Rochester Community and Technical College
Minnesota State College Faculty (MSCF)
Faculty Shared Governance Council Meeting
Minutes for February 24, 2015 – 2:00 p.m. – SS209

Present: Atwood, Herzog, Israelson (Chair), Kotagal, Martinez, Schmall, Vrieze, Kingsbury (Recorder)

ITEM 1 (A) CCSSE Survey Administration Spring 2015 – Kotagal reported Steve Higgins will coordinate the CCSSE Surveys, but requested faculty administer the surveys in the selected classes between March 23rd through April 24th. Kotagal announced information, instructions, and the timelines will be communicated to only those faculty that have classes selected for this year’s survey. Herzog added the survey results provide valuable benefits to the College in understanding retention needs. Israelson agreed, adding he would encourage faculty participate in the process. Kotagal added that the same process will be used in the Fall for the SENSE survey, which is administered to incoming freshmen. In addition, Kotagal is working with the Academic Leadership in determining the best way to proceed in obtaining the mandatory graduation/placement data. ACTION: Kotagal will send out an e-mail (with instructions and timelines) to only those faculty selected to administer the CCSSE survey. Israelson will follow-up with a communication to encourage participation.

ITEM 2 (A) Academic Sustainability Taskforce Participation – Schmall reported the first meeting of the task force is scheduled this week, but it has been a struggle to establish a meeting schedule that works for everyone. Kotagal confirmed faculty teaching schedules are being taken into consideration, but requested faculty be open to flexibility outside the class time in order to have the work of the task force proceed. Schmall emphasized the task force discussions can’t focus only on instructional costs, but must also include questions about how the programs are interdependent, what are the graduation/placement rates, and are they meeting community needs. Schmall added if MnSCU isn’t fully funded at the $142 million, difficult discussion will need to be held campus-wide on how to move forward. ACTION: Information Only.

ITEM 3 (A) Updates
   a) Spring Enrollment and FY15 Budget – Schmall reported the latest enrollment numbers for Spring Semester reflect about 4,171 FTE, adding about $600,000 will be used to balance the budget (half what was targeted for the year). ACTION: Information Only.
   b) FY16 Budget – Schmall reported submissions are now being accepted for the FY16 Budget Requests. ACTION: Information Only.
   c) SEMC – Kotagal reported members of SEMC Work Groups have completed a SWOT exercise, with plans to hold a follow-up meeting to analyze the results more closely. Herzog stated the plan is to focus on two or three priorities in each area, and drill down further into what was learned. Martinez stated the information discussed wasn’t a surprise. Kotagal added, although the information may not have been a surprise, the exercise was a great opportunity for an exchange of ideas. ACTION: Information Only.
   d) Searches – Schmall provided an update on the searches for the Physical Plant Director and General Maintenance Workers (GMW), adding recruiting applicants for the GMW positions have been a challenge with a low unemployment rate in Rochester. Kotagal reported the search has begun for the Vice President of Academic Affairs, two Academic Deans, and the Director of Nursing. Herzog reported the Dean of Student Success will begin March 2nd, the Director of Admissions search has been extended because of a shallow pool of candidates, the Transition Coordinator offer should be made within the week, and a search will begin for a Counselor vacancy. Vrieze questioned the status of the Interim Chief Advancement Officer offer, noting it was reported at the last meeting that the individual was ill, and if he/she wasn’t able to fulfill the College’s needs, a search consulting firm would be contacted as an alternative plan. Schmall confirmed a conversation occurred with a search consulting firm about their ability to take on another administrative search if the interim appointment doesn’t work out, but he was not able to confirm the status of a search. Martinez stated that was unacceptable because faculty leadership was told at the last meeting that McClellon was going to follow-up with the individual extended the interim officer, and have his/her answer within a week of the last meeting. Martinez added, “I am disappointed that we are given impression that the decision was going to be made three weeks ago, and no resolution has been provided, which has created additional concerns on the leadership on campus.” ACTION: Schmall will request McClellon provide an update on the Chief Advancement/Institutional Effectiveness offer and next steps.
e) Legislative Update – Schmall reported McClellon has sent an e-mail to community leaders requesting their support of the MnSCU $142 million legislative request. Schmall also announced the Minnesota Legislature is putting together a 2016 Capital Bonding Bill, of which RCTC’s Plaza/Memorial Hall Project is included on the list. ACTION: Information Only.

