



June 16, 2003
Volume 8, Issue 37
SUMMER EDITION

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Event Schedule – see web
<http://www.roch.edu/rctc/about/html/weeklysched.htm>

Attachments

❖ None



ENJOY THE SUMMER!

Summer Crossings Dates
July 21 and August 18

Rochester Community and Technical College

College Crossings

Upward Bound Summer Program 2003

The RCTC Upward Bound Summer Program will run June 16 – July 17. Our program is grant-funded through the Department of Education to serve first generation, low- income high school students. During the summer, our fifty students take supplementary courses at UCR to better prepare them for college. Upward Bound students are very motivated and come from diverse backgrounds; they share the common goal of entering post secondary education. Please feel free to introduce yourself this summer, as our students are very respectful and motivated. Also, we at Upward Bound would like to thank UCR for its continued support. Feel free to call our office if you have any questions about RCTC Upward Bound (280-5002).

New Scholarship Established

What do Charles Hill, Walter Bateman, Bill Brunner, Don Lavine, Steve Kereakos, Jim Russell, Joel Swisher, Ken McGhie, Iris Fried and Otto Haling have in common? All are former faculty/staff members, retired or deceased, and have created scholarships for RCTC students. Jim Russell is the most recent retired faculty who has generously started a scholarship for nursing students. Mr. Russell attended the last two scholarship awards celebrations, graciously presenting the awards created by the Bateman and Lavine families. Watching the procession of the many deserving students motivated him to create the James and Priscilla Russell Nursing Scholarship. James first wife, Mary Jane was a surgical intensive care nurse at Methodist Hospital. She died of cancer in 1982. This scholarship will honor her memory and celebrate his current wife, Priscilla's professional career at Mayo Clinic. In addition it will pay tribute to James's dedication as an educator at RCTC for 30 years. Russell taught European History, Speech and Public Speaking and created and directed the law enforcement program here at RCTC for many years. He also served as chair of the Social Science Department. Continuing his role as teacher, Russell is involved in Elderhostel, Learning is ForEver, (L.I.F.E.), RCTC's learning in retirement program, and community education in a variety of settings, as well as writing a column for the Post Bulletin. The \$1000 scholarship will be awarded next year to a non-traditional student pursuing his/her degree as a registered nurse. Additional factors will be academic standing and financial need.

Summer Hours

Effective June 16 the Admissions and Registration Office will change to summer hours: 8:00-4:30 Monday through Friday.

Weekly funny...



"Don't blame me. You're the one who gave me all the yarn."

**GODDARD LIBRARY, LIBRARY TECHNOLOGY CENTER, AND DIGITAL MEDIA CENTER
SUMMER HOURS - June 2-August 15, 2003**

Monday-Thursday	8:00 AM-8:00 PM
Friday	8:00 AM-4:00 PM
Saturday	10:00 AM-2:00 PM*
Sunday	CLOSED

*Digital Media Center Closed
Hours are subject to change
(CLOSED: July 4, 2003)

Relay for Life

The Relay for Life is coming up quickly, scheduled for Friday and Saturday, July 11 and 12. Our "TEAM RCTC" consists of Carol Naatz, Ruth Siefert, Marilyn Hansmann, Shelly Peterson, Ellen Browning, Bob Morris, Melissa Snyder, Adam Smith, Lori Fisher, Roxy Roadway, Sara Bunge, Janell Holter, and Sara Soukup. If anyone would be interested in joining our team, let me know ASAP. The more the merrier! If you would like to buy a luminary to honor a cancer survivor and cheer them on in their personal fight against cancer, or in memory of a loved one who has died from cancer, please contact any team member. The luminaries can be purchased for \$10.00. They will line the track and be lit for a very moving ceremony at approximately 9:30PM. The walkers would also appreciate pledges for the event. One member of the team will walk the track from 6:30PM on Friday until 10:00AM Saturday. We appreciate your support! Please consider attending on Friday and/or Saturday. It's a wonderful celebration of life--we have bands, face painting, food, games for kids, and just a GREAT TIME! Questions or comments, contact a team member.

