Campus Vendor Policy

Thanks to the work of the RCTC Student Senate, RCTC has recently approved a Vendor Policy. Specifically, this policy addresses a process to control organizations and individuals that wish to promote or sell products, services, and ideas to students and staff. The complete policy is attached to this week's Crossings.

Reminder: It is every RCTC employee's responsibility to familiarize themselves with, and adhere to, state, system, and college policies. All MnSCU and RCTC policies are available through the RCTC website at http://www.rctc.edu/policies/

Thank You!

Many thanks to all of those who assisted with commencement exercises this year. Our mission was to improve and shorten the program. Your efforts led to a resounding success with improved processional and recessional logistics and a program that took about an hour and forty-five minutes. With the great ideas shared by the post-commencement committee it should be even better next year. It is so uplifting to see all of the graduates in attendance with their happy and proud families, spouses, significant others, and friends. It was truly a wonderful event and we were very pleased to have over 400 of the eligible 1,118 candidates participate in the ceremony. We were also very pleased to have 185 High Honor graduates and 162 Honor graduates. Thanks also to those who attended the ceremony. I hope you found it to be a fulfilling way to see the fruits of your labor - something that is not always visible or tangible in our line of work. Many folks pitch in to make the event a success and I want to take this opportunity to acknowledge and thank them:

- Communications/Marketing (cover design)
- Duplicating (programs)
- Media Services (technical support, event production including audio and video broadcast, photography)
- Maintenance (logistical set-up/take-down, keeping the place looking impressive)
- Horticulture (floral arrangements)
- Faculty/Staff (processional/recessional)
- Music Department (music)
- Taher (reception and catering)
- Student representatives (guest assistance, ushers)
- Office of the President (slide show)
- Foundation (graduate gifts)

I want to express my sincerest thank you to the Commencement Planning Committee for an outstanding job of ensuring a successful evening for our graduates! What a team!

Stan Cram
Weekly funny…

SNAPSHOTS at jaytrue.com

I don’t know, doc. I’m okay. It’s just that I don’t feel as happy as a clam.

Marketing Fact
Red vs. Blue, the final fact: The Center for Higher Education Policy Analysis, using Measuring Up 2004 data (state higher education reportcards), report that only one state labeled as "Blue" reported a college-going rate of 30% or less, whereas 1/3 of "Red" states reported a college-going rate of 30% or less.

Congratulations!
Congratulations to Lori Halverson-Wente who was awarded CTL’s (Center for Teaching and Learning) Bright Ideas Award.

Here's what CTL had to say about Lori: As her final report for 2003-2004 demonstrates, she spent her first year as a CTL Campus Leader working hard and working smart. She collaborated with RCTC’s Active Learning Advocate, Jim Stegge, and with college administration to focus CTL activities on the needs of faculty and on strategic initiatives at the college. Programming was held on a regular basis and reflected both variety and quality. Lori's enthusiasm for her new position was evident throughout the report.

College Loses Long Time Friend
It is with sorrow that we announce the passing away of Robert O. Wise on Tuesday, May 10, 2005. He was 79 years old. His funeral was held on Friday, May 13, 2005 at Presbyterian Church in Rochester. Bob was hired at Rochester Junior College (later Rochester Community College) in 1957 and retired as Dean of Student Life in 1991. Although there are no immediate family survivors, Bob is survived by the community of students he taught and mentored. Memorials are suggested to the RCTC Scholarship Fund.
Supalla’s Scribblings

RCTC’s FY06 budget remains in limbo while the legislature struggles to wrap up the biennial budget work by the May 23rd deadline. The Higher Education Conference Committee, rumored to be close, has yet to agree on a budget. With the prospect of a special session becoming more likely with each passing day, it could be sometime before the System Office projects our state appropriation and for the MnSCU Board of Trustees to finalize tuition and fees for the 2005-06 academic year. More information will be shared as it becomes available. For those of you watching higher education bills, please refer to the MnSCU Legislative Update website for more information. That website is: http://www.mnscu.edu/about/legislative/index.html

Commencement 2005 was definitely RCTC’s biggest and best. More than 400 of this year’s 1,100+ candidates crossed the stage to accept their certificates, diplomas or degrees, including MnSCU’s own Board of Trustee Board Member, the Honorable Tyler Despins. The evening was especially special for Tyler, who has not only personal, but family ties to the College. (Tyler’s mother currently serves as President of the RCTC Foundation Board, and his step-father served as head football coach for several years before his unexpected passing in 2000.) This year’s ceremony was also very special for our own President Emeritus Charles Hill, who joined me on stage during the ceremony, and who had a special commemorative section dedicated to him in the program. THANK YOU to Roxy Roadway, the Commencement Planning Task Force, and all employees who participated in this important celebration.

