Rochester Community and Technical College
Minnesota State College Faculty (MSCF) Faculty Shared Governance Council
Minutes for January 28, 2014 – 2:00 p.m. – SS209

Present: Atwood, Gross, Israelson (Chair), O’Kane, Schmall, Engelmeyer (Guest), Sahs (Guests), Kingsbury (Recorder)

ITEM 1 (F&A) Staffing:

a) Presidential Search Update – Engelmeyer reported the consulting firm has shared a prospective candidate list with the search team, and the team will make a determination on which candidates to receive more information on before proceeding to the confidential interview stage. **ACTION: Information Only.**

b) Vice Presidential Search Update – Engelmeyer reported Gross is chairing the search team and the team is narrowing down the prospective candidate list for the consulting firm to obtain more information on before sharing a recommendation with the O’Kane and Gross on which ones to invite to campus for interviews. **ACTION: Information Only.**

c) Search Teams – Israelson reported the faculty have indicated they are satisfied with having a three faculty limit on faculty searches (two within the discipline, and one outside the discipline), but expressed concerns on the number of faculty representatives on search teams that involve positions that supervise faculty (Deans and Vice Presidents). Israelson stated it is the recommendation of faculty that search teams for Dean and Vice President searches include faculty representation proportionate to the number of faculty on campus (i.e. since faculty make-up one-half of the total number of employees, search team representation should equal one-half of the total number of search team members). Engelmeyer responded that isn’t currently the philosophy of the system office for presidential searches, but suggested it be a discussion for local searches once a permanent president is onboard. Atwood stated the concern expressed by the faculty is that since the faculty are directly supervised by the individual, the faculty should have a stronger say in the selection of candidates. Israelson added that because a dean position supervises multiple disciplines, limiting the number of faculty may result in not having appropriate representation of other disciplines being supervised by the position. Israelson also reminded Administration of the need to ensure proper field consultation with departments on faculty searches. Engelmeyer responded because faculty do not have position descriptions, specialty information is needed from the departments for faculty postings, and if that hasn’t been done, it needs to be added to the process. **ACTION: Engelmeyer will make note of the faculty desire for expanded representation on dean and vice presidential searches, and ensure consultation with departments for field expertise is included in the search process for faculty posting announcements.**

d) Safety Officer – Schmall reported the search for the Safety Officer failed and RCTC will work with Winona State University staff on safety issues during the interim. **ACTION: Information Only.**

ITEM 2 (F&A) 2015-16 Academic Calendar – O’Kane reported past academic calendars have necessitated Veteran’s Day be a student contact day in order to secure 78 contact days in the semester, but added concerns have been expressed that holding classes on Veteran’s Day is disrespectful to our veterans, many of which are students and employees. O’Kane suggested a task force be charged with bringing forward a recommendation for the 2015-16 academic calendar. Engelmeyer added it may also be time to re-evaluate the entire staff development day scheduling (i.e. faculty duty days could be for faculty only, and staff training held later in the semester when staff aren’t as busy getting ready for the start of a semester), noting some colleges schedule three faculty duty days prior to a semester start. Gross added there have been discussions with other colleges to go back to holding a regional Staff Development Day, which would accommodate the faculty desire to gather with colleagues from other colleges to collaborate on projects. **ACTION: Israelson will forward to O’Kane the names of two faculty members to serve on a 2015-16 Academic Calendar Task Force. The item will be placed on the agenda for the next meeting.**

ITEM 3 (A) Proposed Migration to Cloud-Based E-Mail for Employees – Sahs thanked the faculty for their assistance in the migration to STAR ID (a system directive), and announced plans to move faculty/staff e-mail accounts to the Cloud over the summer (**student e-mail accounts are currently housed in the Cloud**). Sahs stated the e-mail platform would remain Outlook, but the migration would offer substantial financial savings and eliminate the need for IT staff to run upgrades and spam checks. Israelson questioned if the migration would result in losing old e-mails. Sahs responded archived e-mails could also migrate to the Cloud; however, e-mail record retention is a concern because of legal implications if the College is requested to search e-mail archives for legal reasons. Israelson suggested that the plans be shared campus-wide. **ACTION: Sahs will communicate the technology plans to migrate employee e-mail to the Cloud at the February Staff Development Day.**
ITEM 4 (A) Enrollment/Budget Update – O’Kane reported the College budgeted a 5% FYE decline for FY14, and current enrollment numbers reflect a 4.2% FYE decline. Schmall stated work is underway to launch a more streamlined FY15 budget process that includes requests for general operating budgets and six types of strategic requests (furniture/fixtures/equipment, capital, repair/renovation, personnel, strategic (over $10,000), and divisional strategic (under $10,000). Schmall will conduct training and the submission window will run from February 10th through March 12th. ACTION: Information Only.