Condolences

It is with great sorrow that we announce the passing away of the following family members of RCTC employees:
Jim Schunke's father, Lauren E. Schunke, passed away on Monday, May 19, 2003.
Zora Radich Gregg, the mother of Vida Jech and Alex Boland passed away on Saturday, May 31, 2003.
John Helmers' father (Arnold Helmers) passed away on Sunday (June 8, 2003).

As always our thoughts are with the families.

Leeland (Lee) Wiechmann, RCTC Maintenance supervisor, passed away on May 27th, 2003 at the age of 58. Lee began his career at RCTC in 1993 as a General Maintenance Worker, and was later promoted to 3rd Shift Maintenance Supervisor in January of 2002. For those of you that knew and worked with him, you knew what a wonderful person he was. Lee is survived by his wife Charlotte, his daughter Christine, and two grandchildren.

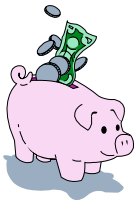


Memories are the chains of love that link our hearts together to help us through the sad times and hold us close forever.

Lee will be greatly missed by his RCTC family.

Supalla’s Scribblings

After the Legislature failed to restore Governor Pawlenty’s budget reduction by a significant amount, Rochester Community and Technical College is faced with closing a \$2.7 million budget gap. As you may have read in the Rochester Post-Bulletin, balancing the budget will require a combination of strategies. RCTC has proposed that the MnSCU Board of Trustees approve a 15 percent tuition increase for 2003-04 and another 15 percent increase the following year. If approved in July, this will push the tuition cost per credit over the \$100 mark for the first time in history. Tuition, combined with tech, health, student life, student association and parking fees will bring the total per credit cost this coming year to \$117.63. Finding new revenue, spending down reserves, and cutting costs will also be necessary. Summer semester started June 9 with an increase in headcount over last year, but a reduction in the number of credits sold. Will the increased cost of tuition find students exchanging enrollments for employment? Time will tell.



The MnSCU Center for Teaching and Learning announced the approval of 44 grants totaling \$354,191 to faculty teams and institutions for projects promoting active learning. Grants are offered through the CTL with funds from the Office of the Chancellor and The Bush Foundation. The projects will take place during the 2003-04 academic year. Congratulations to **Kathleen Dahl and Mike Mutschelknaus** who received a \$5000 grant for “Cross Cultural Skills Acquisition Across the Institution.” Way to go, Kathleen and Mike!

Did you know?

Last fall semester, RCTC enrolled 5514 students. Of those enrolled, 4667 were from Minnesota, 119 from Wisconsin, 99 from Iowa, 18 from South Dakota, and 15 from North Dakota. In all, students from more than 40 states were enrolled at RCTC.

A total of 1113 students made the Dean’s List for spring semester....229 students had a perfect 4.0 GPA, 389 students achieved a 3.5-3.99 GPA, and 495 students earned a 3.0-3.49 GPA.



Mari Reif was re-elected to another three-year term on the Commission on Accreditation of Allied Health Education Programs Board of Directors. Nice going, Marj!

The purpose of Minnesota Online is to provide a collaborative framework for serving the online learners of MnSCU. Since fall semester, 2000 MnSCU has experienced a 300% increase in online learning enrollment. Last year, online enrollments comprised 5.5% of the total system headcount. Currently, 33 MnSCU programs are offered totally online. Ninety-five percent of MnSCU institutions offer online courses. RCTC’s 156 FYE online enrollments comprised 3.9 percent of MnSCU’s total online offerings and placed it seventh in the system. Lake Superior College’s 396 online FYEs, more than 13 percent of the system enrollment, outranks the next closest rival (Minnesota West CTC) by more than double.

