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

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

ITEM 1 (A) Federal Compliance: Classes within Term Limits – Kotagal shared information recently brought to the College’s attention about the Department of Education regulations requiring classes meet within term limits (with a two week exception window allowed of either two weeks before a term, two weeks after, or one week before and one week after). In addition, a course cannot straddle two terms (start in the summer and end in the fall). Several classes are affected by this limitation mandate (BTEC 1001, COMM 2100, Law Enforcement Skills, and Vet Tech 2720). Kotagal proposed not publishing the affected classes in the Fall Semester schedule until the scheduling of the classes can be resolved to ensure compliance, adding classes can be added to the schedule at any time, but it is easy to add a class than to change a class schedule once it has been published. Israelson agreed it was best to not promote classes that aren’t properly scheduled to adhere to the federal mandate, but encouraged Kotagal to resolve the issue as soon as possible in order to not delay registration in those classes too long. McClellon stated the issue is a system-wide concern, and she plans to discuss it with the other MnSCU presidents and staff at the next MnSCU Leadership Council meeting. Martinez expressed his appreciation to Administration for approaching faculty for input on the issue before placing the classes in a pending status. Schmall added if a college is caught out of compliance, there would be no repercussions to the students, but rather the college would have to pay for any financial aid recalculations and penalties. ACTION: Classes that do not fall within the term dates mandated by the Department of Education will be placed in a pending status and not advertised until the scheduling conflict is resolved.

ITEM 2 (A) Updates
a) FY16 Budget Scenarios/Legislative Update – Schmall reported the system office is awaiting legislative funding approval, but several budget scenarios are being considered in preparing the FY16 Budget. Schmall also reminded faculty to submit their General Operating Cost Center and Strategic Budget Requests by the March 27th deadline. ACTION: Information Only.
b) SEMC – Herzog and McClellon reported that the SEMC Workgroups conducted a SWOT analysis, and are beginning to look at data components. ACTION: Information Only.
c) Trends and Highlights – McClellon, Kotagal and Schmall reported RCTC’s Trends and Highlights presentation was scheduled with several other colleges, including North Hennepin Community College, who presented information about their strategic enrollment management process. McClellon stated she approached the President of North Hennepin to request their presentation be shared with the SEMC Work Groups to assist the members in obtaining a better understanding of how strategic planning works. ACTION: Information Only.
d) Searches – McClellon provided an update on the various administrative/manager searches (Vice President of Academic Affairs, Dean of Health Sciences, Dean of Liberal Arts, Chief Institutional Effectiveness/Advancement Officer, Director of Nursing and Director of Marketing/Public Relations. Herzog added a search for a new counselor is also underway. ACTION: Information Only.
e) Strategic Planning – Schmall and McClellon reported MGT is on campus this week meeting one-on-one with individuals, and holding a meeting with the Task Force members, noting the ultimate goal is to have a draft plan available by mid-May, and a final plan developed by June 1st. ACTION: Information Only.
f) Staff Development Day Update – Kotagal reported the focus of the April Staff Development Day is on celebrations, including recognizing employees for their years of service and hosting a Retirees Reception in the afternoon. In order to accommodate the recognitions and reception, Kotagal requested faculty in put on moving the department meetings to the morning. ACTION: Faculty support holding department meetings in the morning.
ITEM 3 (A) Policies
a) Mass (All College) Emails (5.22.3) – McClellon reported student leadership expressed concerns with the limitations outlined in the policy, however, it was clarified the policy relates to employee e-mail (not student e-mail), and the process will follow what is already in place for student communication. ACTION: Faculty support the policy as written.
b) Student Data Practices (2.14) – Herzog reported concerns have been expressed that the policy is too liberal, and may not ensure privacy for our students (i.e. publishing star ID and e-mail addresses). Some information may be shared under a subcategory for athletics. ACTION: Herzog will continue to work with Student Affairs to make modifications to the draft policy. The policy will be brought back to the next meeting for a third reading.

ITEM 4 (A) 2015-16 Academic Calendar Modifications: Caucus Date Change – McClellon reported that the Minnesota Caucus date moved from February to March, and requested faculty input on moving the Staff Development Day to March 1st to align with Caucus Day. McClellon added holding Staff Development Day on Caucus Day has worked well in the past to avoid any confusion about credit classes and college events not being scheduled after 6:00 pm on Caucus Day. Israelson agreed the move was in the best interest of instruction, especially for classes with labs because otherwise a day lab would occur, but the evening lab wouldn’t be allowed. ACTION: Faculty support the modified 2015-16 academic calendar.

ITEM 5 (F) August Staff Development Day Update – Israelson reported a faculty committee has begun planning the August 20th Faculty Duty Day, and requested a discussion on how the group should work with administration on finalizing the day’s activities. Vrieze added the proposal is for the morning to include group meetings, with breakout sessions, and then a visit to support services; and the afternoon would be set aside for faculty to finalize details for the start of the semester. Herzog reported his areas was planning a Student Welcome Back Day for that Thursday. The faculty supported holding a Student Welcome Back Day on that Thursday, and will encourage faculty to be available for office hours that afternoon for students that may have questions. Herzog added some service offices will be open on that Saturday, but with minimal staffing. ACTION: Information Only.

ITEM 6 (A) 2016-17 Academic Calendar Proposals – McClellon shared two proposals for the 2016-17 Academic Calendar, with Proposal A starting immediately after Memorial Day, but including a week-long break around the 4th of July. ACTION: Israelson will share both proposals with the faculty and bring back a recommendation at the next meeting.

ITEM 7 (A) Civic League Day Nursery – Schmall announced discussions were held with Civic League Day Nursery last July to share the College’s plans to remove the child care building in the Plaza/Memorial Hall Demolition project. Schmall reported the yearly maintenance on the child care building is about $48,000, while the income has only equated to about $200/month. Schmall added data reflects one student is using state grants for the day care, and only two students and two employees use the day care center. Schmall stated the facility doesn’t have any academic ties, and administration would rather spend the annual $48,000 on student programs and not upkeep on a building that isn’t benefiting RCTC students. ACTION: Information Only.

ITEM 8 (A) Student Appeal Committee – Herzog announced the Student Appeal Committee is looking for faculty representation, noting the committee meeting year round. ACTION: Information Only.

ITEM 9 (A) RCTC Emergency Alert – McClellon encouraged the faculty to sign-up for RCTC Emergency Alert to ensure notification of campus closings during inclement weather. Martinez expressed his appreciation for the two-hour delay on Monday. ACTION: Sahs will send another e-mail reminder to encourage employees and students to sign up for RCTC Emergency Alert.

Adjourned at 3:26 p.m.

After the meeting, Kotagal notified Israelson, via e-mail, of the following item for consideration.

ITEM 10 (A) Class Size Change – Kotagal requested the faculty consider Mayo Clinic’s proposal to increase the class/program size for the Emergency Medicine Paramedic Program (EMPP) to 20 students, noting the increase has no additional instructional cost to the College, but rather, adds FYE to RCTC’s enrollment. ACTION: Faculty support the class/program size increase for EMPP.