

**SHARED GOVERNANCE
MEETING
FRIDAY, DECEMBER 13, 2013
1:00 to 2:30 p.m.
ITV
Faribault – Room A111B
N. Mankato – Room C129**

MINUTES

I) **Call Meeting to Order**

The meeting was called to order at 1:03 p.m.

II) **Roll Call of Members**

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

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

Guest: Diann Marten

III) **Adoption of Agenda**

Peter Wruck made a motion to approve the agenda with the addition of Class Maximum. Jean Guerber seconded. Motion passed.

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

✓ November 15, 2013

Doug Yentsch moved to approve the minutes as presented. Ala Garlinska seconded. Motion passed.

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

Anade' was available for any questions and shared an update.

- Academic Advisor – in progress
- FBM Instructor – offer made
- Welding Instructor – fill
- CSSI – failed search
- CBI Director – closed
- Instructional Technical Designer – interviewing
- Bookstore/Café – interviewing on December 30
- Technology Specialist – interviewing next week

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

No report to share by Linda or Dave.

Darci gave an update on the internship language and how the grievance will be resolved once the contract is approved.

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

- Vice President of Student & Academic Affairs Update

Forums and interviews held. Listened to the videos and did transcribing. The Search Advisory Committee submitted four names and will be interviewing three candidates. One of the candidates did not have a doctorate and feels this is important. The schedule of these three candidates was shared via e-mail – Monday and Tuesday of next week and December 30. The candidates will meet with Dr. Parker followed by the Cabinet. Will be meeting with the Search Advisory Committee on the 19th to hear their input on the candidates.

- Dean of Student Affairs Update

Received 25 applicants and will start the process on the committee structure. There will be a broad participation on this committee. We will wait for the hire of the new VP so this person can be involved in the hiring of the Dean.

- Advanced Technology Center

Working with a group of SCC faculty on the planning and will be meeting to discuss details next week. SCC will be receiving equipment and scholarships on both campuses. SCC continues to work with Faribault Public Schools, and others to create the appropriate agreements. We have recently received communication with New Ulm and Northfield as they want to be partners with SCC as well.

- Faribault Public Schools

Continue to work them on our partnership.

- Business/Industry Visits

Continue to visit surrounding community businesses and industry over the last month. Visited Rotary's in the surrounding communities as well.

- SCC/MSU Partnership Summit

MSU and SCC recently met on the N. Mankato Campus and President Davenport and Dr. Parker has charged their staff to work together on initiatives.

- Itasca Project/Advanced Manufacturing/Manufacturing Institute Update

Continue to work with the Chancellor's Office on this initiative. This is a way to be a part of the Charting the Future initiative as it is all about partnering with business, industry and other higher education institutions. The Manufacturing Institution Executive Director from Washington attended the meeting that recently was held at SCC, along with representatives from 360 degree initiative, MNCEME, SMIF, etc.

- Centers of Excellence Retreat

Attending retreat working with all the MnSCU Centers of Excellence and share the work Dr. Parker had done in Kentucky and how this could be a model for the MnSCU Centers.

OLD BUSINESS

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

Anade shared that based on the last conversation we started to pilot this document with the make-up of the Advisory Search Committee. She has met with AFSCME and MAPE about the document. The manual stays in place and this document is more of the guidance for the manual. This reflects a more inclusive committee make up. The online large document (manual) needs to be updated. Anade will survey the committees that are using this as a pilot and report back at the February meeting.

IX) **Class Maximum**

Dr. Parker shared that she is not ready to approve class maximums today. Dr. Parker has requested a change in the form and a clear process and justification for class maximums to be

approved by Shared Governance. There needs to be a narrative, budget information, student success, and a signature beyond a dean for each course. This will be discussed on Monday with Cabinet.

Suggestion was made that we create a form collectively at Shared Governance. There should be consensus between faculty leadership and Dr. Parker as we move forward.

Things added by Dr. Parker – not a sheet with a bunch courses and signature.

- ✓ Need to add VPSAA signature.
- ✓ Student success data
- ✓ Instructional Cost Study
- ✓ Some way to look at cost – fiscal portion.
- ✓ Rationale why
- ✓ Three semester enrollment data for the class

Need these documents on record so that there is some historical information in place.

Create a form for faculty to look at with program faculty, then goes to Dean, then to VPSAA, then to Shared Governance. All unlimited faculty need to sign off on the form.

Mark Baas will meet with Dave Edwards, Jean Guerber, and Renee Guyer and have it ready for the next meeting.

Would like to see this as an electronic form under the Faculty Resources.

Shelly Megaw, Director of College Relations and Marketing, will be working with Steve Pottenger on the website. We need to have an easier way to access our information on the website. Will need to engage this group as this moves forward. Shared some of the other new initiatives that Shelly will be looking at implementing.

NEW BUSINESS

X) **Announcements**
No Announcements

XI) **Adjourn**
Meeting adjourned at 2:18 p.m.