ITEM 1 (F&A) Staffing:

a) Presidential Search Update – Engelmeyer shared the process that would be followed as it relates to the Presidential Candidates’ campus visits and the Presidential Search website, noting the schedule for the visits would be posted to the website now, but candidate bios won’t be posted until they become public information. ACTION: Information Only.

b) Vice Presidential Search Update – Engelmeyer reported Gross is chairing the Vice Presidential Search Team, and the Team has narrowed down the prospective candidate list for the consulting firm to obtain more information before sharing a semi-finalist recommendation with the O’Kane. Interviews will be scheduled the first two weeks of March. ACTION: Information Only.

ITEM 2 (A) FY15 Budget Update – Schmall distributed a handout that outlined the projections and targets for the FY15 Budget, which includes a 5% enrollment decline assumption. Schmall noted a 1% change in FTE equates to about $200,000, hence the importance of retention. Tweeten agreed, adding another way to consider the equation is one FTE equates to about 43 students. O’Kane stated Rochester Public School’s data reflects an expectation that their high school graduating classes will experience a decline in coming years, confirming the College’s assumptions, adding, however, that she is hopeful that hiring a Vice President of Student Affairs and Enrollment Management with expertise in enrollment management, will help address the concerns. Schmall also reminded everyone that the funds targeted for Furniture is for classroom furniture, not hallway furniture (hallway furniture is funded through Student Life). Schmall also reported that general operating funds will not be used to operate the new CTECH and Workforce buildings, and stated short-term carry-forward reserves would be used to help balance the budget for FY15, and could also be used to balance the budget in FY16, but warned if enrollment continues to decline, these funds could be depleted by 2017, at which time the College would face a significant financial challenge. A brief discussion followed on the benefits and risks of the Accelerated Learning Program (ALP) Model for retention, and whether it is scalable. Atwood and Tweeten agreed the program is scalable because it significantly improves retention, resulting in increased revenues from higher enrollment, and it works because it develops relationships with students and teaches the concepts at the time the students need them. ACTION: Information Only.

ITEM 3 (F&A) 2015-16 Academic Calendar Proposal – Engelmeyer shared the recommendation of the 2015-16 Academic Calendar Task Force. Highlights of the recommendation includes observing Veteran’s Day in November, moving Student Success Days to the second week of the semesters, changing the November Staff Development Day to a Faculty Duty Day prior to the start of Fall Semester, moving Spring Break to the second week of March, establishing a Faculty Duty Day the day after Spring Semester concludes, and holding Commencement on that day. Israelson questioned what the focus of the August Faculty Duty Day would be. Engelmeyer responded the day’s activities would be determined by a group of faculty and the academic deans. It was also suggested that students could be invited to campus during the August Faculty Duty Day as part of orientation, and maybe students could be encouraged to meet their instructors or faculty could assist students in navigating through D2L or setting up e-mail. Israelson stated it was the desire of faculty to observe Veteran’s Day on the holiday to honor the students and employees that are veterans, but questioned if Fall Semester’s Student Success Day should be held on a Tuesday instead of a Wednesday because Wednesday evening classes will be inconvenienced with no classes on Veteran’s Day. Israelson reported Academic Affairs once used a grid to ensure adequate instructional hours were scheduled for evening classes and indicated if the grid was used, then the Fall Student Success Day could remain on a Wednesday. It was also noted that Student Success Day should never be the same week as Labor Day because of the temptation of students to skip Tuesday classes for a long weekend. Israelson questioned if final exams and assigning final grades could be completed by the faculty on the added duty day of May 12, 2016. Engelmeyer responded it was the belief of the Task Force that faculty were already on campus that day assigning grades, so if it became a Duty Day, faculty could assign grades in the afternoon and attend the Commencement Ceremony later on in the day. ACTION: Israelson will share the recommended 2015-16 academic calendar with the faculty and the item will return next month for further review.
ITEM 4 (F) Faculty Development and FIDG Grants – Israelson reported sometimes faculty expenses to participate in such programs as FYEX training and Quality Matters are covered by faculty development funds, and other times it is covered by another cost center. Israelson stated that it is the belief of the faculty that payments should be consistent. O’Kane agreed that there should be consistency across the College. Israelson also reported that faculty are provided a stipend through FIDG Grants when they develop new programs, but FYEX is across disciplines, and the work being done includes enhancing curriculum, and not developing it. Tweeten confirmed she is given release time for coordinating FYEX, and teaching FYEX is covered as overload, but added it is definitely more work than one credit because it is so labor intensive. Israelson said reading the textbook isn’t curriculum development, but if students can’t read the textbook, they won’t be successful in the class. Vrieze added FIDG funds have been used for learning objectives, and suggested FIDG funds be available for faculty that work on FYEX to enhance the curriculum, even if it isn’t development of the program. ACTION: O’Kane will visit with Gross and the Academic Deans and the item will be placed on the next meeting agenda.

ITEM 5 (A) Food Service RFP Committee – Schmall reported that the food service contract is up this year for Lancer, and requested faculty representatives to serve on a task force to review the RFP. ACTION: Israelson will forward names of interested faculty representatives to Schmall.

ITEM 6 (F&A) Policy Review: Policy 4.XX Uniforms and Business Attire Apparel – O’Kane reported other institutions are also moving in the direction of developing a policy, and the draft RCTC policy will be put on hold until further information is obtained. ACTION: Deferred until a future meeting.

ITEM 7 (A) Class/Activity Cancelation – O’Kane announced there was some confusion as to whether faculty were required to report to the campus on February 20, 2014, once the decision was made to cancel Student Success Day. In reviewing MnSCU and RCTC policies, it was clarified that the decision of the College President to cancel classes for weather emergencies does not excuse faculty from work. Israelson confirmed moving forward it was necessary that faculty have a clearer knowledge of their expectations during a class or activity cancelation. O’Kane added, however, that in general, the philosophy of the administration during severe weather, is the campus will close, resulting in only weather emergency employees reporting to the campus, but in the future, if classes are canceled, and the campus remains open, faculty will be expected to report to the campus. ACTION: Information Only.

ITEM 8 (F) Test Taking in SSSP – Israelson shared a growing concern among some faculty that security is an issue when it comes to test taking in the Student Support Services area, adding there have been a few cases where students were caught cheating either by using their cell phone to look up information, or asking a staff person about a definition of a word on a test. Israelson questioned if a process could be put in place to have cell phones collected at the door to ensure they are not being used during the test taking. Israelson added he had a conversation with Gross about this issue, and the need to maintain integrity when it comes to test taking. ACTION: O’Kane will follow-up with Gross on the concerns of the faculty of students cheating when taking tests in the Student Support Services Program area.

ITEM 9 (A) Capital Bonding Requests – O’Kane requested the assistance of the faculty to help promote the Capital Bonding Projects for RCTC (HEAPR and Plaza/Memorial Hall). ACTION: O’Kane will forward details on the Capital Bonding projects to Israelson.

Adjourned at 3:13 pm

NEXT MEETING:
March 25, 2014 – 2:00 p.m. – SS209