Judy Gust and Ellen Nelson have been reappointed to the Minnesota Online Council. Having these two very experienced and qualified RCTC reps on the Council assures us a voice in the dialogue and provides us an opportunity to gain first-hand knowledge about Minnesota’s e-learning activity. Congratulations!

Judy Harris and I attended a very impressive Rochester Off Campus (RCTC-sponsored Charter School) Commencement on June 2 at the Mayo Civic Center. Twenty students graduated from this alternative school.

Marilyn Hansmann graduated from the 2003 Leadership Greater Rochester program. This program, sponsored by the Rochester Chamber of Commerce, provides a community orientation for public servants and future leaders.

On Wednesday, May 14th, MnSCU formally launched eFolio Minnesota. eFolio Minnesota has been available to students and the general public since August 1st, 2002. To date, more than 4000 individuals have registered to avail themselves of this opportunity to showcase their education and workforce skills. The response to this effort has been

Overwhelmingly positive and has drawn local, regional, and national interest to the MnSCU System. This effort, the only one of its kind in the world, has been labeled “best of breed” and revolutionary. Many MnSCU campuses have already been developing eFolio Minnesota courses and offerings as a way to help showcase the institution and the community. If you haven’ t checked it out, surf out to <http://www.efoliominnesota.com> and scout it out.

A billion is a difficult number to comprehend. In an attempt to put Minnesota’s \$4.5 billion budget deficit in perspective, consider the following. *A billion seconds ago it was 1959. A billion minutes ago the Roman Empire was flourishing. A billion hours ago our ancestors were living in the Stone Age. A billion dollars ago was only 8 hours and 20 minutes, at the rate Washington spends it.*

Enjoy a safe and relaxing summer by stopping out to the campus. Check out the action!

Don

Thank you
"We have lost someone very special... thank you for sharing our grief." Thank you for the lovely peace lily.
The family of Lauren Schunke

Thank you to everyone for their thoughts and prayers and the beautiful flowers, and the memorials to the Foundation, in the memory of our mother, Zora Chase Gregg.
Vida Jech and Alex Boland

The family of Lee Wiechmann acknowledges with deep appreciation your kind expression of sympathy.
Charlotte Wiechmann

Minutes – pages 5 through 10

Rochester Community and Technical College
Minnesota State College Faculty (MSCF)
Faculty Shared Governance Council
Minutes for Tuesday, April 22, 2003 – 2:00 p.m. –AT109

Present: Administration Harris, Supalla, Thompson
Faculty Gust, Hill, Shafer, Israelson, Marconett, Wright (Chair)
Recorder: Kingsbury

ITEM 2 (A) Two-Year Tuition/Fee Proposal– Supalla reported that the Office of the Chancellor requested MnSCU colleges submit a two-year tuition/fee proposal for consideration by the Board of Trustees, and RCTC will be proposing a 15% tuition increase each of the two years, with the understanding the second year may be reduced if feasible. Wright indicated the faculty supported the 15% tuition increase each year. ACTION: Information Only.

ITEM 3 (A) Parking/Access Fee – Supalla announced a 25-cent per credit parking/access fee is being considered for the 2003-2004 academic year (\$7.50 annual fee increase), to offset the large deficit in parking related expenditures (parking lot construction). ACTION: Information Only.

ITEM 4 (A) External Audit – Supalla announced MnSCU is moving forward in conducting an extensive external financial audit, and RCTC is in the next round of campuses. The auditors will be conducting their work throughout the summer and fall. ACTION: Information Only.

ITEM 5 (A) Excused Absence Policy – Harris announced concerns were raised by area high school counselors with regard to their Post Secondary Enrollment students not being approved for excused absences relating to high school sponsored events, hence requested the policy be modified to reflect “students shall be excused from classes for college approved activities . . .” Hill responded the proposed change reflects the spirit the original policy. Wright and Shafer recommended supporting the changes without further discussion. ACTION: Student Excused Absences Policy (RCTC Policy 2.8.4) is approved with implementation set for Fall Semester 2003.

