



June 19, 2006
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SUMMER EDITION

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- ❖ Football Golf Fundraiser

Next Crossings:
July 17, 2006



Enjoy Summer!

Meeting Minutes
Click below:

http://www.rctc.edu/intra/html/meeting_minutes.html

Rochester Community and Technical College

College Crossings

Dean's List – Spring Semester 2006

Dean's List



Excellence in scholastic achievement is recognized each semester by compiling a Dean's List. Students successfully completing at least 12 college-level credits with grade points, with a minimum term grade point average of 3.0 or better qualify for the Dean's List. Credits for P and grades of I, AU, CR and W are excluded from the count. These lists are posted in the Admissions and Records area and at the Heintz Center, as well as distributed to local media. The listing can also be downloaded from our website at: <http://www.rctc.edu/about/html/Deans-list.html>. Letters of congratulations are sent to students receiving a GPA of 3.5 and above.

There are 1,258 students who made the Dean's List for Spring Semester, 2006.
4.0: 256 students - 3.5 - 4.99: 432 students - 3.0-3.49: 570 students

Congratulations to all who made the list!

Golf Outing a Rousing Success

It may not have been a premier day weather-wise, but Friday, June 9th was a great day nonetheless. On that day, over 100 golfers teed off at Willow Creek Golf Course, in support of the Champa/Kereakos Scholarship Fund and RCTC Foundation,

Golfers paid \$75 to play 18 holes of golf and enjoy a hearty meal at the end of the day. Participants also had opportunities to buy mulligans, raffle chances, bid in a silent auction, play group poker and try to make the closest to the pin shot. All proceeds went to the RCTC Foundation in support of students at RCTC.

Many community businesses generously provided prizes or paid cash to be a hole sponsor. Special thanks goes to the following hole sponsors: *Benson Farm Service; Buffalo Wild Wings; Carco Plumbing & Heating; Cottontail Express; Dunlap & Seeger, Attorneys at Law; F & M Community Bank; First Alliance Credit Union; Hadley Valley Enterprises; Hellickson Farms; Steve Kereakos; Harry & Thom Mueller; On Trac Financial Corporation; Plitzuweit Classic Tractors; Rennings Flowers; Chuck Siefert; Dr. Frank Sim; Smith Schafer Accounting; Stevenson Insurance – Steve Johnson; Southern Minnesota Appraisal Services; Thein Well and Wells Fargo*

Many businesses also contributed prizes for the auction and raffle drawings. Special recognition goes to Schmidt Goodman Office Products for providing foursome photo's to each of the players. Also thanks to Apollo Liquor for their generosity along with Cinemagic Theaters. We also want to thank Willow Creek Golf Course, The Jewel Golf Course in Lake City and a special thanks to First Alliance Credit union for sponsoring a hole and providing generously to the raffle. If you are looking to open a banking account, think of First Alliance and also be encouraged to look to any of the above sponsors for your business needs. Next year's date is June 8th, 2007. Put it on your calendar now for a great time!

Weekly funny...

Snapshots at jasonlove.com



Bob takes care of this monster-under-the-bed business once and for all.

Crossings Classifieds

FOR SALE: 1969 Johnson 9.5 hp outboard motor with 6 gal. gas tank, runs great \$350 firm. Call Marilyn Etbauer at 289-9541.

Condolences

Condolences to Gary Schattschneider whose mother, Gladys, passed away on May 27th.

Condolences to Marv Langanki whose father, Roden, passed away on May 29th.

Condolences to Dale Pedersen whose mother-in-law, Esther Peterson, passed away on June 11, 2006.

It is with sorrow we announce the passing away of Marilyn Sue Jacobsen in early May. Marilyn was the wife of retired Sociology instructor Curtis Jacobsen.

Our thoughts are with these employees and their families.

Student Handbook

The Office of the Vice President of Student Development and Services annually publishes a Student Handbook to familiarize students with important information, College policies, and a planning calendar. The Student Handbook can be downloaded directly from the RCTC website at: http://www.rctc.edu/publications/html/student_handbook.html

Marketing Fact

In 2004 and 2005, thirteen MnSCU 2-year colleges participated in CCSSE (Community College Survey of Student Engagement). When comparing individual school scores for the question "How would you evaluate your entire educational experience at this college?" the percent rating RCTC as "good" or "excellent" was ranked 11th out of 13.

Official Student Communication

There is an expanding dependence on electronic communication among students, faculty, and staff at RCTC. This is motivated by the convenience, speed, cost-effectiveness, and environmental advantages of using email rather than printed communication. Because of this increasing dependence and acceptance of electronic communication, RCTC has an Official Student Communication Policy and Procedures. The intent of the policy is to utilize electronic mail as a means to communicate important information to our students in a timely manner. All students enrolled in credit bearing course work are assigned an official RCTC e-mail account, and official college communication shall be sent to these accounts. The Office of the Vice President of Student Development and Services is the keyholder of the official student e-mail addresses. All items for student wide distribution must be submitted to Roxy Roadway according to the guidelines listed below. The Office of the Vice President of Student Development and Services has the right to deny requests based on these guidelines.

