

**SHARED GOVERNANCE  
MEETING  
FRIDAY, NOVEMBER 15, 2013  
1:00 to 3:00 p.m.  
Elysian Tourism Center  
Highway 60  
Elysian**

**MINUTES**

I) **Call Meeting to Order**

Meeting was called to order at 1:03 p.m.

II) **Roll Call of Members**

**Present:** Linda Anderson, Dave Edwards, Ala Garlinska, Jean Guerber, Renee Guyer, Jon Morgan, Darci Stanford, Sue Steck, Jay Wendelberger, Doug Wertish, Peter Wruck, Doug Yentsch, Dr. Annette Parker, Karen Snorek, Anade' Long-Jacobs

**Absent:** Mark Friedman, Deb Selbach, Mark Baas

III) **Adoption of Agenda**

Darci Stanford moved to adopt the agenda as distributed. Dave Edwards seconded. Motion passed.

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

✓ October 25, 2013

Dave Edwards moved approve the minutes as written. Sue Steck seconded. Motion passed.

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

Anade' highlighted the HR Happenings as distributed.

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

No report.

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

• **AMP 2.0 Steering Committee**

Dr. Parker gave an update on the Advanced Manufacturing Partnership Steering Committee. Last year AMP 1.0 framed what needed to happen. AMP 2.0 is finding the best practices and scaling them up. There are five areas or workgroups of which we have SCC faculty and staff representation. Dr. Parker is co-leading one of the workgroups – Workforce - with the CEO of Siemens. Dr. Parker has assigned Barb Embacher as her delegate for this workgroup, as many others have done. Marsha Danielson is SCC Operations contact person. The next meeting for the AMP Steering Committee will be held on December 3 in Washington DC.

Dr. Parker shared the National Skills Standard / Manufacturing Partnership and how we are working with other MnSCU colleagues and other Minnesota partners on this initiative.

- Faribault Campus Advanced Technology Center

Dr. Parker gave an update sharing the recent meeting with Todd Sesker and other Faribault School District staff to move the center forward as a joint partnership with the Faribault High School. There will be a meeting on December 16 regarding the equipment wish list for moving this forward. Looking at three programs for fall start up – Auto Service, Mechatronics, CIM. Will be working with Barb Embacher and others to get the curriculum piece moving forward. Would like to bring the construction trades back as early as fall being offered at the high school. Mark Lessman, current automotive high school instructor, may be coming to the college to teach his high school program. Tried to work with N. Mankato Campus on the auto service but would need to hire another faculty to duplicate on the Faribault campus. Will be getting equipment and scholarships on both campuses working with BOSCH and Snap-On.

- Department Chair Compensation Calculations

Dr. Parker shared the impressive meeting that was held last Friday with department chairs. We are ready to move forward and excited about it.

Karen shared the finance side – the contract describes how much but not how to calculate the compensation. Shared how the calculations were determined. It was agreed to use prior year FTE count; pay for fiscal year 14 – started October 1 and use  $\frac{3}{4}$  payout for fall semester and a cash payout; for spring where ever we can use release time we would do this – could be a combination of both depending on credits. This compensation piece needs to be added to the job description.

Discussed the hiring of adjunct, temporary and part-time faculty and when a decision will be made so that faculty will know if there are faculty in the positions. Anade' shared that the rollover from prior semester has already been received from the deans. Anade' can provide a list currently in positions and verify that they remain. Department Chairs will make recommendations to the deans. Anade' will work with the deans together and make sure they are all using the best practices.

Temporary part-time and adjunct do not need to post – hired for semester.

Unlimited part-time, temporary full-time, unlimited full-time need to be posted.

VIII) **Facilities Update** - Karen Snorek

Faribault Campus

- Behind with windows by about a week. Next week hoping to get installed.
- Roof is on and is enclosed.
- Ready to lay flooring in entryway Tuesday.
- Over winter break will need to close C building to turn the stair case.
- Student Affairs and administration move the last week in January.
- Student Activity Center will be completed in the lower level – will include a fitness area; activity tables area (pool, ping pong, etc.); casual study area.

## **OLD BUSINESS**

## **NEW BUSINESS**

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

Anade' shared the draft of what we are migrating to as an Search Advisory Committee. The committee will make recommendations to the hiring officials. This will be rolled over to a support staff type and the committee members will change. Faculty would like to see what we had prior to this. Anade' will share what we had on the website. There needs to be more discussion and input on this document. Dr. Parker's vision is to get a broad view from the make-up of the committee. Asked to place this on the agenda for the next meeting for more discussion.

Dr. Parker shared that she would like to interview all faculty and staff positions before hiring. This creates a good dialogue for the hiring official as well.

Discussed the concerns about nepotism. Anade' shared the state policy and the position has to be open to the public so all has an equal opportunity to apply for the job. Would like us to mindfully think about the opportunity for all. Do not want people hiring their spouse/son/daughter/etc. and be reporting to them. This becomes a perception issue.

Dr. Parker shared that there have been changes made and difficult decisions made – made some mistakes. Done with restructuring and will build our team to move forward.

X) **Class Maximums**

LAPC / HHP – Dr. Parker felt there was not enough information to approve and asked to be tabled.

MECA1223 & MECA2123 – Dave Edwards moved to approve. Jean Guerber seconded. Motion passed.

Dr. Parker and faculty need to work together to come up with a new process. The process needs to be developed with a justification identified on each class maximum request.

XI) **Announcements**

XII) **Adjourn**

Meeting adjourned at 3:07 p.m.