ITEM 6 (A) Office Space and ITEM 1 (F) Respect for Shared Governance – Harris announced additional office space is needed and workrooms may need to be converted to offices. The goal is to keep as many instructors in their respective department areas as possible. Shafer shared his concerns with the lack of respect for the shared governance process, requesting issues (similar to office space) be shared with appropriate faculty leadership and departments before decisions are made. Shafer questioned if the English department had been consulted for the pros and cons of converting the workroom to offices. Harris responded the Facilities, Safety, Grounds and Security Committee reviews the use of the facilities, and Jay Lee has handled the faculty office assignments. Harris also indicated she would be include faculty in the discussions with the Deans. Harris announced several office changes were being made by the University of Minnesota Rochester, which may generated additional office space in the first floor of the Coffman Center building and the counseling department. Shafer reiterated the faculty’s willingness to be available for meetings with administration to review items as a part of shared governance before final decisions are made. ACTION: Harris will include faculty in the discussions regarding faculty office changes.

ITEM 7 (A) Staff Development Day and ITEM 8 (A) Fifth Tuesday – Harris reminded everyone that the month of April includes a fifth Tuesday, and plans are being coordinated to include assessment activities in the morning and departmental meetings in the afternoon. ACTION: Information Only

ITEM 9 (A) Sales Tax (City Council – Supalla announced the Rochester City Council, with the support of GRAUC, approved the use of \$2 million of sales tax funds (earmarked for UCR) to support the future development of UCR, including \$1.5 million for the Health Sciences Building and \$500,000 plus for youth athletic field renovation. The Health Science Building funding is contingent on legislative sales tax language changes. Almost \$1 million would be used to fund design documents with the remaining \$500,000+ for a proposed community dental and medical clinic on the UCR Campus. MnSCU is currently writing the RFP for the architect selection for the Health Science Building. ACTION: Information Only.

ITEM 2 (F) Budget Concerns:

Need For Full, Complete Financial Disclosure – Shafer requested all financial figures be available for review in order to allow faculty the opportunity to make sound recommendations when it comes to budget cuts. Harris responded, with the lack of legislative action with regard to the budget, and final approval of tuition increases for the upcoming year, it is difficult to make final decisions before the faculty leave for the summer, hence Harris has been sharing ideas for consideration at this time. Wright reiterated the difficulty of the Faculty Senate to forward recommendations without knowing more definite and full complete financial figures (i.e. auxiliary enterprise funds). Harris reminded the faculty that allocations and revenues from auxiliary enterprise are available through the “J” Drive. Supalla added once the final allocation figures are available, staffing will be reviewed and considered (probably in late-May). Shafer announced the faculty are willing to come in during the summer in order to be part of the shared governance process of reviewing the final figures. ACTION: Faculty will be available and Administration agreed to convene special Shared Governance Meetings over the summer to review budget information together.

Need To Follow Contract For All Recommendations – Supalla noted the process of shared governance is evolving, but questioned if some of the issues raised today couldn’t have been addressed through another avenue (i.e. discussed directly with the individuals in charge of the areas, or maybe the questions should be raised at Shared Governance, with responses brought back to the next meeting). Wright suggested that Shafer and himself visit with Supalla about the process of shared governance and the formation of other avenues and forums similar to a cabinet meeting where issues can be addressed prior to final decisions. Shafer agreed the process is evolving into a positive process, but additional work needs to be done. ACTION: Wright, Shafer and Supalla will review the process of shared governance and other open discussion formats.