This year’s Commencement Ceremony also marked the beginning of a year-long celebration of the College’s 90 years of excellence. I invite each of you to watch for upcoming publications and articles outlining the numerous activities scheduled during the next year, including the special Anniversary Dinner being planned for September 16th. If any of you have memorabilia of the College, and are willing to share your artifacts with the College during the celebrations, please contact Dave Weber. All items will be returned at the conclusion of the year-long celebration.

The Office of the Chancellor has just announced the appointment of Dr. Whitney Harris as executive director of diversity for Minnesota State Colleges and Universities. Dr. Harris is currently director of diversity and affirmative action at Eastern Michigan University in Ypsilanti. Harris will assume his new duties July 1.

Special congratulations to Barb Mollberg, who was joined by many of her leadership colleagues at Wells Fargo Place on Tuesday, May 17th to receive the MnSCU Outstanding Academic and Student Affairs Administrator Award during a special ceremony. Barb’s nominator noted, “She is one of the college’s senior deans, bringing continuity, solid experience and knowledge to decision making, and a woman of high principles who understands the importance of compromise and building consensus in an institution as complex at RCTC.” Congratulations, Barb, we are very fortunate to have you on our team!

Although the last few weeks of every academic year seems to be chaotic and filled with last minute deadlines, special thanks to those who took time out of their hectic schedules to organize the many events held to celebrate the conclusion of another successful year.

• **Janell Holter and the Student Support Services staff** who threw a wonderful reception celebrating the talents and accomplishments of students served by the Program.

• **Cindy Swenson and the Employee Recognition Committee** who coordinated a wonderful reception for our 2004-05 retirees. Thanks for making this a memorable event for our dedicated retirees: Kay Aune, Arlouene Bothun, Katherine Hickman, Delores Kiehne, Pat Maloy, Ellen Nelson, Dennis Nervig, Terry Richardson, Dianne Spitzer, Pam Tryggestad, Wayne Whynaught, and Connie Wilson.

• **Merry Beth Gay and the AD nursing faculty and staff** who organized a very impressive Nursing Pinning Ceremony.

• **Cheryl Morgan and the Staff Development Committee** who organized the half-day year-in-review staff workshop. For those of you that missed the Legislative Update, or the Four-Year University Proposal presented by GRAUC Board Members, Al DeBoer and John Wade, you may access a video of the presentations on the web at: http://www.rctc.edu/intra/staffdevelopment/
• Judy Bird and Marilyn Etbauer who coordinated an impressive Scholarship Award Night. After the event, I received an e-mail from a scholarship presenter that reflects the importance of this endeavor. The individual wrote, “I presented our scholarship for 05-06 at the annual awards program last evening, and came away with a new perspective . . . I came away from the event feeling that I had participated in something of significance.” It is significant, and obviously not only to our recipients, but also to our givers.

And finally, as I look back on the past year, I feel compelled to share a special “Thank you,” to each and every one of you, for your dedication and commitment to RCTC’s success. We are all proud of the College’s 90 years of excellence, and I look forward to watching us continue to grow and expand for many years to come!

Thought for the Day

Make it a habit to tell people thank you. To express your appreciation, sincerely and without the expectation of anything in return. Truly appreciate those around you, and you'll soon find many others around you. Truly appreciate life, and you'll find that you have more of it.

-- Ralph Marston

Don

Employee News – Crossings Classifieds

Condolences to Virginia Wright-Peterson whose father, John V. Peterson, passed away on Thursday, May 5th. Memorials are suggested to Peace United Church of Christ. Our thoughts are with Virginia and her family.

Condolences to Carol Naatz whose father, Howard A. Tallman, passed away on May 10th. Our thoughts are with Carol and her family.

