



June 17, 2002
Volume 7, Issue 34
SUMMER EDITION

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

Attachments

- ❖ Basketball Camp
- ❖ CTL Cancellation



ENJOY THE SUMMER!

Summer Crossings Dates
June 17, July 15 and
August 19

Evening Administrators
June 17-20 - Nirmala Kotogal
June 24-27 - Dan Thompson
July 1-3 - Susanne Sheehan
July 8-11 - Jay Lee
July 15-19 - Dave Weber

Rochester Community and Technical College

College Crossings

Summer food service program

RCTC Upward Bound is participating in the Summer Food Service Program. Meals will be provided to all program participants without charge. Acceptance and participation requirements for the program and all activities are the same for all regardless of race, color, national origin, gender, age or disability, and there will be no discrimination in the course of the meal service. Lunch will be provided at Rochester Community and Technical College from June 17 through June 19, 2002. Any person who believes he or she has been discriminated against in any USDA-related activity should write immediately to:

USDA
Director - Office of Civil Rights
Room 236-W Whitten Building
14th Independence Avenue SW
Washington, DC 20250-9410

Summer CTL Conference cancelled

Please see the attached .pdf file noting the cancellation of the summer CTL conference.
Judy Harris

RCTC Basketball Camps

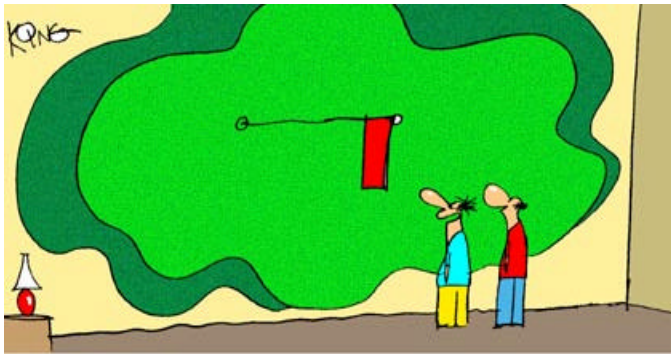
Looking for a fun activity for kids this summer? There is still limited space in the last two camp weeks. June 24-28 and July 1-5. See brochure attached to this week's *Crossings*.

Recipients for vacation donation program

Listed below are the new individuals who have been approved as a recipient for the vacation donation to the sick leave account program. These individuals may have already or will be exhausting all paid leave time and will be losing health insurance coverages. State employees may donate up to 12 hours (per recipient) per fiscal year to one of these individuals or any other recipients on the sick leave account. More details regarding these individuals and forms to donate leave are available from the human resources office.

Linda Hacker - Department of Commerce
Mari Mevissen - Department of Health

Weekly funny...



"It was the first and only green I hit in regulation. So I had it mounted."

Condolences
 Condolences to Glen Saponari whose sister, Eva, passed away recently (she was from Maryland). Our thoughts are with you and your family.

Congratulations
 Congratulations to Rick and Michelle Yankowiak on the birth of their son, Jay! Jay arrived on Monday (May 20) weighing in at 9 lb. 15 oz and 21 inches long.

RCTC Committee memberships for 2002-2003 being compiled

CONTRACTUAL MEET AND CONFER - The Contractual Committee memberships are submitted via the Local Unions.

- MSCF Meet and Confer
- Curriculum Council
- AFSCME Labor Management
- MAPE Meet and Confer

ALL-COLLEGE COMMITTEES - The All-College Committee memberships are determined annually and includes faculty, staff, and student representatives. Please visit the RCTC Intranet website at http://www.adm.roch.edu/rctc/html/all-college_committees.html for more information on each of the committees.

General College Committees:

- Facilities, Grounds, Safety, and Security Committee
- Fiscal Committee
- Employee Relations Committee

Faculty/Academic Committees:

- Assessment/Institutional Effectiveness Committee
- Academic Standards Committee
- Technology/Distance Education Committee
- International Studies/ESL Committee

PARTICIPATION IN AN ALL-COLLEGE COMMITTEE: Non-faculty members interested in serving on one or more of these committees should contact Judy Kingsbury either by e-mail or at extension 7216.