(c) Questions regarding Administrative Expenses, Expenses for Accreditation, Satisfaction Survey, Public Service, Academic Support, “Quality” – Shafer questioned the cost of implementing the Satisfaction Surveys, and whether the surveys should be put on hold a couple of years in lieu of the budget crisis being faced in the state. Shafer and Wright also questioned the timing of switching to Baldrige, suggesting the traditional NCA may be more cost effective at this time. Supalla was unable to respond to the cost of the Satisfaction Surveys, but will request Weber share the expense itemizations with the faculty. Thompson noted the cost of the traditional NCA accreditation is high during the two-years prior to the visit, and the cost of AQIP is about the same, however spread over several years. The faculty also raised concerns about running courses with adjunct faculty when the enrollment is low (i.e. Comp 1010), adding that a full-time faculty was willing to teach the class. Harris wasn’t aware that there was a full-time faculty qualified for the course, adding the course was a prerequisite for distance education (funded from a grant), hence required to be held for the students. Shafer also questioned whether the student senate was a true representation of the student body, or just a viewpoint of a handful of students. Supalla responded serious conversations were held with the student senate president about the election process of the senate, and consideration is being made to converting to an electronic voting process in the future. Thompson noted Normandale Community Colleges uses a process for student senate that includes applications and interviews by a faculty committee. ACTION: Thompson will further investigate the student senate application process and recommend changes in the future. Supalla will request Weber share cost analysis of the Satisfaction Surveys and share with Wright and Shafer.

(d) Realistic Reorganization – Shafer shared some comments from the faculty with regards to the reorganization, noting scenario #1 and #2 appear to be acceptable by the faculty, but the faculty have major concerns with scenario #3. Shafer questioned what savings would be generated with scenario #2, and Harris responded she didn’t know because contractually former UTCE faculty have to be assigned to a department. Shafer requested Harris further pursue scenario #2 to review cost savings. Harris noted if division coordinators were eliminated (scenario #2), additional non-administrative help would need to be used to handle the hiring of adjunct faculty. Wright offered a scenario #4, which would reduce the number of Deans by determining essential administrative functions, assigning those essential functions to department chairs, who would receive increased release time to compensate for new duties. Harris asked Israelson if that would be acceptable to department chairs. Israelson noted department coordinators currently are operating very efficiently, and if massive changes occurred with additional responsibility added, the process would not run as smoothly. Wright pointed out to Harris that increasing duties of department chairs in exchange for release would add a level of difficulty; however, in a budget situation of declining revenues, this choice is better than her alternative of eliminating department chairs or reorganizing them into divisions. ACTION: Wright will review scenario #2 with the state union to obtain an interpretation with regards to program leaders.

ITEM 10 (A) Program Status – Harris reported the photography classes would fall under the art department. Harris also reported the EMT certificate program is being suspended (currently no students enrolled), along with civil engineering technology and surveying. ACTION: Information Only.

ITEM 11 (A) UCR E-Learning – Harris reported the UCR partners are working together on projects focusing on e-learning. ACTION: Information Only.

Adjourned at 3:25 p.m.

Next Meeting: May 27, 2003 – 2:00 p.m. – AT109

Rochester Community and Technical College
AFSCME Labor/Management
Minutes for Tuesday, May 20, 2003 – 10:00 a.m. – AT109

Present: Administration: Arntson, Hansmann, Supalla, Thompson
AFSCME: Braa, Kiehne, Martin (Business Agent), O’Dea
Guests: Erv Berg, Wanda Lunning (Chief Steward)
Recorder: Kingsbury

ITEM 1 (AFSCME) – Maintenance Work Schedules –Berg and Hansmann reported five employees submitted a request for four 9-hour days (Monday through Thursday) and one 4-hour day (Fridays) during the summer. In reviewing workloads, Administration counter proposed on a rotation basis (not everyone having 1/2 day off on Fridays), at which time all five employees rescinded their requests. One GMW has since resubmitted the request for four 9-hour days (Monday through Thursday) and one 4-hour day (Fridays). Martin commended Administration for providing a fair schedule when multiple employees made similar requests, but added, the re-submitted request remains on the table and, by contract, the employee needs to have either an acceptance or denial of the request without a counter offer. Braa indicated if the four 9-hour days and one 4-hour day schedule was still an option for employees, other GMWs may also resubmit requests. Martin suggested the Administration review the workload needs for Fridays and reconsider the requests, noting approvals could be based on seniority. Martin added the 28-day notice requirement may be waived if mutually approved. Action: Berg and Hansmann will re-evaluate the workload issues and respond to the request currently submitted.