Thank You: My family and I wish to express our deepest gratitude for all the support and kindness you've extended to us during this most difficult time - the beautiful palm plant, the cards, calls, hugs, and prayers. With our sincere thanks - Nancy Shumaker and the Family of Willie Eppen

Tickets For Sale: Tour of Horse Barns (Saturday, June 18th, 2005) tickets available from Audrey Lidke. The Tour this year includes 8 area barns and their specialties. A bus option is available for $15.00 through Community Education while seats last (pun?). The Tour benefits the Rochester Regional Equestrian Center which benefits RCTC’s Equine Science program. The tour on your own tickets are $5.00 rain or shine (most activities can be inside riding arenas). Pony AND horse rides will be available at two sites. Visit all of the barns or a few. See more at www.rochesterregionalequestrian.com.


For Sale: House and Acreage in Pine Island: 4bd, 2bath, 10acres, out-bldg, $199,900. For more information call: 254-7096 or Michelle Messenger x3178.

SUMMER CROSSINGS DATES:
June 20th – July 18th – August 15th
RCTC Youth Camps – Summer 2006
Have you thought about or considered coordinating an athletic or academic youth camp? RCTC is a perfect place to invite students, grades 3-12 to experience a quality program like none other in the community. THE KEY IS YOU! Partnerships with other youth organizations are a possibility. Deadline for submission of a Letter of Intent (information attached) is **August 1st**. This early date will assist in making facility reservations most appropriate for the camp needs. Contact Colleen Landherr Maddox with questions and ideas at colleen.landherr@roch.edu or 280-3113. Let’s talk about your ideas and see what we can put together to serve the greater Rochester area youth.
ITEM 1 (A) HR Updates/Discussions – Arntson distributed a spreadsheet that reflects the current status of all searches, announcing the document would be updated on a weekly basis for distribution to the RCTC Leadership Cabinet members and monthly through the Faculty Shared Governance Council meetings. In addition, Arntson announced one layoff was rescinded, a resignation was received in the Speech department, and a retirement was received from the former Dean of Customized Training and Workforce Development (which means the new Associate Dean of Teaching and Learning position does not increase the number of administrators at RCTC). Supalla encouraged faculty intending to retire at the end of the 2004-2005 academic year to submit official letters of resignation in order to move forward on replacements. ACTION: Information Only.

ITEM 2 (A) College Relations/Effectiveness Updates/Discussions – Weber reported on a number of things happening in the next few months. ACTION: Information Only.

90th Anniversary Celebration – Weber distributed a list of activities being planned for the 90th Anniversary Celebration, which includes a special program cover for the May 11, 2005 Commencement Ceremony; mass mailing of a postcard to approximately 17,500 alumni, and the production of 500,000 90th Anniversary Pepsi cans into circulation throughout the community. Wright questioned if the alumni mailing would solicit donations. Weber responded the intent was to continually build on the alumni database and celebrate the 90th anniversary, but eventually the data base will be used for a major fundraising campaign.

Strategic Plan for RCTC – Weber distributed information on the RCTC Strategic Matrix, which identifies four College Goals and Core Institutional Strategies. Weber announced RCTC is scheduled to present the College’s Institutional Profile to the MnSCU Educational Policy Committee in April and the strategic planning information will be incorporated into the 25 minute presentation. Weber added Rochester Public School’s Superintendent, Jerry Williams, plans to accompany the RCTC representatives at the Profile presentation to share information about the CARE Program.

Baldrige Application – Weber announced when RCTC became a member of the Academic Quality Improvement Program (AQIP) of the Higher Learning Commission, the College moved to an alternative accreditation process through which an accredited institution can maintain its accreditation by demonstrating it meets standards and expectations through sequences of events. Weber distributed a handout which outlines the key activities and timelines being used for the reaffirmation of accreditation.

ITEM 3 (A) Legislative Report – Supalla announced the Capital Investment Conference Committee has made significant progress in a bonding bill for 2005, but no agreement has been reached. Both the House and the Senate continue to support the Health Science Renovation. Wright announced faculty have been meeting with the legislators to reiterate their position on the four-year university concept and biennial budget proposals. Supalla thanked Wright for his participation and encouraged others to contact their local legislators to support full funding of higher education. ACTION: Information Only.

ITEM 4 (A) Bonding/Construction Project Updates/Discussions – See discussion on Health Science Renovation in ITEM 3 (A) above. ACTION: Information Only.

