Rochester Community and Technical College
Minnesota State College Faculty (MSCF)
Faculty Shared Governance Council Meeting
Minutes for January 27, 2015 – 2:00 p.m. – SS209

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

ITEM 9 (A) Governor’s Budget Shared Statement – McClellon announced a campus-wide communication was e-mailed to employees and students about the joint statement prepared by MnSCU, IFO, and MSCF in response to the Governor’s Budget Proposal. ACTION: Information Only.

ITEM 1 (A) Academic Affairs Responsibilities – McClellon announced a campus-wide e-mail communication was e-mailed to employees announcing the appointment of Nirmala Kotagal as the Interim Vice President of Academic Affairs. McClellon thanked Kotagal for agreeing to postpone her retirement and accept the interim appointment. Martinez also thanked Kotagal, adding faculty are very appreciative of her accepting the new responsibilities. ACTION: Information Only.

ITEM 2 (A) ISEEK Usage/Benefits – McClellon reported MnSCU presidents were asked to review the benefits of ISEEK, noting many colleges have expressed it hasn’t been beneficial and supports discontinuing. DEED doesn’t want MnSCU to discontinue the membership, therefore, DEED has agreed to pay $75,000, and the system office will pay $20,000 to continue with the remaining six month contract. In the meantime, McClellon requested faculty input on whether ISEEK has been beneficial or not to RCTC. Herzog added a counselor stated the reports are too cumbersome, therefore doesn’t support continuation. ACTION: Kotagal will seek input from the Program Leaders/Division Coordinators and share feedback with Israelson and McClellon.

ITEM 3 (A) Student Senate Concerns – McClellon reported the Student Senate president presented Administration with a list of concerns expressed to him by the student body. McClellon added student leadership noted some of the items were only expressed by a couple of students, therefore may not be a reflection of the entire student body. Administration is investigating the concerns and reporting updates to the Student Senate. ACTION: Information Only.

ITEM 4 (A) Violence Against Women Mandate – Herzog reported there was some confusion about a Violence Against Woman class being added to D2L, but a communication explaining the course is offered, but not mandated to be completed, was sent to students. Herzog requested faculty consider offering extra credit to students for completing the training as a way to help educate students on the issue. The same video was offered at the August Staff Development Day and employees were encouraged to watch the video because they may be approached by students about issues and it is important to know where to refer students. McClellon added discussions are being held at the system level to determine if there should be a commonality on a minimum requirement for all institution. Israelson suggested offering the video at Student Success Day. ACTION: Training isn’t mandatory, however everyone is strongly encouraged to view it.

ITEM 5 (A) Academic Sustainability Task Force – Kotagal shared a proposal to establish a task force to develop a rubric in gauging academic program sustainability (to be led by Pyfferoen) and requested one faculty representative from both MSCF and AASC, two from career/technical programs, and two liberal arts faculty members serve on the task force. Models of other institutions will be reviewed for ideas in creating the rubrics. ACTION: Israelson will forward names to Kotagal for the task force.

ITEM 6 (A) Mathcounts – Atwood stated the Mathcounts Competition has used the cafeteria for years, and questioned why recently the organizers were informed they could no longer use the space, and who makes that decision. Schmall responded last spring a number of students expressed their concerns (through Student Life) of not having access to the cafeteria when classes were in session, and reminded everyone that the needs of our students are taken into consideration first before non-students; therefore, Mathcounts was informed last spring that they would be relocated to another space on campus the following year. Atwood reported he received information that the cost to cater away from the cafeteria was higher. Schmall responded that was unacceptable and he would have a conversation with the caterer. ACTION: Information Only.
ITEM 7 Updates (A)

(a) Spring Enrollment and (b) FY15 Budget – Schmall shared a spreadsheet that reflects what the deficit will be for FY16 if MnSCU isn’t fully funded with the $142 million. McClellon added it is imperative to not only recruit, but also retain students. Herzog stated a calling campaign was conducted for Spring Semester, which resulted in 19 students registering after being contacted. Israelson questioned if texting was considered as a mode of communicating to the students. Herzog responded informal conversations with students have indicated students do not appreciate unsolicited texts. Martinez questioned if there was any data on students that are suspended and those that appeal. Herzog confirmed data exists, but analysis needs to be done with the data. Kotagal added career and technical faculty are better able to determine the whys of why a student doesn’t complete because they have a closer relationship with the students. Martinez questioned what part of the budget is auxiliary. Schmall responded $554,000 comes from Bookstore funds, and is used for student related initiatives (coaches, music, theatre, and institutional student help). Schmall added Bookstore profits average about $600,000 - $700,000 per years. ACTION: Information Only.

(c) Searches – McClellon reported that the Director of Nursing and Director of Marketing/Public Relation searches were extended to increase the pool of candidates. McClellon added that feedback is still being accepted by the consulting firm for the Vice President of Academic Affairs search. Israelson raised a concern that the consulting firm used the term “search advisory committee,” which could be interpreted that the consulting firm makes the decision. McClellon reassured the faculty that the process for the search remains the same as it has in the past. Martinez stated he has shared faculty concerns about searches failing so the President can make an appointment instead. Martinez added faculty leadership has tried to work with McClellon over several months to advise her to not make certain decisions, and he requested an agreement or understanding be made that if the search fails, the position will remain open and advertised again, and an appointment will not be made. McClellon stated she was optimistic that the search won’t fail because a consulting firm is being used, adding Kotagal has agreed to stay on through the summer, so there is ample time to complete a search. ACTION: Information Only.