ITEM 2 (AFSCME) – Gun Control Policy for RCTC – Martin questioned RCTC’s plans for implementing the MnSCU Possession or Carry of Firearms policy. Supalla responded RCTC prepares and implements local policies/procedures utilizing MnSCU’s policy framework, adding if the MnSCU policy/procedures were approved during the summer, proper training would be included in the August Staff Development Day activities. A lengthy discussion followed on the interpretation of the draft MnSCU policy, specifically Part 3, Subpart C. Hansmann responded employees have always been instructed to contact 911 immediately when in a threatening situation. Several scenarios were discussed as it relates to guests on campus, employees using state vehicles, and employees off-campus on college business. Action: Further discussions will be held at the next meeting.

ITEM 3 (AFSCME) – Latest Budget Information – Supalla suggested the next AFSCME Labor/Management meeting be scheduled in late-June or early-July, once MnSCU finalizes the budget. Action: The budget will be discussed at the next meeting.

ITEM 4 (AFSCME) – MOU Follow-up – Kiehne reported local AFSCME members approved the posting waiver for the vacant OAS position in Upward Bound. Martin questioned the status of the completed MOU agreement. Action: Arntson will follow-up on the MOU agreement.

ITEM 1 (Admin) – Maintenance Work Assignments – Hansmann reported discussions have begun with the 2nd Shift GMWs at Heintz Center with regard to reassigning the work created from a GMW retirement. Hansmann further reported discussions have begun with the Maintenance supervisors for possible work reassignments at the UCR Main campus. Action: Information Only.

ITEM 2 (Admin) – HEAPR and R & R Project Updates – Hansmann reported several HEAPR projects were underway and a notice of the renovations was placed in the May 12th Crossings edition to inform the employees of the dust, noise, and odors associated with the construction. Action: Information Only.

ITEM 3 (Admin) – Crisis Management Plan (Floor Wardens) – Hansmann reported numerous employees have volunteered as Floor Wardens under the Crisis Management Plan, and a training session will be conducted during the August Staff Development Day activities. Action: Information Only.

ITEM 4 (Admin) – On-Line Evaluations – Supalla reported an on-line assessment process was utilized as a tool in the evaluation of the RCTC Leadership Cabinet members, similar to those conducted for MnSCU Office of the Chancellor Staff. Supalla shared his desire to move all employee evaluations to a similar process. Martin suggested implementing under a dual pilot project and revisiting the advantages before full implementation. Although the current process is completely confidential, Martin suggested further investigating the security issues to ensure non-duplicated assessment entries. Action: Arntson will develop an on-line evaluation process and share at the next meeting.

ITEM 5 (Admin) – Staffing – Hansmann announced vacant non-faculty positions would not be filled, and overtime was eliminated, unless reimbursed by an out-side organization. Berg announced one employee in the maintenance department has submitted a request for a voluntary reduction in hours for the summer. Supalla reported no anticipated layoffs at this time, but staffing will be re-evaluated after the final funding allocations are announced for the biennial budget. Action: Information Only

ITEM 6 (Admin) – Electronic Timesheets – Arntson announced the Human Resources Office will begin investigating the possibility and implementation electronic timesheets on campus, noting several campuses and the MnSCU System already utilize similar processes. Arntson also reported that the electronic timesheets would only be temporary until the SEMA4 self-service module is implemented. Martin shared concerns that all employees have access and training, suggesting that co-workers assist those individuals having difficulties. Arntson reported that the vacation/sick accrual reports distributed to employees at the end of each fiscal year will cease, noting the information is already available through other sources. Action: Arntson will review electronic timesheet processes currently utilized at other MnSCU campuses.