Faculty members interested in serving on one or more of these committees should submit their names through either Gregg Wright or Ed Shafer.

- CONTINUED ON NEXT PAGE -

RCTC Committee memberships continued

All-College Committees unless sanctioned by the MSCF Association (i.e., General Matters, Curriculum, and Budget/Finance), are allowed by the contract, but are not authorized to represent the union's official position on any issue. Therefore, faculty members who are appointed to serve or choose to participate in all-college committees with administration and members of other bargaining units do not represent MSCF on any contractual agenda/topic areas e.g., Personnel, Student Affairs, Curriculum, Community Service, Facilities, Fiscal Matters and General Matters.

Exceptions:

1. The MSCF Association has specifically authorized the faculty member to present the faculty position on an issue (as decided by the MSCF).
2. The vote is simply applying already settled policy (such as evaluating a student petition to the Academic Standards Committee).

Note that the faculty member is free to present individual and departmental views when serving on all-college committees. Any proposals regarding the contractual topic areas (noted above), however, should be brought to the MSCF before a vote, which might be interpreted as representing the union's position.

MEETING SCHEDULE:

The Common Hour on Tuesdays from 2-4pm will continue to be utilized for as many meetings as possible.

1st Tuesday: Faculty Curriculum (2:00 p.m.); Division/Department Program Leaders (3:00 p.m.)

2nd Tuesday: Curriculum Council (2:00 p.m.)

3rd Tuesday: Faculty Senate (2:00 p.m.)

4th Tuesday: MSCF Meet & Confer (2:00 p.m.)

**All-College Committees meetings may be scheduled on the 1st, 2nd, or 4th Tuesday of each month, or at another mutually agreed day/time by the members.*

Supalla's Scribblings



For those of you enjoying some time off this summer, I hope this edition of CROSSINGS finds you rested and relaxed. After a brief respite from a bustling campus, the pace has once again picked up with the start of summer session. Although final enrollment figures won't be known until later in the term, it does appear that the number of credits sold this year will surpass last summer's enrollments. In addition to classes, the campus is teeming with new students attending STAR orientation sessions, future students participating in the youth-oriented Voyageur's Camp, youth athletes attending sports camps, and professionals attending workshops. Last week RCTC hosted 125 Chief Financial and Facilities Officers from the Office of the Chancellor and every college/university in the system. **Ruth Siefert, Marilyn Hansmann, and the entire Business**

Office and Facilities crew did a great job coordinating meeting space, service, tours, signage, food, and give-aways. Several members of the Office of the Chancellor have sent thank you notes all praising the work of RCTC staff and indicating, "people were sure impressed with the campus." Earlier this week, **Dale Pedersen and Tim Gilsrud** did a superb job defining our technology capabilities and touring representatives from the Mayo Clinic Informatics Department, the University of Minnesota Informatics Department, and University of Minnesota Rochester personnel. **Chuck Siefert, Marty Leonard, and the Sports Center staff** bent over backwards to make sure every accommodation needed for both the Mayo and John Marshall High School commencements was met. Superintendent Williams wrote..."Two of our high school graduations were held at your new recreation center...each with resounding success, both from the spaciousness of the building but most importantly from the wonderful service by Chuck Siefert and his outstanding crew. At all times, we felt very welcome and appreciated. Chuck had the place looking immaculate, and throughout the festivities, he proudly made sure that everything was just right." And, if it's been a few weeks since you've been on campus, I invite you out to enjoy some of the campus beautification work being undertaken by the **Grounds Crew**. Thanks to all who make UCR a great summer get-away.

