

**Rochester Community and Technical College**  
**Minnesota State College Faculty (MSCF) Faculty Shared Governance Council**  
**Minutes for Tuesday, August 25, 2009 – 2:00 p.m. – AT109**

**Present:** Administration Bequette, Supalla  
Faculty Atwood, Guenette, Israelson, Marconett, O'Bryan, Wright (Chair)  
Recorder: Kingsbury  
Guests: Engelmeyer

**ITEM 4 (A) MnSCU Board's Early Separation Incentive** – Engelmeyer distributed a *Frequently Asked Questions* document that provides additional information on the Board's Early Separation Incentive (BESI) program. Engelmeyer also distributed a draft letter from Supalla that will be sent to all employees announcing that Administration will make a decision by the middle of October as to whether the program will be included in RCTC's Business Plan. Supalla added several colleges have already implemented and more information should be shared with the MnSCU Presidents at an upcoming MnSCU Leadership Council meeting. Engelmeyer confirmed the costs for the program will have to come out of the individual colleges' operating budgets. Supalla added, with the enrollment growth, one factor to consider is how many more staff can RCTC lose and still serve the students, even though (in the long run) there may be cost savings if new employees are hired to fill vacated positions of employees being paid at the top of their classifications. Atwood suggested the last sentence be reworded to reflect a decision has not yet been made to include the program in the RCTC Business Plan. **ACTION: Engelmeyer will reword the last sentence of the letter and send out to all RCTC employees by the end of the week.**

**ITEM 1 (A) Updates:**

- a) **Enrollments** – Supalla reported Summer Session enrollment reflected a 20% increase and predicts the final Fall Semester enrollment to be approximately 7%, which is more than twice what was used to budget for FY10. Bequette added the number of reverse transfer students is lower than anticipated; hence the growth is coming from other areas. Supalla stated he believed the dislocated workers and the cost of higher education in private and public four-year universities are major factors driving RCTC's enrollment increase. **ACTION: Information Only.**
- b) **Staffing** – Engelmeyer announced Ginny Boyum has been appointed Interim Dean and also shared other recent hires and search updates. Supalla also announced Jean Jech has resigned from the RCTC Foundation, so an interim plan will be developed and a search will occur ASAP. Supalla stated that Bob Sanborn has been active in the Foundation and suggested he represent the faculty on the search team. **ACTION: Wright will follow-up with Sanborn to determine his interest in serving on the Foundation Director Search.**
- c) **Bonding** – Supalla provided an update on capital bonding projects, which includes a final coat on the West Parking Lot expansion to be completed in mid-September, upgrading three elevators (College Center, Plaza/Memorial Hall, and Goddard Library), and lighting/carpeting in the Hill Theatre. Supalla also provided a report on the four priority projects listed on the FY10 MnSCU Bonding Requests. **ACTION: Information Only.**

**ITEM 1 (F) Interim Dean Position** – Wright announced it was his recollection when a Dean resigned to go back to the classroom to teach, that Administration was going to review possible cost savings by reorganizing Teaching and Learning. When the decision was made to appoint an Interim Dean, faculty objected to the decision because it would not generate cost savings. Wright suggested Administration re-evaluate the potential of re-organizing Teaching and Learning before making a decision to hire a permanent Dean. Bequette concurred with Wright's recollection, adding Teaching and Learning did reorganize responsibilities for the Interim Dean appointment, and a final decision to search for a permanent Dean or eliminate the position will not be made until the beginning of spring semester. Wright requested the reorganization be reviewed and the outcomes be shared with FSGC before a decision is made. **ACTION: Teaching and Learning Permanent Dean Search will be placed on the January agenda.**

**ITEM 2 (A) – Policy Updates:**

- a) **Academic Standards Policy (3.17.3)** – Supalla announced the policy remains draft until Bequette and Wright have a chance to review Section 3. ACTION: Bequette and Wright will meet and bring back a recommendation to the next meeting.
- b) **Grade Appeal Procedures** – Supalla announced the Office of the Chancellor has requested guidance from General Counsel and a statement is forthcoming. ACTION: Supalla will provide an update at the next meeting.

**ITEM 2 (A) – Policy Reviews:**

- a) **Publications (Policy 2.8.3)** – Supalla announced the policy needed to be updated to reflect the responsibilities have moved from Student Life to Teaching and Learning, adding the funding for student stipends would remain with Student Life. Wright suggested every time a competitor advertises in the ECHO, that RCTC match the advertising. Supalla responded there have been conversations with General Counsel about competitors advertising in college newspapers and it has been made very clear that the College cannot restrict a competitor from advertising, but you could request the newspaper counter the advertising. Bequette added he has suggested to the ECHO staff that the newspaper provide advertising gratuitous to RCTC. ACTION: Faculty will review the policy changes and it will be brought back for a second reading in September. After the meeting, Wright reported to Administration that the Faculty reviewed the policy and supports the recommended changes.
- b) **Video Surveillance (Policy 6.4.3.1)** – Supalla indicated the cost for additional security cameras would be funded through parking/security dollars. Wright suggested the policy be reviewed by General Counsel for any legal ramifications. ACTION: Supalla will share the draft policy with General Counsel.

**ITEM 2 (F) Class Cancellations** – Wright requested Teaching and Learning review the criteria for canceling classes in the future. Specifically, Wright indicated a Business 1101(Introduction to Business) class was canceled with 17 students, which means students were not allowed to explore their interest in Business, yet an OAO course was allowed to run with only six students. Bequette responded no classes were canceled that did not have a substitute course for a student. Wright replied that Business 1101 was an exploratory class, and he wasn't sure there is a substitute; hence requested Bequette reconsider canceling introductory courses in the future. Bequette stated many classes were created and placed in a pending status (not reflected on the schedule) until it was deemed necessary, however there were some courses that were published before they should have been, which resulted in the need to cancel a section. Wright concurred there is a need to balance new classes and offering too many. Bequette added several of the classes that were “on the fence” of being canceled were instead moved to a late-start to provide more time for the sections to be filled. Bequette also indicated a major concern with the number of courses in the College’s inventory that haven’t been offered for three or four years, suggesting the need to review the course inventory. ACTION: Information Only.

**ITEM 6 (A) Stadium Update** – Supalla announced the Foundation’s fundraising hasn’t generated enough actual cash in the bank to purchase the inflatable bubble; hence the City of Rochester has agreed to loan the funds to the Foundation under an agreement that would pay back the City through the general operating revenues from Stadium rentals and Foundation donations for the Stadium. Marconett questioned if the maintenance and up-keep of the facility would be the responsibility of RCTC. Supalla responded the work will be done by RCTC employees and up to six site managers will also be hired as Intermittents to assist in the staffing of the facilities during events, but the facility must be cost neutral. ACTION: Information Only.

Adjourned at 3:00 p.m.

<b>NEXT MEETING:</b> September 22, 2009 – 2:00 p.m.
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