

**SHARED GOVERNANCE
MEETING
FRIDAY, NOVEMBER 16, 2012
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 1:01 p.m.

II) **Roll Call of Members**

Present: Linda Anderson, Dave Edwards, Ala Garlinska, Jeff Miller, Deb Selbach, Darci Stanford, Sue Steck, Jay Wendelberger, Doug Wertish, Keith Stover, Nancy Genelin, Karen Snorek

Absent: Harold Chromy, Renee Guyer, Peter Wruck, Dough Yentsch, Laural Kubat

III) **Adoption of Agenda**

Requested adding the following agenda items under new business:

- Assessment Mentor
- Faculty/Staff Recognition Plaque

Darci Stanford moved to approve the agenda with the addition of the two items. Sue Steck seconded. Motion passed.

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

✓ October 26, 2012

Dave Edwards moved to approve the minutes as written. Jeff Miller seconded. Motion passed.

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

- The updated HR report was shared on the web page.
- A job offer is pending on the Dean of Technology. Held second interview this morning with cabinet (Keith, Nancy, Karen, Laural).
- Jay asked - Can you teach 35% of the time outside of the bargaining unit? Jay would like to see the numbers – who is doing MSCF work (218) and are they in compliance? This would include those who are already employed by SCC and teaching. If you do not meet the 210 criteria you go into 218. Are there folks not in the MSCF union teaching classes? Karen will check into this question and share the information.
- Vacant positions that have not been filled Laural is currently working on. Would like this report.
- Reminder that we did not see the entire PACE survey. Keith will make a call to get the entire survey.

OLD BUSINESS

VI) Committee Structure Update (*Attachments-2*) - Keith Stover

Keith shared the e-mail that was sent to committee chairs regarding the request of committee charter and bylaws.

Discussed the difference of a committee versus a work group. Work groups are temporary with short term assignments. It was felt that work groups should be reporting back. Felt that work groups work individually and have a specific outcome. Work Groups could be called AdHoc Committees.

Hiring Committees are outlined in the HR procedures.

Faculty participate in all of these whether they are a committee or work group.

First Year Experience has broader discussions and decisions that are not getting reported out correctly. Established because it is a low cost high retention measure and should go under AASC. Is this a successful retention measure? It was agreed that the First Year Experience Work Group move under the AASC as a committee.

Dave Edwards suggested that there be some wording developed to help explain the purpose of the Work Groups - such as - workgroups are expected to report to one of the committees when it is affecting the college faculty..... Dave will share some wording with Carol for the Committee Structure document.

It was agreed that the Work Groups should be requested to provide the following information:

- Name of Work Group
- Purpose of Work Group
- Membership of Work Group
- Meeting Schedule of Work Group

NEW BUSINESS

VII) Class Maximums - Nancy Genelin

No class maximums.

VIII) FY2012 Final Budget / FY2013 Update / FY2014 Estimates - Karen Snorek

Karen referred to the FY12 General Fund outcome and reviewed in detail.

Karen referred to the FY13 Update to reflect the comparison of FY12 & FY13 and the difference. Based on summer school and fall FYE's took a guess on what spring would be. We are down in fall from last year by approximately 100 FYE's each semester (fall and spring). Grants ended in FY12 and maintained for FY13. Increase in salary is being estimated - 1.7% plus the steps for the 2 year contract period. Non-personnel left the same.

Karen referred to the FY14 general fund and R & R. MnSCU going in with a request to the state for increase in appropriation and tuition cap. Will be a 5% and 10% reduction in the budget planning. MnSCU institutions can go up to \$145/FYE increase in tuition - for SCC it is a 3% increase. We are about at the middle. This will drive to a more

common tuition in the system. DOL Healthcare grant will close out in FY13 and roll over to FY14 where there are strong programs. SCC will be responsible for 1/3 of the debt with the capital bonding project. New equipment dollars will need to be leveraged equipment dollars.

IX) **Predesign** (*Attachment*) - Karen Snorek / Nancy Genelin

Karen shared that we submitted a 2014 capital bonding project for \$8 million. Discussed the proposed floor plan handout. The plan is trying to build multi-use space on our campus. If approved, we would be slated for construction to begin in 2014 – design and construction funded in one fiscal year. In May 2014 we should know if we receive funding. If interested in looking at this project in more detail Karen has a flash drive you can check out with her.

There may be HEAPR dollars for 2013 – if so, we would submit in January 2013 for the North Mankato Campus C Wing and Roof.

X) **Assessment Mentor**

Darci shared that LAS and Health, and Computer Technology received e-mails from their deans regarding assessment mentors. Is there pay and what does the work entail?

Nancy shared that with Kaycie coming aboard we are taking a more collegiate learning approach with assessment. Kaycie met with Nancy and Dena and then with the Deans and then the Assessment Committee and then to AASC to move forward with this initiative. Will be reforming the assessment committee without administrators. Kaycie would help facilitate what the committee does. Faculty would develop a plan on what they are going to assess and how this will work. The only time you redo a plan is if you are changing what you are doing. The program faculty should be meeting once a semester to talk about what they have found - for example, testing, internships, etc. and what does this mean. Kaycie has put together a form to guide the discussion. This takes a different focus – more systematic and less formal. The individuals on the Assessment Committee will need to come together as a learning community.

Nancy shared the opportunity for funding that came out of the MnSCU office with a short deadline and each college had dollars according to their FYE – for SCC it was \$11,000 matching dollars. To give us a jump start within the college if we could identify individuals to be on the Assessment Learning Committee we could provide them with release time or a stipend and have them explain to other faculty. Asking for a stipend versus release time as it would be different for everyone if done by credit. About 13 people could receive a \$2,000 stipend for the extra work. The matching dollars (money from the college) would be the dollars set aside for the AQIP Strategic Forums. Application due today, should know by November 30, and will need to spend by the end of this year.

A list of duties or expectation will be coming from Kaycie. Would like the participating faculty members to serve on the Assessment Committee next year.

Discussed the e-mails that faculty received on this initiative and the message was not clear and seemed to be two different message and no message from another. Could Kaycie write up a clarification on this and what it does mean to be involved. Faculty

are somewhat concerned about the pay incentive. Nancy will send the narrative of this project to Shared Governance.

Nancy shared another initiative where there are dollars available from the Workforce Assessment sessions for an opportunity to receive dollars in the various areas.

Keith asked how Jay and Darci would like to learn about the last minute opportunities that are out there. They felt that when decisions are made like this it would be better to come to a committee rather than Jay and Darci only.

IX) Faculty/Staff Recognition

Sue Steck spoke for the committee that put the process in place for the recognition awards. Would like to have the plaques hung and in a visible area.

XI) Announcements

Jay asked that the reporting back procedure was brought up and would like to see a report on the vote on division chairs, committee structure, and HR report. Keith understands that this can be accomplished in the minutes as a separate document. Jay and Keith will have a separate discussion on this.

XII) Adjourn

Meeting adjourned at 3:04 p.m.

Future Agenda Items:

- **Succession Planning**

MSCF Master Agreement
Subd. 7. Reports

Following the October Shared Governance meeting, the SCC Administrative Team reviewed the Faculty Shared Governance request to reestablish division chairs in those divisions where they have been eliminated. After considerable discussion, the team decided not to reestablish the Division Chairs because:

- 1) Their high cost at a time of continued budget reductions;
- 2) The significant difference in chair salary between the two sides of the contract;
- 3) They are not required in the contract;
- 4) Past poor performance on the part of some divisions.