Rochester Community and Technical College
Minnesota State College Faculty (MSCF) Faculty Shared Governance Council
Minutes for October 22, 2013 – 2:00 p.m. – SS209

Present: Atwood, Gross, Israelson (Chair), O’Kane, Schmall, Tweeten, Vrieze, Kingsbury (Recorder)

ITEM 1 (A) Budget: Fall Review – Schmall announced Administration will hold a FY14 Budget Review in October, adding new IPP requests need to be submitted through the appropriate academic dean. Schmall also reported the budget’s bottom line won’t change, but rather the review process is a way to check-in on the projections made last spring. O’Kane reminded everyone that the faculty layoff notices distributed yesterday were based on projected FY15 numbers, and do not affect the FY14 budget. O’Kane added that the funds budgeted for strategic initiatives in FY14 came from one-time funds, therefore can’t be spent on ongoing expenses, i.e. salaries. O’Kane also reminded everyone that a 1% change in enrollment equates to about $200,000, therefore strategic initiative funds need to be invested into initiatives that result in retention and student success. ACTION: Information Only.

ITEM 2 (A) Audit Results – Schmall reported that the recent financial statement audit will be an unqualified opinion, meaning the financial statements are sound; however, there was one finding relating to the timing for reporting the Bookstore inventory. O’Kane reminded everyone that carry-forward funds were spent in the current year to avoid layoffs, which will ultimately affect the CFI; however, the next couple of years will be financially challenging; hence retention is crucial. ACTION: Information Only.

ITEM 3 (A) Facility Updates – ACTION: Information Only.

Workforce Center: O’Kane reported the Workforce Center and CTECH projects aren’t about real estate, but rather partnerships. Tweeten questioned if the Workforce Center will play a key role in CTECH, and whether RCTC will investigate new ways to recruit. O’Kane confirmed the Workforce Center will include job services, veteran services, rehabilitation services, state services for the blind, and even youth programs, all opportunities to pursue. In addition, the College plans to recruit new students from Workforce Center clients and the CTECH student base to promote career pathways at RCTC. Gross added having the Workforce Center housed at the Heintz Center will also provide an opportunity for informal conversations between RCTC faculty and Workforce Center career counselors.

Rochester Regional Stadium: Schmall reported that the Bubble will inflate the first of November, with plans to come down the end of March in order to complete the Stadium Phase III project by September. O’Kane reminded everyone that the Stadium improvements are not funded by RCTC, but rather are paid from the City of Rochester’s Sales Tax dollars. In addition, O’Kane reported that the stadium project is not being completed for RCTC athletics (the College has adequate seating and amenities for Yellowjacket sports); but rather, the community hopes to bring local and national competitions to the city with the enhanced venue, and RCTC will reap the benefits by having thousands of high school students visit the campus for such events as high school football quarterfinals, drum and bugle corps and marching band competition, etc.

CTECH: Gross reported six program clusters have been identified by the Rochester Public Schools (Health Science, Construction and Manufacturing, Engineering, Agriculture, Hospitality and Restaurant Management, and Information Technology). O’Kane added, although the CTECH project is driven by the Rochester Public Schools, RCTC has a seat at the table to ensure career pathways are being planned for viable careers. Schmall reported discussions are also taking place with regard to support services, noting the desire to not duplicate services at both campuses, but rather ensure students are being served as it relates to such things as security.

ITEM 5 (A) Review of Student Affairs Redesign Plan – O’Kane reported that the connections mentioned earlier with regard to the Workforce Center is just another example of the need to redesign the Student Affairs structure to focus on the wrap-around services for our students. O’Kane shared that good dialogue occurred at the Student Affairs Listening Session and, based on the feedback, it became clear that advisors need to be housed together under one division (Student Affairs). O’Kane also acknowledged that there were concerns expressed that moving the advisors out of academic affairs would result in losing the connectivity built with the faculty, however, it was noted that advisors need to collaborate with both faculty and student services, and the key is not where they are housed, but rather ensuring the right leader oversee Student Affairs to ensures communication across all divisions. The listening session also brought questions as to where other services belong (library, learning center, proctoring services, etc.)
center, etc.); but, for the meantime, those areas will remain under Academic Affairs. O’Kane stated she believes academic affairs has primary responsibility for what happens in the classroom, and student affairs has responsibility for the wrap around services. Tweeten questioned where FYEX belongs because it is credit generating, but also includes a lot of work with services. Gross responded FYEX could be considered a bridge between the two divisions. O’Kane added K-12 connections is also an area less clear, but she had conversations with the Rochester Public School’s Superintendent, and there are opportunities for curriculum alignment and academic collaboration that make it advantageous to house under Academic Affairs. **ACTION:** Information Only.