An article, "Share the Spirit," in the May edition of the newsletter from the San Diego Community College District caught my attention. It began...**HERE'S A TIP...***Good customer service means a better bottom line.* In their "Expect the Best" customer satisfaction campaign, the San Diego CC offers "*Ten Steps to Quality Customer Service (from an employee course manual)...*"

1. *Greet customer with a smile.*
2. *Maintain direct eye contact when speaking to a customer.*
3. *Assist the customer quickly and ask important questions.*
4. *Communicate clearly.*
5. *Make polite conversation or offer information.*
6. *Be responsive and attentive to customer's requests and comfort.*
7. *Offer to provide a wide array of services for the customer.*
8. *Show respect for your customers and co-workers.*
9. *Have patience.*
10. *Be a team player.*



"Nontraditional Students Dominate Undergraduate Enrollments," an article in the June 4 CHRONICLE OF HIGHER EDUCATION deserves our attention. *Almost 75 percent of today's undergraduate students are considered "nontraditional" because of their age, financial status, or when they enrolled in college, according to a report released Monday by the U.S. Education Department. Only 27 percent of today's undergraduates are "traditional" students who have a high-school diploma, enroll full time right after high school, and depend on parents for financial support.* Yes, the stakeholders we serve today are different from those of just a few years ago. Many of today's students bring with them a new set of needs...flexible schedules, financial assistance, childcare, and other support services.

This week Governor Ventura announced the appointment of six new MnSCU Board of Trustee members. Four members will serve six-year terms...Cheryl Dickson, St. Paul, recently completed 24 years as executive director of the Minnesota Humanities Commission. Clarence Hightower, Plymouth, is the president and chief executive officer of the Minneapolis Urban League. David Paskach, Cottonwood, is the executive vice-president of administration and general counsel for Schwan's Sales Enterprises, Inc. in Marshall. Ann Curme Shaw, Minnetonka, is the vice-president and associate general counsel for Ceridian Corporation, serves on the Board of Junior Achievement and is an adjunct professor at William Mitchell College. In addition, the Governor appointed two students to two-year terms on the Board. They are Vincent Ijioma, Plymouth, a student at Hennepin Technical College and Shaun Williams, Cloquet, a student at Fond du Lac Tribal and Community College. All six appointments begin their terms on July 1, 2002.

A thought to ponder...
"You don't get harmony when everybody sings the same note."
Doug Floyd

Don

Search Update (as of 6/13/02)

Faculty

UFT Biology –Jaime Malcore has accepted position.
UFT CAD – Interviews currently being scheduled.
UFT Chemistry - Troy Cayou has accepted position.
TPT Counselor (one semester sabbatical replacement). Two finalist recommendations have been submitted; appointment pending.
UFT Economics - Jesse Martinez has accepted position.
UFT English (Composition) - James Scannell McCormick has accepted position.
UFT English (Composition) - Position initially claimed by person on layoff; College was recently notified that the claimer is unable to accept position; next steps to fill this vacancy under discussion.
UFT English (Developmental) - Sheryl Scholer has accepted position.
TFT English (Sabbatical Replacement) - Yuko Taniguchi has accepted position.
UFT ESL - Jean Floyd has accepted position.
UFT Librarian – Interviews concluded; finalist recommendation pending.
UFT Mathematics - David Atwood has accepted position.
UFT Nursing Assistant. Position has been posted/advertised.
UFT Physics - Rod Milbrandt has accepted position.
UFT Speech - Mary Schmidt has accepted position.
TPT Head Baseball Coach – Interviews currently being conducted.
TPT Head Women's Basketball Coach – Search team is reviewing applications.

Administration

Director of Finance and Facilities - Marilyn Hansmann appointed effective May 22, 2002.
Director of Nursing - One applicant has been interviewed; additional recruitment needed.

MAPE (Classified)

ITS2 Server Technician – Sue Tischendorf appointed effective June 7, 2002.

MAPE (Unclassified)

Perkins Grant Coordinator - Alex Kro mminga appointed effective May 22, 2002.
Upward Bound Academic Advisor - Eric Wojchik appointed effective April 19, 2002.
Special Needs Advisor/ADA Coordinator (MnSCU Program Director 2) – Position to be posted/advertised.

MMA (Unclassified)

Director of Displaced Homemaker Program (MnSCU Program Supv. 1) – Position has been posted/advertised; search team is being formed.