ITEM 5 (A) Tally Max – Bequette noted the issue of class size (tally max), as outlined in the MSCF Master Agreement, requires administration to establish reasonable regulations (determine and modify class size limits) through the Faculty Shared Governance Council, however Bequette’s predecessor agreed, through FSGC, to shift that responsibility to the Academic Affairs and Standards
May 23, 2005

Council. Bequette announced discussions have occurred at AASC regarding tally max for on-line courses and agreed to review all class tally max numbers due to college-wide inconsistencies. Bequette added it appears previous tally max numbers were established based on room size and not the feasibility of instruction. ACTION: A subcommittee of the Academic Affairs and Standards Council will review and recommended class size (tally max) for all courses based on instructional feasibilities with an anticipated timeframe of completion in 2005-06.

ITEM 1 (F) Parking Fees – Hansmann announced Wright shared, via e-mail, a parking rate spreadsheet for MnSCU colleges, which indicates Rochester has one of the highest charged rates. Due to several questions raised regarding the information provided on the spreadsheet, Hansmann has requested MnSCU supply a more detailed breakdown of the information to ensure all institutions are comparing and including identical items as it relates to parking fees and expenditures (i.e. RCTC does not charge snow removal expenditures from the parking fee revenues.) Supalla added if the parking fees for RCTC are compared to institutions of similar size, then RCTC is comparable to two-year institutions. Wright questioned if the schools with minimal parking fees (i.e. $30/year) are able to charge such a low rate because their parking lots were built/repai red just prior to the legislation that requires no state funding for parking lots. Hansmann confirmed institutions with a declining or little to no enrollment increase over the last several years may be able to collect minimal parking fees at this time, but eventually their lots will need improvements and they’ll have to come up with funds to offset those expenses. Wright questioned if any of the expenditures (i.e. purchase of tractor) can be charged to another cost center if the equipment is used for other areas than parking lots. Hansmann responded the expenditures charged to the parking fund are legitimate purchases for parking. Supalla announced today’s discussion is a first reading of the intent to raise the parking fee 25 cents per credits for FY06. Hansmann distributed the proposed parking fee rates, noting discussions have been held regarding a graduated rate which would guarantee a parking spot for those willing to pay extra. Hansmann add her concerns to a graduated rate, which included a possible additional cost for enforcement and ability to enforce. Wright noted parking is, and always has been, a contentious issue for the College. Supalla reminded everyone that MnSCU Policy requires colleges to not charge a parking fee for students more than it charges employees. Wright expressed his understanding that students want more parking spots, and are willing to pay more to obtain it, however faculty don’t believe they should continually pay parking increase each year. The proposed parking rate is: $3.25 per credit, which equates to $48.75 per semester ($97.50 per academic year), plus $32.50 for the summer. Annual passes (purchased prior to September 1, 2005), may be obtained for $117 (10% savings as per past practice.). Hansmann noted it may be cheaper for faculty to purchase permits per semester if they don’t teach in the summer. Wright announced the faculty, although sympathetic to the parking lot needs; do not support a parking rate increase for FY06. Hansmann announced alternative parking ideas are being considered, which includes a shuttle from the baseball/softball field parking lots to the main entrances. Wright questioned if all the parking spots are occupied throughout the day, specifically the north parking lot stalls. Hansmann and Supalla responded not all parking spots are taken at all times, but surveys have been conducted that reflect the majority of the parking problems occur on Monday and Wednesdays between 9:00am and 2:00pm. Hansmann announced consideration is being given to paving trails from the overflow parking lots to the main campus for a safer walk to the college. Wright questioned if Bequette’s work on the year-long schedule and room utilization will change the parking needs of the college. Hansmann responded changes to the schedule may help resolve some of the parking problems, however major parking concerns will probably continue to exist the first four weeks of fall semester each year. Bequette noted Inver Hills Community College is proposing to charge lower tuition for classes offered after 2:00pm, which is an interesting concept that may result in students willing to take classes in the later afternoon if they can pay less in tuition and have ample parking. Hansmann concluded by saying all alternatives will continue to be considered. ACTION: The 25 cent per credit parking fee increase will be brought back to the next meeting for a second reading.

Adjourned at 2:50 p.m.