**ITEM 4 (A) Presidential Search Update** – O’Kane reported that the Presidential Search vacancy will be posted the first week of November, but the College is waiting for directions from the system office before launching the website and finalizing the campus profile. **ACTION:** Information Only.

**ITEM 6 (A) Faculty Collaboration in Enrollment Recruitment and Retention** – O’Kane requested assistance from the faculty in reaching out to students to encourage them to enroll in the next semester, noting MnSCU institutions with enrollment increases this past Fall Semester credited those increases because faculty reached out to students through personal e-mail communications. Israelson stated there is a philosophy among the faculty that students should be informed upfront that they may not complete a program in two-years if the accuplacer tests place them in developmental courses (i.e. students have no idea that an 800 level course won’t count toward a degree). Tweeten agreed, adding students don’t have a clear understanding of what the accuplacer placements mean in their timeline to complete a program. A discussion followed with regard to the registration and orientation sessions, and Israelson suggested that the academic calendar be reviewed as it relates to duty days, adding that maybe an enhanced presence by faculty at STAR sessions would be beneficial. O’Kane agreed, noting that too much information is being presented to the students during Welcome Day and STAR session, and students cannot realistically retain all the information. Gross stated discussions have occurred about moving Student Success Day earlier in the semester. Israelson suggested that maybe Student Success Day planning should be under a broader Retention Committee that includes more faculty representation. O’Kane stated today’s retention discussion aligns well with the College’s AQIP Vital Few Action Project of focusing on researched-based student success and retention improvements. *(See more details on AQIP Action Project below.)* **ACTION:** O’Kane will further investigate the possibility of forming a Retention Committee, of which the planning for Student Success Day would be one component of their charge.

**ITEM 7 (A) AQIP Action Project Update** – O’Kane reported the College is bringing two AQIP Action Projects to completion (FYEX and Strengthening the Capability of the Workforce), and adding two new projects in their place (Improving Interpersonal Community and Research-Based Student Success). O’Kane added that it is important to use research to guide efforts; hence it is her proposal that the retention work be driven by data. Gross reported preliminary findings from Asmussen’s research will be shared at the November 5th Staff Development Day. Israelson questioned if a synopsis of Asmussen’s report would be shared ahead of time to provide an opportunity for the faculty to prepare for an informed dialogue at his break-out session. Gross agreed that sharing information ahead of time would provide an opportunity for the faculty to have a clearer understanding of how data can be used to make informed decision. **ACTION:** Gross will share information from the Asmussen Report prior to the Staff Development Day.

**ITEM 8 (A) Staff Development Day** – O’Kane announced the morning will begin with an outside consultant focusing on building interdepartmental communications, followed by the recognition of service awards for employees. Gross added Asmussen could be available either during lunch or after his breakout session to participate in department meetings. O’Kane also acknowledged that Tweeten’s suggestion (at an earlier FSGC meeting) to hold a campus-wide session on cultural competencies will be included in a future Staff Development Day agenda. **ACTION:** Information Only.

**ITEM 9 (F) Marketing** – Israelson questioned if the Administration was planning a marketing push for struggling academic programs. O’Kane responded that she would investigate with the Marketing Department and Academic Affairs and report back to Israelson. **ACTION:** O’Kane and Gross will investigate the possibility of a concerted marketing push for programs with struggling enrollment.

Adjourned at 3:26 p.m.