AFSCME

General Maint. Worker (Intermittents). Applications accepted ongoing.
General Maint. Worker (2 UFT positions). Ted Marchand and Michael Froisland have been appointed.
General Maint. Worker (2 UPT positions). Positions have been posted/advertised.
Customer Service Specialist (UFT – Academic Affairs Work Area – CEWD). Mary Gorfine has been appointed temporarily to position.
College Lab Assistant 1 – Language Arts (part-time seasonal, grant-funded). Position being posted.
College Lab Assistant 1 – Mathematics (part-time seasonal, grant-funded). Position being posted.

Adjunct/Part-Time Faculty positions:

Applied Music (Violin and Viola)
Music (Music Theory I-IV) and Sight Singing and Ear Training I-IV)
Human Services Technician (specifics forthcoming)
Nursing Assistant (specifics forthcoming)

For information on any of the above openings, contact the human resources office at x7125 or visit our website at <http://www.roch.edu/rctc/hr/>

Rochester Community and Technical College

Minnesota State College Faculty (MSCF) Meet and Confer

Minutes for Tuesday, May 28, 2002 – 2:00 p.m. –Presidents’ Room

Present: Administration Harris, Supalla, Thompson
 Faculty Shafer (Chair), Helmers, Hill, Wright
 Guest: Hansmann, Gilsrud
 Recorder: Kingsbury

ITEM 1 (F) Lighting (Environmentally Friendly) for Sports Center – Shafer questioned if environmentally friendly lighting was planned for the north parking lot. Hansmann and Supalla distributed draft drawings of the parking lot lighting proposal currently being considered. Supalla noted identical lighting found in the west parking lot would be installed in the north parking lot, with assurance that the lighting would be environmentally friendly while also addressing security concerns. Hansmann added matching “globe lights” would also be used along the path of the Sports Center entrance. ACTION: Information Only.

ITEM 1 (A) Parking Fee – Hansmann announced the MnSCU Board of Trustees approved a \$1.00 per credit parking fee increase for RCTC. Wright questioned if the fee increase would be used to patrol the parking lots. Supalla and Hansmann concurred the fee would be used to hire a security coordinator responsible for the scheduling and supervision of law enforcement students providing campus security. Hansmann also noted code blue stations would be added to the north parking lot. Wright questioned if parking violation fees were also being increased. Supalla responded that leadership will discuss the suggestion, noting it was worthwhile to investigate in order to raise revenue and discourage violators. Hansmann reported the parking construction contract should be signed by July 8th, with construction to commence immediately with an anticipated completion by the start of fall semester. Hansmann added the construction would necessitate closing the north parking lot for the duration of the construction period. Supalla noted the cost for parking construction could be as high as \$800,000, adding the funds would be borrowed from auxiliary enterprise with future parking fee revenue being returned to that account in order to replenish the funds. Supalla also announced additional parking fee increases are likely over the next couple of years in order to adequately secure funding for future parking lot construction. ACTION: Information Only.

ITEM 2 (F) On-line Class Evaluation – Hill questioned if the faculty would automatically receive feedback on their faculty evaluations. ACTION: Harris will share a process with Hill for distributing feedback to the faculty.

ITEM 2 (A) Beeline Shuttle – Supalla announced ridership for the beeline shuttle has been minimal (sometimes reflecting only one passenger per trip). Supalla also announced additional classrooms would be available at Heintz Center in August for overflow classes, which may increase the shuttle ridership. Supalla added additional promotion of the shuttle will be done in the fall, however if ridership does not increase, discontinuation of the service will be considered for FY04. Hill suggested a designated pick-up location (shelter) be added in the north parking lot for staff/students wishing to utilize the shuttle when parking so far away from the buildings. Harris announced the Kiwanis Club donated approximately 50 bicycles to the College for individuals to use for transportation back and forth between Heintz and the Main Campus. Wright questioned if the elimination of the Evanston Heights pickup would alleviate the tardiness of the students for classes. Supalla responded the majority of the ridership has been from Evanston Heights, and with the low ridership, it may be an assumption that the students tardy for classes are probably driving their own vehicles between campuses. ACTION: Hansmann will move to improve shuttle signage and investigate the possibility of a shelter in the north parking lot for pick-up. The Beeline Shuttle service will be reviewed again prior to the conclusion of Fall Semester.

