

**SHARED GOVERNANCE  
MEETING  
FRIDAY, APRIL 26, 2013  
1:00 to 2:30 p.m.  
Via IP  
Faribault – Room C115  
N. Mankato – Room E132**

**MINUTES**

I) **Call Meeting to Order**

The meeting was called to order at 1:07 p.m.

II) **Roll Call of Members**

Present: Linda Anderson, Harold Chromy, Dave Edwards, Renee Guyer, Jeff Miller, Darci Stanford, Sue Steck, Jay Wendelberger, Jean Gerber for Doug Wertish, Doug Yentsch, Keith Stover, Nancy Genelin, Karen Snorek, Laural Kubat

Absent: Ala Garlinska, Deb Selbach, Peter Wruck

III) **Adoption of Agenda**

Darci Stanford moved to adopt the agenda. Jeff Miller seconded. Motion passed.

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

✓ February 15, 2013

Linda Anderson moved to approve the minutes as written. Darci Stanford seconded. Motion passed.

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

Laural asked for questions on the attachment. Annette Benson has been hired as the Health Simulation Specialist and will begin July 1. This is a 12-month faculty position.

Laural shared that we will be offering the SCC Leadership Academy for all employees at SCC. Jane Greathouse will lead this initiative, by coordinating the day agenda and making sure that the program is appropriate each month. A brochure will be coming out in the week.

Laural has also put out an e-mail announcement for area leadership programs in the communities of Faribault, Mankato, Owatonna and Nicollet. SCC will sponsor one employee for each community leadership program. If interested you are to submit your name to Laural. The names will be taken to administration to determine the one person in each community that SCC will sponsor.

Asked what the status is with David Miller's position. Laural shared that the position request will be going to the next administrative meeting for approval to fill.

- **PACE Update**

Keith shared that he has requested from PACE the correct outcome as we did not receive the agreed upon information from them. SCC is not the only college having

these frustrations. Unfortunately, this is outside SCC control due to the mistake that was made by PACE who administered the survey. We will be paying them \$500 to create the correct outcome for us. They will send us the entire document including their work on the writing portion of the document. We will receive the information that we did not previously receive. We encouraged the PACE contact to get this completed as soon as possible.

- Lay Off Update

Laural shared that there are two layoffs – Marc Pilcher and Jeff Miller. They have submitted their option to HR. Ryan Langemeier was placed on ULA but has been recalled. Students enrolled in the two-year program need to complete so Ryan will be finishing them up – Architectural Drafting and Construction Field Supervision. Ryan is not credentialed in construction field but can teach up to a certain amount without the credentialing - considered emergency or expertise. Question was asked if the students will be notified from administration on this process. Nancy shared that she will talk with Suzanne and the students will be notified. Question was asked as to what is enough students to run the fall architectural drafting program? Nancy will send the plan – she does not have it with her and does not recall how it was all laid out.

Nancy shared that Carpentry and Construction Field Supervision is being suspended. You need to submit a plan on how you plan to bring back if you put programs in suspension.

- Faculty Evaluation Pilot

Nancy shared that she is waiting for names to be drawn with Laural. Nancy has letter ready to go out after the names are drawn. Her notes reflect that we will be doing ten a semester. However, she feels this is unrealistic due to the number of faculty. The list of names reflects the individuals this year (teaching as of February 19) and will be changing as we move to the fall. Will work with Laural on the details as this is enrollment dependent.

- Presidential Transition Update

Laural shared that Dr. Parker will be here June 3-7 and 12-14 and will be setting up meetings during that time.

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

No new reports on either campus. The internship rounding of credits is on the books at the local level and nothing SCC can do as it is at the state level.

Jay asked about the online review payments. Nancy is getting the names and will pay \$100/review until the end of this academic year. The online team has been looking at the process and is ready to report out on how the process will be handled in the future based on Quality Matters. This will require training of our peer reviewers. Would like our faculty to be certified in Quality Matters. Laural shared that if the paperwork is turned into the HR office they should be able to process payment in the next couple weeks.

Question was asked about a Dean being a peer reviewer and understood that deans were not to be reviewers.

### **OLD BUSINESS**

No old business.

### **NEW BUSINESS**

VII) **Financial Update** (*Attachment*) - Karen Snorek  
Karen shared the attachments in detail. Will end FY13 at about 2710 FYE's. This is the year focus is on student success, student debt and retention. Student debt is climbing and the House wants to see that change.

VIII) **Facilities Update** - Karen Snorek  
N. Mankato – submitted a FY14 capital bonding request. We have received many kudos. This project would take away back log on maintenance, better use of space and efficiencies on campus - no additional space. Have not received official ranking but heard that it received high ranking.

Faribault – science lab area is framed up; laying block around mechanical room; welding area is moving forward; the south end of the building will be blocked off to correct side walk and make it handicap accessible. On target to break ground the week of May 6. The microscopes have arrived and ready to put in labs. The administrative office (Tracy's area) has carpet and paint samples with the color coordination in the new remodeled areas.

Groundbreaking has held last Friday at 8:00 a.m. Despite the weather had a great turnout with several special guests – Dr. Parker, Viril Layton, Brian Yolitz, Trustee Dickson, Representative Fritz and community members.

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

- STEM/Mathematics – **Not approved.**

There should be other full-time credentialed faculty signatures included. Signatures need to be included prior to approving.

- EAP 80 – **Not approved.**
- EAP 85 – **Not approved.**

Need signatures from all that are credentialed.

**Not approved.**

- Sociology – **Approved.**
- HVAC – **Approved.**
- ART165 – **Approved.**

Darci Stanford moved to approve. Harold Chromy Seconded. Motion Passed.

**Approved.**

- CAP250 – **Approved.**

Discussed the uniqueness of this class due to the many faculty that teach it and should all faculty signatures be included. This course does not need credentialed faculty to

teach therefore this could be treated differently. This was discussed at the division meeting and felt the minutes could be attached. In the future there needs to be a process in place for this type of course. Sue Steck moved to approve. Renee Guyer seconded. Motion passed.

**Approved.**

X) **Curriculum Committee** - Keith Stover

Keith shared that it is the intent to remove the Curriculum Committee and move it under AASC. Larry Lundblad's request was to continue the curriculum committee and not have it part of AASC several years ago. There seems to be redundancy in the way it is currently taking place. Would like to move the curriculum work to AASC as stated in the contract. Other colleges AASC is the curriculum committee. Nancy shared that at the next AASC meeting you will hear from those who are working on the Curriculum Committee. This change would require more education – having a full understanding of what the MnSCU guidelines are and should become more efficient when reviewing the CCO's. Nancy has introduced this to AASC before. Keith asked that this be given full discussion at the AASC today.

Jay feels that Shared Governance should not endorse this until AASC has agreed on this.

XI) **Announcements**

Jay Wendelberger recognized the members who are attending their last meeting – Laural Kubat, Keith Stover, Harold Chromy, Jeff Miller.

XII) **Adjourn**

Meeting adjourned at 2:42 p.m.

**Future Agenda Items:**

- **Succession Planning**