Adjourned at 11:25 am

NEXT MEETING: July 10, 2003 – 10:00 a.m. – AT109

**Rochester Community and Technical College
Minnesota State College Faculty (MSCF) - Faculty Shared Governance Council
Minutes for Tuesday, May 27, 2003 – 2:00 p.m. –AT109**

Present: Administration Hansmann, Supalla, Thompson
faculty Hill, Shafer, Wright (Chair)
recorder: Kingsbury
guest: Weber

ITEM 1 (F) Faculty Evaluation – Wright reported concerns were raised with the evaluations completed during spring semester, adding Hill and Harris will be meeting with the Academic Deans to resolve the issues. Wright also requested that the recently modified policy be applied equally to all faculty when it is implemented in the fall. ACTION: Information Only.

ITEM 6 (A) Student/Staff Satisfaction Survey – Weber reported previous survey implementations have required expenditures generating approximately \$8,100 (\$3,600 for student surveys and \$4,500 for faculty/staff surveys), adding, however, that this year’s faculty/staff survey is being completed on-line and generating a significant savings. Weber also reported that the student survey process is being refined, moving away from the classroom and toward e-mail request, once the new electronic communication policy is implemented. Shafer encouraged administration to continue to move forward with the electronic survey process cost savings, offering his assistance by having the survey requests generated from faculty leadership and incorporated into those developed by administration. ACTION: Information Only.

ITEM 7 (A) PAC – Supalla distributed a draft proposal for the creation of an advisory group to the President entitled President’s Advisory Council (PAC), with the understanding that contractual meet and confer processes would remain in tact. ACTION: Faculty will review the process and share feedback with Supalla.

ITEM 1 (A) HEAPR and R & R Updates – Hansmann distributed a list of the HEAPR requests submitted to MnSCU for FY04, answering specific questions raised by the faculty for items on the list. Hansmann also announced several FY02/03 funded projects were underway on campus. Shafer shared concerns that may arise from the community for unnecessary spending at state agencies, encouraging Administration to carefully review requests before acting on moves or remodeling projects. ACTION: Faculty will forward any additional Repair and Replacement items to Hansmann for consideration.

ITEM 2 (F) Budget & ITEM 2 (A) Budget & ITEM 3 (A) Tuition and Fees & ITEM 4 (A) Scheduling of Special FSGC Budget Meeting –Hansmann distributed copies of the information packets submitted to MnSCU with regards to RCTC tuition/fee proposals. Hansmann also reported one resolution of the budget deficit included the spending down of reserve funds, noting any excess funds generated from tuition/fees because of under projected enrollment increases would be deposited back in the reserve account. Supalla announced an Administrative Budget Retreat would be held immediately upon receipt of the budget allocation announcements from MnSCU, and requested a special Faculty Shared Governance Council (FSGC) meeting be held to review the budget figures. Wright and Shafer agreed the budget was a top priority, but suggested the issue be addressed during the regularly scheduled June FSGC meeting. ACTION: The Budget will be placed on the agenda for the June Meeting.

ITEM 5 (A) Proposed MnSCU Conceal and Carry Policy – Hansmann distributed a copy of the draft MnSCU Conceal and Carry Policy, noting RCTC will be developing a local policy/procedure utilizing the MnSCU framework as soon as the MnSCU policy is approved by the Board of Trustees. Clarification was announced that a “student” includes a student of record at any MnSCU college/university. ACTION: Information Only

ITEM 3 (A) Other – Shafer shared some concerns recently communicated to him by retirees and other community individuals regarding lack of planning. Specifically a concern related to college funds being spent to develop a playing football field for the football team several years ago, only to have the football field removed for campus road development and a parking lot. Supalla responded the football field was developed prior to the finalization of a master site plan, hence unforeseen. Supalla also noted progress often needs to override previous decisions, even when appropriate input from architects, faculty and the community are received in making decisions. Hansmann added faculty input will again be solicited during the next master site plan development. ACTION: Information Only.

Adjourned at 2:40 p.m

Next Meeting: June 23, 2003 – 1:30 p.m. – AT109