NEXT MEETING: April 26, 2005 – 2:00pm – AT109
ITEM 1 (A) Search Update – Bequette reported the computer science position will be reposted in hopes of obtaining more viable candidates. In addition, an English and a nursing position have become vacant due to recent retirement announcements, but may be able to include in the current search process. The Associate Dean search was unsuccessful due to the inability to secure candidates because of salary issues. The Cabinet will review options for the Associate Dean opening and determine the next step. ACTION: Information Only.

ITEM 1 (F) Classroom Redesign and Upgrades Process – Marconett shared concerns expressed at a Faculty Senate meeting regarding classrooms being reconfigured with long tables and chairs, and the possible fire hazards that may result because of the changes. Bequette requested a list of the rooms in question to share with Hansmann, suggesting a fire marshal be contacted to determine possible problems. Marconett was unsure of the exact rooms, but believed they were located in the Endicott Building. Marconett also questioned whether or not faculty were involved in the discussions about changing the format of those rooms. Bequette responded faculty have submitted a list of dysfunctional rooms in rank order and he was unsure what redesign ideas came from whom for these rooms. Marconett responded if the room changes affect the format for students/faculty using media equipment, perhaps faculty should be more involved in the upgrades. Wright added that the faculty appreciated being part of the process of determining needs in classrooms, but also have an interest in being involved in how to best redesign the rooms when changes are made. ACTION: Bequette will share with Hansmann the desire of faculty to be part of a walk around process scheduled for Fall 2005-Spring 2006 in determining room needs and ways to improve the teaching process in the classroom setup. Bequette will also share the fire hazard concerns with Hansmann for immediate follow-up.

ITEM 2 (F) Facility Space Allocation Process – Wright shared concerns expressed by faculty about the process of allocating appropriate classroom space for courses. Marconett added questions were raised regarding the space that will become available after the remodeling of Rockenbach is complete, i.e. how does a department put in a request for the vacated Memorial Hall space. Bequette confirmed the space vacated because of the Rockenbach remodeling was predetermined at the time the Pre-Design documents were completed, adding some of the space will be converted to large classrooms that seat 40-45 students and the Heintz Center remodeling will be used for the dental clinic. Bequette also confirmed the concerns raised regarding individual classroom requests have been discussed during the year long schedule conversations. Bequette has instructed the room scheduler to not schedule small enrollment classes in large classrooms, adding a subcommittee of Academic Affairs and Standards Council is reviewing tally max, and the discussions include not only optimal class size, but also reviewing all rooms and making academic decisions on how many students can be seated in each room. Bequette reiterated the Teaching and Learning position that tally max will not be tied to room sizes in the future, but to the optimal learning capacity for the course independent of rooms. ACTION: Bequette will communicate with Hansmann that an interest may exist for placing bids on vacated space generated with the Health Science renovation.

ITEM 2 (A) Satisfactory Academic Progress Policy – Cram announced a task force was formed to examine recent audit findings as it relates to the Satisfactory Academic Progress Policy for both academics and financial aid, noting the financial aid policy must be stricter than the academic policy. Cram distributed a copy of the policy revisions and indicated the policy changes would also be shared with the students at the next Senate/Cabinet meeting. ACTION: The policy changes will be taken to AASC and shared with the student senate.

ITEM 3 (F) Rockenbach Plans - Parking – Marconett indicated a few faculty members expressed concerns about the old baseball field (located next to the west parking lot) being destroyed for additional parking space, and questioned if it would be possible to save the field and rent it out to generate additional revenue for the College. Cram responded it was his understanding that the decision to convert the old baseball field to parking was originally approved during the 1998 Master Plan discussions, and the baseball fields co-developed with the city, have made the old field obsolete. Marconett questioned if the temporary gravel lot located by the Sports Center would be made permanent. Cram responded there are no funds available to convert the temporary lot to a permanent lot, but noted walking paths would be built to provide a safer environment for students and staff walking from the overflow parking lots to the main campus. ACTION: Cram will share the baseball field and parking lot concerns with Hansmann.
ITEM 3 (A) Student Employee Policy – Cram distributed copies of a Student Employment Guidelines, specifically addressing section 8, which states RCTC students not perform tasks deemed to be faculty work, i.e. grading or any other similar record keeping, which is a direct violation of FERPIRA regulations. Wright confirmed the necessity to have guidelines and to ensure students are not performing faculty work, adding that it needs to also be clear that work being done by students is also not taking away work for AFSCME or other bargaining units. Marconett questioned how the guidelines would be distributed. Cram responded the guidelines are still being finalized, but once complete the information will be shared with all employees who supervise work study students. It was also suggested that employees be required to sign-off on a document prior to submitting workstudy requests to the Financial Aid Office. Cram reiterated the need for departments to exhaust all possibilities of hiring workstudies that qualify for federal or state funds before requesting institutional workstudy funds. Cram concluded by saying the workstudy process will include an evaluation component in the future before pay raises are approved for a student. **ACTION:** The guidelines will continue to be reviewed and edited before sharing a final version with the faculty.

