

**SHARED GOVERNANCE
MEETING
FRIDAY, FEBRUARY 15, 2013
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 1:03p.m.

II) **Roll Call of Members**

Present: Linda Anderson, Dave Edwards, Ala Garlinska, Renee Guyer, Jeff Miller, Deb Selbach, Darci Stanford, Sue Steck, Jay Wendelberger, Keith Stover, Nancy Genelin, Laural Kubat, Carol Freed

Absent: Harold Chromy, Doug Wertish, Peter Wruck, Doug Yentsch, Karen Snorek

III) **Adoption of Agenda**

Deb Selbach moved to adopt the agenda as printed. Darci Stanford seconded. Motion passed.

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

✓ January 18, 2013

Deb Selbach moved to approve the minutes as written. Sue Steck seconded. Motion passed.

V) **Human Resources Report** (*Attachment*) - Laural Kubat

Laural shared updates:

- Interview selections are taking place for the Faribault Campus Assistant Life position.
- Interviews for the CIM Instructor for the Faribault Campus will be held on February 20. Faculty asked if this was a full-time unlimited position and how many students are there in the Right Skills Now program. Nancy shared the changes that are taking place with the RSN curriculum and internship. The changes were supported by the advisory committee. RSN will go from a one semester internship to a two semester internship so that the students will be in the program longer. Employers are saying that they need foundational skills to allow them to grow on the job. Employer surveys showed that 72% said they needed more education to move within the company, yet it was the right skill level for hiring. Discussed the need for a full-time position if there are only five or six second year students with 24 first year students.
- Math position was reopened – the previous search was a failed search.
- Laural shared that if internal folks are possibly given a layoff notice and if they have credentials in other areas they can be appointed to the vacant position. However, it does need to be posted on the MnSCU Career Opportunities posting site. This is addressed in the MSCF contract. It is the obligation of administration to consider all alternatives before giving layoff notices.

- Presidential Search – Laural shared that she is expecting the announcement of the finalists at any time. The candidate forums will be held Wednesday, Thursday and Friday of next week. Official announcement will be out as soon as Laural receives from the Chancellor's office.

Faculty asked if there was any update on the PACE survey concerns. Keith and Laural shared that they have been trying to get a response. They will continue working on this and get back to them as soon as possible.

Committee structure/appointments were discussed – Darci and Jay have not appointed any faculty to committees and there seems to be many faculty serving on committees. Keith shared the document that the two-year college Presidents received regarding the Settlement and Release between the MnSCU and MSCF dated January 9, 2013. Jay understands that what this means to him is that it is okay for the Deans to come to the MSCF Presidents to have faculty serve on committees. He does not think it is a problem that deans ask faculty to serve on committees, only that it needs to be communicated to Jay and Darci. Nancy would like a process developed so that there is a uniform process in place to follow.

- VI) **Grievance Rep Report** - Dave Edwards / Linda Anderson
 Summer Claiming – seems to be going fine.
 Unique Assignments – need to be made at the beginning of the semester.
 Overload – discussed what the contract states and where they are with these today.

OLD BUSINESS

- VII) **Faculty Evaluation Follow-up** (*Attachment*) - Jay Wendelberger / Darci Stanford
 Jay shared that the committee met and put together the attached proposal. The committee included the two MSCF Presidents and two MSCF Grievance reps. They are proposing this to be the new process. Nancy has shared this with the Deans but has not had time to discuss in detail. She feels that there needs to be additional work on it and would like to have more time to meet with deans and other institutions. Would also like to work on this together and work out an agreement between all parties and bring to Shared Governance. Nancy feels that a summative report should be going into the personnel file. All of the other contributions made to the college that are not part of the PDP should be included and be acknowledged and recognized. Nancy would like the four faculty and administration to review this and make it a comprehensive evaluation.

Nancy shared that what was presented today is not acceptable. There needs to be some summation of the work, classroom observation (more than one),

Jeff Miller shared how this came about by having Nancy present the process and did not want feedback from faculty at that time. Faculty agreed to and tried this as a pilot. Today faculty presented their proposal and asked for it to be piloted and Nancy would like to work together and create a different process working together.