ITEM 5 (A) AQIP Vital Few Project Update – Gross announced there will be three areas of measurement for the Academic Program Review AQIP Project (student success, assessment of student learning, and business performance). Israelson stated the major complaint about Program Review has been that measures were requested, but then the information not reviewed until the following year. Gross responded it was his desire to do more frequent reviews, but to have them done through a simpler process. O’Kane added it may not require an annual review if other components are done in between. Israelson stated another faculty concern has been that one size doesn’t fit all when it comes to academic program reviews. Gross agreed that there are some questions useful for everyone, but one size does not fit all. Schmall added he plans to provide data so faculty will be able to look at the information to determine what is happening over a period of time. ACTION: Information Only.

ITEM 6 (A) Assessment Update – O’Kane reported that Asmussen is wrapping up the questions around developmental education, noting the report reflects RCTC is doing better at retention compared to other institutions without risk factors, but doing worse when focused on low income, part-time students. Gross reported he plans to reassemble the Assessment Team to look at core learning projects, noting the rubrics project has been stalled, but will move forward with a more vibrant discussion. Israelson shared the faculty concerns about losing ground and starting over. Atwood added information has been submitted in the past, but the results were not shared. O’Kane suggested having dedicated resources to ensure the results are accessible. ACTION: Information Only.

ITEM 7 (F&A) Bookstore/Spring Term Issues – Schmall reported concerns were expressed about classes having bundled books because bundled books have no resale value. Schmall stated he believes the bundling may be something being pushed by textbook sales people, and has requested the Bookstore Manager share a frequently asked question handout with faculty to assist them when communicating with the textbook sales representatives, noting the goal is to help faculty look at the interest of the students, while providing the best learning experience possible. Israelson reported that a faculty member expressed concerns about not having enough textbooks for the class. Schmall responded it is anticipated that a certain number of students will drop or purchase textbooks from another source, hence, the Bookstore estimates the number needed for a class; however, faculty experiencing issues should visit with the Bookstore Manager. Schmall stated that a student reported that an instructor required students purchase materials at an online resource that required a credit card, but the student didn’t have a credit card. ACTION: Gross will investigate the online credit card issue.

ITEM 8 (A) Policy Review: Policy 4.XX Uniforms and Business Attire Apparel – O’Kane reported that during an internal audit at another MnSCU institution, a control weakness was identified related to clothing purchases for employees, which put the employees at risk of violating ethics policies. O’Kane stated the policy is to cover employees that do not have a permanent campus work location or have a need to be identified as an employee (i.e. coaches, instructors in law enforcement or carpentry). ACTION: Israelson will have faculty affected by the policy forward suggestions to Schmall. The policy will be brought back for a second reading.

ITEM 9 (A) Legislative Update – O’Kane announced that MnSCU is pursuing supplemental funding to cover the cost of negotiated compensation increases, and the elimination of riders that have restrict the use of spending $17 million that was allocated in the last biennium. O’Kane also announced that the Plaza/Memorial Hall Capital Bonding Project was not included in the Governor’s recommendation, but MnSCU/RCTC will continue to pursue funding for it. ACTION: Information Only.

ITEM 10 (F) Sabbaticals – Atwood questioned when a sabbatical is declined, does the sabbatical get re-awarded. Engelmeyer responded the vacant sabbatical is not replaced. ACTION: Information Only.

ITEM 11 (A) Student Health Insurance – O’Kane announced that MnSCU will no longer offer student health insurance, and will communicate this change to the small number of students affected. O’Kane added insurance will continue to be offered to international students. ACTION: Information Only.

Adjourned at 3:19 pm

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