(d) Strategic Planning and (i) SEMC – McClellon reported Administration accepted the recommendation of the Strategic Planning Task Force, and Schmall is conducting references on the firm and will begin negotiating a contract. Israelson questioned if it was possible the College may move in one direction with the HLC Report and SEMC, while the strategic plan may take the College in another direction. McClellon responded the strategic plan sets the college goals for the next 3-5 years, but no matter what those goals end up being, enrollment remains key to any strategic plan. McClellon added the strategic plan will then drive an academic plan, followed by a technology plan and facility plan. Schmall added HLC is more interested in how you integrate everything together. ACTION: Information Only.

(e) Higher Learning Commission Update – McClellon reported Schmall is taking the lead on the HLC report, with the work being completed by the three faculty on release credits. Schmall added an office has been set-up near his office area for the faculty members to work on HLC. McClellon reported the individual being considered for an interim appointment as Chief Advancement/Institutional Effectiveness Officer is seriously ill and currently out of the country; consequently isn’t able to return to the United States at this time. Martinez questioned if an offer had been made to the individual before learning he was ill. McClellon confirmed an offer was made prior to learning about the illness, but no contract was signed. Martinez stated even if the individual is able to travel, it may be a month or two before he can start, and questioned what the alternative plan was for the work. McClellon stated that a brief conversation was held with the consulting firm conducting the Vice President search, and it was confirmed they have the capacity to take on another search if we need to go that route. In addition, McClellon reported the institutional research tasks previously being discussed with Winona State University didn’t work, but conversations are being held with Minnesota State University – Mankato, who is already doing institutional research with several MnSCU two-year colleges. ACTION: Information Only.

(f) Charting the Future – McClellon reported the next Charting the Future Gallery walk is scheduled for March 11, 2015 from 11:00 am – 1:00 pm, and Jennifer Erwin will continue to serve as the coordinator. ACTION: Information Only.
(g) **Program Closures** – Kotagal provided an update on the status of program suspensions/closures, noting conversations are being held with community agencies on the possibility of providing alternative services to some of Occupational Skills Program students, and is also working with the Disability Services Department at RCTC to determine services available for the other students. In the meantime, a program suspension has been submitted to AASC. Kotagal also reported the Equine Program faculty and advisory council are working on a redesign plan, and have been given a timeline of April 1, 2015 for submission of the plan for review. **ACTION:** Information Only.

(h) **February Staff Development Day** – McClellon reported she plans to provide a College Update at the February Staff Development Day, but the remaining activities will be facilitated by MnSCU staff on the topic of change management. McClellon added she has received a copy of the concerns submitted by faculty, staff and students to the system office, and she is addressing the issues relating to students with the Student Senate, staff with both MAPE and AFSCME, and also wishes to address the faculty issues with the faculty. McClellon also stated she has heard some of the concerns have been shared with community leaders and legislators, and cautioned how the messaging is being communicated in the community because the message isn’t necessarily being received in the manner for which it was intended. Many in the community support or understand the Governor’s sentiment and decision that educators need to begin “getting along.” Martinez stated past FSGC meeting minutes have reflected that faculty leadership has been providing feedback to McClellon on some of the issues developing, adding he believes he’s been forthright in giving McClellon clear information. Martinez stated he understands the concerns about messaging in the community, adding some of the issues have related to personalities, but many of the concerns center around communication. Martinez added he thinks it is important to recognize that if faculty believe they aren’t being listened to, they will go to the community to get support, but hopefully, moving forward, everyone can work together in good faith. Martinez confirmed faculty understand the duties of her job, but at the same time, they need to have McClellon come to them to get to know her. Martinez extended an offer to McClellon to do a campus walk around with him to help resolve some of the communication issues. McClellon accepted Martinez’s offer, but added, in reviewing the list of concerns, some of the decisions occurred before she even arrived (i.e. discontinuation of the Minnesota Campus Compact Membership), and if an individual has a concern about an issue, it is best to just ask McClellon to confirm what is fact and what is a rumor, and then allow her to share the details surrounding the decision. McClellon’s biggest concern with the communication is that no one has addressed this with her, but rather amongst themselves and in the community, and we cannot begin to resolve concerns if we are not communicating internally or with each other. McClellon mentioned opportunities at Chat with the President and a newly implemented CCP as venues to discuss issues. Israelson and Martinez confirmed faculty leadership also needs to do a better job of communicating what issues are coming to them. Kotagal stated the reason she agreed to serve as Interim Vice President was because she understands RCTC needs stability, and she too wishes to ensure better communication in academic affairs. Everyone expressed their appreciation of the open and honest dialogue. **ACTION:** Information Only.

**ITEM 8 (A) Policies** – Due to lack of time, the policies were presented, but not discussed. **ACTION:** Israelson will seek input from faculty on the policies and the policies will be put back on the agenda for the next meeting.

Adjourned at 4:04 p.m.