ITEM 4 (F) Schedule Classrooms for STAR – Cram announced difficulties still exist in scheduling appropriate classrooms for STAR sessions, noting the problems not only exist with credit-based course conflicts, but also programs that are associated with the College (i.e. College for Kids). Cram argued for the need to be flexible and to work with the instructors and room scheduler to serve the needs of both the current students and the STAR participants. Gust confirmed that her own classes have been affected due to room scheduling conflicts. A suggestion was made to consistently dedicate a room for STAR sessions and to look into providing laptops for the registration process at the sessions. **ACTION:** Bequette will discuss room scheduling priority during STAR sessions with the Room Scheduler.

ITEM 4 (A) Discrepancy Report Difficulties – Cram explained the necessity for faculty to submit Discrepancy Reports to comply with federal financial aid regulations, and the financial consequences that will result for not having accurate attendance records. Approximately 2,857 students were identified on the report and faculty have been requested on numerous occasions to complete and return the reports by a deadline. Bequette confirmed the necessity of the reports and announced Deans were doing whatever they could to assist the Financial Aid Department in collecting the information from the faculty. A discussion followed on the lack of follow-up by adjunct and part-time instructors, and a question was raised as to whether the problems were generated from the part-time faculty not getting on the e-mail system in a timely manner. Cram indicated reports, in the future, will be requested twice a semester (10th day and a specific deadline date yet to be determined.) **ACTION:** Information Only.

ITEM 5 (F) Student Complaint Process – Marconett announced a “Solve and Dissolve” committee was formed to review the current student complaint process. Although no unanimous consensus was reached, several points were agreed to by the faculty, and Marconett distributed copies of the faculty recommendations. Marconett announced consideration was given to filing a grievance on behalf of the faculty that stated faculty weren’t being treated equally in the process, but the grievance would not be filed as long as work continues on improving the process. A discussion was held on point number five, which states “no three way meetings with the deans or the PL/DC.” Bequette added consideration is being made to looking at best practices at other colleges before finalizing a process. Further discussions occurred on the possibility of forming an impartial third party standing committee that would look at complaints. Wright indicated the need to reflect student responsibility in the process, along with faculty responsibilities. Marconett agreed that faculty feel the process should also be part of an educational (learning) process for students on how to approach individuals for which they may have a problem. **ACTION:** Bequette will investigate best practices from other colleges and pull a group together in the fall to continue reviewing the process before finalizing any policy or procedural changes.

ITEM 5 (A) Parking Fees – 2nd Reading – Bequette announced the parking fee will increase by 25 cents in 2005-06. Wright responded the faculty still object to the parking fee increase, and questioned what constitutes a parking lot. Bequette responded the definitions are clearly written, but will pass along the faculty concerns to Hansmann. **ACTION:** Bequette will inform Hansmann of the lack of faculty support to a parking fee increase and share concerns raised by faculty on what costs are associated with the parking fee revenue. Hansmann will provide to faculty a list of construction projects, including a description and cost of each constructed parking lot.

ITEM 6 (A) Summer Meetings – Wright indicated past practice has been to not schedule Faculty Shared Governance meetings in the summer, but rather, as issues arise, a more informal meeting would be held between Supalla and Wright. If issues arise that require a formal discussion, meetings would be scheduled in the summer. **ACTION:** The next official meeting of the Faculty Shared Governance Council is scheduled for Tuesday, August 23, 2005 at 2:00pm in AT109.

Adjourned at 3:35 p.m.