Dr. Tarnowski making a few changes together. The classroom evaluation piece needed some more direct questions – other than that it is overall the same. The post class form came from some of the AI work that had been done and that fit the mission and culture of SCC better. Discussed the frequency of these evaluations completed. Dr. Tarnowski wanted to go every year but agreed to every three years for non-probationary faculty and every year for probationary faculty. Added the temporary and adjunct language. The student evaluations stand in for an evaluation every year.

Suggestion was made that student evaluation every semester could go to Dean and then discuss with Dean and put one of the evaluations in the personnel file. Could there be a cumulative one submitted. The students are a small percentage many times – not a fair reflection for the faculty.

Do not believe that there are formal evaluations done each year.

Need to have an informal evaluation the other two years.

This is not encompassing of all faculty positions – this is another piece that needs to be addressed.

Part C “Frequency of evaluation” – second bullet should read “Unlimited Full-time and Unlimited Part-time faculty members will be evaluated every three years (insert) “using this process”. Proper formatting and page numbers on document should be included as well.

Dave Edwards moved to approve the Faculty Evaluation with the amendment to add under Part C Frequency of Evaluation under second bullet “using this process”. Darci Stanford seconded. Motion passed.

It was agreed that Darci and Jay will continue to discuss this process with Dr. Tarnowski.

## **NEW BUSINESS**

### **IX) Budget Update** (*Attachment - 2*) - Karen Snorek

Karen shared the attached documents in detail.

Disclaimer on FY14 – most received retro pay today and was a surprise to her that they would run this through FY14. Working on finalizing the FY14 budget.

Karen went through the numbers in the FY14 budget.

Need to add to the notes that we had \$1.3 million dedicated items such as Technology, Online Support, Center of Excellence for Agriculture, MSCF Professional Development. This falls under number 3 on second page of attachment.

Karen will estimate FYE at 2540. Budget at 2650 FYE

Non salary required is property insurance, utility bill, etc. Non-required goes into the programs and departments as non-required. This year \$150,000 was set aside for technology updates – \$100,000 for infrastructure and \$50,000 for computer needs, etc. Deficit is at \$1.1 million

The revenue is going to be less next year than this year. For us to continue forward with 2650 FYE is not attainable and need to be around 2500 FYE which we will plan for next year.

X) **Trend Data** (*Attachment*) - Dr. Annette Parker

Dr. Parker on behalf of Dr. Tarnowski, wanted you to see what the numbers looked like and will need to be more efficient. Darci Stanford shared that this data is significantly different than what is given to program review due to the program review is for a full year and this is only for fall semester. Several faculty wanted clarification on where this data came from. It is by CIP because it is taken into individual cost centers. Faculty are concerned that this data will be used for layoff positions. Data is FYE but does not take into account the number of faculty. Program portfolio is produced by research on FYE – FTE and placement is the data that should be looked at. These are sent to faculty annually but due to AQIP it has not been sent out.

This is only a starting point and will be looked at in more detail.

Jay suggested he will state at the upcoming MSCF union meeting that the projected deficit is \$1.1 million and looking at a variety of areas with potential ULA's.

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

Dr. Long asked faculty to review and share questions and concerns with her. Faculty asked for the changes made from the last document to be reflected in the current. This will be moved to the October meeting and should be prepared to discuss.

XII) **Division Re-alignment** (*Attachment*) - Dr. Annette Parker

Move to October meeting.

XIII) **Rental Textbook Returns** - Darci Stanford

Deadline is 4 pm on December 17. Classes are still going on that day in the evening. This needs to align with the faculty and their last day of classes.

Dr. Parker agreed that when we set calendar this would be looked at and something agreed upon at Shared Governance – book returns and grade due date.

XIV) **Grade Due Date** - Darci Stanford

See above.

XV) **Announcements**

XVI) **Adjourn**

Meeting adjourned at 3:07 pm