f) Strategic Planning – Schmall reported the contract is being finalized with MGT, and his Executive Assistant will provide the logistical/support for the task force, with Sahs serving as the lead administrator on the project. The timeline for the strategic plan to be about 90% complete is mid-May. Kotagal added an Academic Plan will be completed following the Strategic Plan, and faculty participation in that process will be solicited in the fall. ACTION: Information Only.

ITEM 4 (A) Policies

a) Emeritus (4.8.1) – Changes to the policy are being made to align with the practice being followed. ACTION: Faculty support the changes and waive a second reading of the policy.

b) Mass (All College) Emails (5.22.3) – Discussed how information (i.e. faculty accolades) can be shared through SharePoint. Vrieze and Martinez requested SharePoint training be offered at an upcoming staff development day before fully implementing the new policy. ACTION: The policy will be brought back to the next meeting for a second reading.

c) Student Data Practices (2.14) – Discussed whether Star ID should be included. Herzog shared a spreadsheet that reflected what other MnSCU institutions include as public data. ACTION: The policy will be brought back to the next meeting for a second reading.

d) Return to Title IV Refund (7.4.1) – Changes reflect alignment to federal mandates/regulations. ACTION: Faculty support the changes. Because these changes are required to align with regulations, the policies were presented as an FYI and a second reading is not necessary.

e) Financial Aid Satisfactory Academic Progress (2.9.2) - Changes reflect alignment to federal mandates/regulations. ACTION: Faculty support the changes. Because these changes are required to align with regulations, the policies were presented as an FYI and a second reading is not necessary.

ITEM 5 (A) Class/Program Size – Kotagal reported that Mayo Clinic has requested an increase in the program size for two programs, which equivalently increases class sizes for the programs (Clinical Neurophysiology Technology from 6 to 8 students, and Histology Technician from 8 to 12 students). ACTION: Faculty supported the program/class size increases for CNT and Histology.

ITEM 6 (F) Summer Assignments – Atwood questioned if academic affairs leadership discussed the changes in summer assignment calculations of credits. Kotagal confirmed she has had a conversation about it with the science department and the nursing department, but not the other areas. Kotagal added she was working with the Human Resources Department for a possible exception in the nursing area because of the cohort of students needing classes in the summer because of the added cohort that started in January. Israelson stated the issue also impacts the art faculty, and Atwood added if an exception is made for one area (nursing), it will open up concerns with the faculty in the other affected areas. ACTION: Information Only.

ITEM 7 (A) Fundraising – Kotagal and Schmall reported a question was asked about whether a faculty member and student club could use the college’s facilities to fundraise for a third party organization, and a meeting was held with the faculty member to confirm that state resources cannot be used to benefit a third party. Schmall added the inability to allow the use of state resources for fundraising was no indication that the program was not viable, but rather it was necessary to comply with Minnesota State Statues and MnSCU Policies. Specifically, student clubs can fundraise, but the funds must be used for the club and not donated to a third party. If fundraising is being done for a third party, rental fees must be accessed. Atwood questioned what the rental fee would be for the program. Schmall responded the rates are the same for all non-profit organizations. ACTION: Information Only.

ITEM 8 (A) Higher Learning Commission Report – Schmall expressed his appreciation of the work being done by the faculty doing the Higher Learning Commission report, noting the structure appears to be working quite well from his HLC advantage point. ACTION: Information Only.

Adjourned at 3:08 p.m.