

**SHARED GOVERNANCE
MEETING
FRIDAY, JANUARY 17, 2014
1:00 to 3:00 p.m.
Elysian Tourism Center
Highway 60, Elysian**

MINUTES

I) **Call Meeting to Order**

Darci Stanford called the meeting to order at 1:07 p.m.

II) **Roll Call of Members**

Present: Linda Anderson, Dave Edwards, Mark Friedman, Ala Garlinska, Jean Guerber, Renee Guyer, Jon Morgan, Darci Stanford, Sue Steck, Peter Wruck, Doug Yentsch, Dr. Annette Parker, Mark Baas, Anade' Long-Jacobs

Absent: Deb Selbach, Jay Wendelberger, Doug Wertish, Karen Snorek

Guest: Diann Marten

III) **Adoption of Agenda**

Dave Edwards asked to amend the agenda to add "Class Maximum Change Form" to the agenda under Old Business. Doug Yentsch made a motion to approve with the agenda with the amendment. Ala Garlinska seconded. Motion passed.

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

✓ December 13, 2013

Dave Edwards moved to approve to minutes as distributed. Sue Steck seconded. Motion passed.

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

Anade' Long-Jacobs went through the attachment:

- Academic Advisor – Placed on hold
- FBM Instructor – Offer extended, credentials received, waiting for decision from candidate
- VPSAA – Announcement was sent to all faculty & staff – Dr. Susan Tarnowski
- Center for Business & Industry Director – Placed on hold
- Dean of Student Affairs – Place on hold
- Instructional Tech Designer – Reviewing candidates
- MMA Retail Services Supervisor – Interviewing process
- Campus Technology Specialist – Interviewing process

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

No grievance report(s).

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

- Hiring – Dr. Parker shared the reason for hold on the positions is to wait for the arrival of our new VPSAA.
- Students Driving State Vehicles – Learned spring semester that there are students planning to take SCC vehicles to go to class. This set off an alarm as it relates to liability. All future

students who drive SCC vehicles will need to provide an agenda to confirm that they are on sanctioned student business when taking a school vehicle.

- SCC Commencement – Met this week with the graduation planning staff and shared that SCC is leaning toward one graduation being held at MSU Taylor Center and hosting one reception at the same location.

Other items discussed included:

- ✓ Potential cost savings
- ✓ Graduation is about pomp and circumstance
- ✓ One college with two campuses
- ✓ Reorganizing the program - AA, AS, AAS, Diploma, Certificate together
- ✓ In program include graduate name with name, home town & program
- ✓ Bring in a national speaker
- ✓ Recognition of faculty and students with gowns, hoods, colors, honor cords, etc.
- ✓ Bus transportation from Faribault
- ✓ Need to decide which day soon - Thursday or Friday
- ✓ For instructors who teach on both campuses this is a good opportunity
- ✓ The bigger and grander we can make it the better
- ✓ Need to give it a try

OLD BUSINESS

VIII) Hiring Processes (*Attachment*) - Anade' Long-Jacobs

The SCC Hiring and Search Guidelines were shared. There would be a mandatory meeting prior to the process of starting the hiring to help guide the process appropriately and for better understanding. Dr. Parker shared that this needs to be a transparent process and that everyone knows the process so that the best candidate for the position is being hired.

The question was asked if all the unions will be represented on all committees. Yes, all the unions would be represented. This gives all unions an opportunity to be represented and makes up a diverse committee from representation across the college. Referred to page 3 of the representation on the committee.

The hiring of a faculty member the Vice President and hiring official will have a last interview with the candidate.

The process on creating and asking questions will not change.

There is a concern about the number on the committee and will there be an invested interest. Felt like the subject matter experts included could get to be a big committee.

It was suggested that we bring this back in six months or in the fall for review. Ala Garlinska moved to approve the guidelines as distributed with a review and revisit of these guidelines in six months or at the start of fall semester. Jean Guerber seconded. Motion passed.

IX) Class Maximum Change Form

Dave shared that the meeting went well and made a first draft, made corrections, and it is before you today. It was agreed that the Dean be on the signature line.

Discussed if the Method of Delivery needs to be on the form. It was felt that the question will probably be asked so it should be left on the form. Web enhanced can fall under Hybrid. This form needs to be in an electronic form and the logo needs to be included.

Dave Edwards moved to approve the form with the changes – Signature of Dean and include the logo. Sue Steck seconded. Motion passed. Jean Guerber will forward to Mark Baas with the changes made. Mark Baas will work with Steve Pottenger/Anade' Long-Jacobs to place on web. Mark Baas will send an e-mail with the link when completed.

NEW BUSINESS

X) **Accreditation** - Dena Colemer

Dena Colemer and Kaycie Lawson shared how they will broaden the technical assistance with our SCC accreditation and program accreditations. Would like to provide an active role with the program assessment/review and accreditation for all programs at the college. Assist in making the connections within the college in the other areas such as HR, business office, etc. to better understand and the importance of accreditation.

Kaycie will be requesting information from the programs so that it is understood what accreditation accompanies the programs at SCC.

Working on AQIP on the institutional accreditation. SCC is being asked to pilot many of the areas for them. Our timeline has changed and will need to submit a system portfolio next academic year so we will begin drafting this spring/summer. Will be sending the team to the AQIP Strategy Forum in February. Steering committee reviewing 30 proposals and there are great proposals for action projects. Looking at three action projects. May pick one that has a shorter timeline, but will always have three projects going forward. These should be projects that can be accomplished within a year. Developed a process that there will be a response to all projects submitted.

XI) **Faculty / Staff Recognition**

Darci Stanford brought this forward for a discussion to have some direction on where this committee should go with this recognition. It appears that there is more participation on staff nominations than on faculty. There are 4 faculty and 4 staff recognition awards presented. Currently they receive a plaque and paper weight. How do we get faculty more involved in the nominations. Suggested that if you want more nominations you may want to simplify the form and invite the nominator to interview. Discussed what the committee should look like as far as members. It was suggested that perhaps the questions that need to be submitted should be simplified.

Darci will go back to the committee and make the following suggestions:

- Simplify the form with one question on why are you nominating
- One outstanding faculty of the year
- One outstanding staff of the year

XII) **Email Communication with Adjunct / TPT**

Darci Stanford shared the concern on how they lose email at the end of the semester and over the summer. This is due to the MnSCU policy. It should be that if you end fall semester you should be kept on until the first of spring semester; if you end spring semester you end fall semester.

Dr. Parker will ask Leadership Council how they are handling this at their institutions. The deans need to turn in this information to HR. It was agreed that fall semester hires will turn off at the first of spring semester; spring semester hires will turn off at the first of fall semester.

XIII) **Budget Process** - Karen Snorek

Dr. Parker shared the attached process from Karen.

XIV) **Announcements**

No announcements.

XV) **Adjourn**

The meeting adjourned at 2:53 p.m.

February Agenda Item(s)

- **Standardizing Cancellation Policy**