ITEM 3 (F) Vending/Pouring Contracts – Shafer requested a follow-up on the pouring contracts, specifically questioning how much revenue would be generated. Hansmann responded the vending contract is being renegotiated in June, and the pouring RFP requests are due on June 17th. Supalla added both Coke and Pepsi visited the campus recently, hence projected proposals from at least these two companies. Supalla and Hansmann also noted the College will probably be competing with other institutions (i.e. high schools) and discussions are also being held with the city about the shared revenue, hence there is no way to predict what revenue will be generated. ACTION: Administration will provide an update on the pouring contract at the next meeting.

ITEM 3 (A) Tuition Fee Increase/FY 03 Budget – Hansmann announced the MnSCU Board of Trustees approved a 12.1% tuition increase for RCTC, and distributed handouts outlining tuition and fee increases for all MnSCU institutions. Supalla added, although the RCTC tuition increase is a percent higher than the MnSCU two-year college average for 2002-2003, the college’s increase was a percent lower last year. Supalla also noted the College will use some of the reserves, along with budget reductions and higher tuition, to balance the budget. Now with Hansmann officially on board, Shafer suggested the Fiscal Committee meet to finalize the budget before fall semester. ACTION: Shafer will share a list of the faculty membership for the Fiscal Committee with Hansmann, and Hansmann will convene the committee ASAP.

ITEM 4 (F) Concurrent Enrollment– Shafer noted if concurrent enrollment continues next year, that there should be a policy in place so expectations and compensations are understood. Hansmann responded MnSCU does currently have a concurrent policy, and Harris added the full-time equivalent with concurrent enrollment is fewer than 10. Harris announced that District #535 has held discussions with the College to make some changes to PSEOP (which currently brings in over \$400,000 to the College). Specifically, District #535 has been approached by other institutions who say they can provide concurrent enrollment for less cost to the District, however, because District #535 wishes to continue to work with RCTC, a contract is being discussed which involves a different way of doing the finances. Shafer questioned if the discussions have included evaluations, and Harris responded the mentors are currently charged with that task, along with ensuring curriculum outcomes are met. Hansmann noted the MnSCU Internal Audit Website includes a report on Post-Secondary Enrollment Options that may be useful information for the faculty. ACTION: Information Only.

ITEM 4 (A) Student Excused Policy (3rd Reading) – In order to address student absences due to scheduling changes by the College, Thompson distributed his suggested changes to the draft policy and requested feedback from the faculty. ACTION: Shafer will review with the faculty and bring back comments to the next meeting.

ITEM 5 (F) F-Drive – Gilsrud announced, and Hill concurred, that the “F” drive malfunctions have been fixed and the back-up feature is currently working. ACTION: Information Only.

ITEM 5 (A) Search Update – Supalla distributed an update on current searches. Thompson requested a Special Needs Advisor be added to the list because of the recent appointment of Alex Kromminga as Perkins Grant Coordinator. ACTION: Information Only.

ITEM 6 (A) Facility Report (Space Use)– Harris noted several areas will be available in the next couple of months (Teach Net, Fitness Center and District #535) and the Deans are currently reviewing faculty office space needs for both short and long term. Supalla added St. Mary’s University has requested additional space and AmeriCorps has requested a move to the main UCR campus. ACTION: Information Only.

ITEM 6 (F) Summer Meeting Dates – Wright requested, due to scheduling conflicts, the June and July meeting dates be changed. ACTION: The next two meetings will be held to a one-hour limit and scheduled for 8:00 a.m. on June 26 and July 17.

Adjourned at 2:50 p.m.

Next Meeting:
June 26, 2002 – 8:00 a.m. – Presidents’ Room
July 17, 2002 – 8:00 a.m. – Presidents’ Room