After much discussion, Nancy agreed to try the presented evaluation as a pilot and hold focus groups and have another review with faculty and administration for potential review/revisions. Pilot fall semester and have Laural do the name selections.

Jeff Miller made a motion to implement a pilot for fall semester with an evaluation in spring of 2014. Ala Garlinska seconded. Discussed that the deans need to be more

involved in the process to better understand what it entails. Each dean evaluated five faculty each semester. Unlimited positions are mandated. The discussion was tabled to allow the Marketing Report to take place. Motion approved.

It was recommended that the fall semester start with probationary and unlimited full-time and part-time faculty and temporary full-time part-time faculty and pull ten for each dean and three for the Director of Nursing. Will exclude the faculty that were evaluated in the initial evaluation process. Jay will assist Laural with the pulling of the names for the fall semester evaluation.

Since this was a pilot and faculty did not want in the personnel file who tells them if they were part of the pilot and do not want their results put in the personnel file. Laural will send out this information to the faculty regarding placement in personnel file.

NEW BUSINESS

VIII) Marketing Report - Ann Anderson

Ann gave a marketing update:

- High School Seniors start to drop off and numbers won't be increasing until 2020.
- The decreasing high school enrollments have been evident and tracked by SCC for years. This was the primary purpose of the Stamats Growth Analysis and Competitor Audit that was completed by SCC in December 2008. A copy of that report is attached. It was the basis for the 3-year marketing & recruitment plan that ends this year (also attached). The operational work is the focus of our Marketing & Recruitment monthly meetings. Bottom line: Growth needs to come from our non-traditional and minority markets.
- Program Advertising
- Approximately 20% (\$45,000) of our current marketing budget (\$221,900) is set aside of program-specific marketing initiatives. The majority of our budget promotes a more general overview (example TV/theatre advertising ---currently two commercials. One for LAS and the other technical majors, showing divisions). Of the program specific marketing money 15.7% or \$35,000 is set aside for Marketing RFP requests of up to \$2000 per program. Currently we have 17 programs approved for \$28,386.68 in expenditures: Biology, Construction Supervision, Graphic Communication, Psychology, Architectural Drafting, Medical Assistant, FBM, Office Administration and Technology, Carpentry, Agribusiness, MLT, Community Social Service, Dental Assisting, Child Development, EMS, HVAC, CIM. The other \$10,000 is used for radio buys that often highlight programs needing enrollment. New programs would also receive initial assistance from Marketing without having to go through the RFP process. A prime example was our RSN initiative that needed immediate marketing. In that case we expended nearly \$18,000 in a 2 month period to start those classes.
- The Marketing & Recruitment Committee meets the 3rd Wednesday of each month from 2:00 to 3:30 p.m. Everyone is welcome to attend.
- Ann will place the Marketing & Recruitment Plan on the web page.
- Billboards at Highway 60 and 21 – rotate programs.
- General advertising – 50 technical programs and liberal arts.

Nancy asked if there was a way to evaluate what marketing strategies work.

Jeff Miller asked what is the vision for future marketing of programs. Ann used the example of the Ag program and how the faculty stay in touch with their program area.

Nancy shared that the communities are working on stronger ties with workforce centers and adult basic education as they have a career path.

IX) **Class Maximums** (*Attachment*) - Nancy Genelin

CHEM220

ANTH121

MUSIC121

CIM – These are all new courses so can happen in the fall.

ART170

ART270

MULT2285

MULT2295

PHYS211

Jeff Miller moved to approve the above class maximums. Sue Steck seconded. Motion passed.

X) **Announcements**

Keith shared that a communication will be sent to our external constituents next week concerning the \$97 million System Request to the Minnesota Legislature to support SCC and the MnSCU System Biennial Budget Request. He will share this information with faculty and staff when he sends it out.

XI) **Adjourn**

Meeting adjourned at 2:47 p.m.

Future Agenda Items:

- **Succession Planning**