Guidelines:

- * Items must be submitted to Roxy Roadway in **electronic** format.
- * The use of attachments is discouraged because most files are too large for students to open.
- * The use of web links is strongly encouraged.
- * Requests must be received **at least ten working days prior** to the intended e-mail distribution date.

Examples of Appropriate Student Wide Distribution:

- * Communicating Student Life Activities and information
- * Communicating important deadlines (drop/add, payments due date, last days to withdrawal, etc.)
- * Surveys that are sanctioned for UCR/RCTC purposes.

Examples of Inappropriate Student Wide Distribution:

- * Information unrelated to UCR/RCTC business
- * Solicitation
- * Promoting political viewpoints
- * Messages containing confidential information such as grades, financial aid awards, etc.
- * Emails that violate the Official Student Communication Policy.

The Official Student Communication Policy can be viewed at:

http://www.rctc.edu/policies/html/student.html. If you have any questions or concerns, please contact Roxy Roadway at 285-7127.

Supalla's Scribblings



Minnesota colleges enroll many first-generation students. “American Dreaming” is alive and well at Minnesota colleges. That’s evident in a new report issued by the state Office of Higher Education, based on a 2004 federal survey of undergraduate students at the state’s public and private colleges. It paints a picture of a diverse campus population that includes a sizable share of students who come from families that have not experienced higher education before. More than half of the Minnesota students have parents who have not obtained four-year degrees; 26 percent are children of parents who did not go to college at all. **The special role that community colleges play in the state’s higher education is highlighted by this fact: Two-thirds of Minnesota’s undergrads report that they enrolled in a community college at some point in their academic career. That includes about a quarter of the students currently enrolled in four-year institutions. Clearly, two-year colleges are providing the welcome mat to higher learning that a brainpower state needs. Keeping those institutions strong and affordable must be part of any strategy for enlarging Minnesota’s human capital.**

From the May 21 Editorial in the StarTribune (emphasis added)

Beth Fondell, MnSCU Regional Audit Coordinator for Southeast Minnesota, has updated the state of audit findings and other noted issues that reveals there are no unresolved audit findings for RCTC! This is great news and a tribute to the good work of staff in our Business Office, Human Resources Office and other functional areas of the college.

Facilities play a key role in students’ enrollment decisions. That’s the clear finding of a new study sponsored by the Association of Higher Education Facilities Officers. However, the buildings that matter most to students might not be the ones college employees or others would expect. “Buildings related to academics are the most important,” says David Cain of Carter & Burgess, a consulting company. According to the survey, 73.6 percent of the respondents named facilities related to their majors as “extremely important” or “very important” in choosing a college. Other academic-oriented facilities – the library, technology, and classrooms – followed. Each of these was identified by about half the respondents. The report authors say their work updates a 1980s study by the Carnegie Foundation for the Advancement of Teaching. That study, considered landmark at the time, found that 62 percent of students said the factor that most influenced them during a campus visit was the appearance of a college’s grounds and buildings. Colleges that have neglected their facilities can no longer afford to ignore their importance, the report’s authors say. Long-range planning for new construction and the repair and replacement of existing facilities and infrastructure must be a guiding principle within the context of the institution’s strategic plans and overall academic mission.

The College Costs summit in November 2005 drew to Washington, DC, more than 350 attendees from 36 states. Summit participants were asked to complete an evaluation survey that tapped opinions about college cost issues. Participants were asked to rank the urgency of the college cost issue among other issues in higher education. An overwhelming majority (86 percent) of respondents ranked the college cost issue as highly urgent in comparison with others issues. Participants’ feedback can be summarized into three key points...



- 1) The college cost issue is central.
- 2) The overriding concern is for access.
- 3) Concerns about cost should be balanced with attention to other goals.

The solutions rated most promising were those tied to reducing time to degree (improving transfer and articulation between high school and two- and four-year colleges), improving student preparation and expanding opportunities for accelerated learning.

The Minnesota Minority Education Partnership just issued its 2006 State of Students of Color report. Some of the key findings and conclusions:

- **Students of color enrollment continues to climb, while white non-Hispanic enrollments decline**
- **Achievement gaps persist, despite slight improvements for all students**
- **Students of color are less likely to be prepared for higher education**
- **Enrollment of students of color in higher education continues to rise, but participation of many students of color right after high school still lags behind white non-Hispanic and Asian students.**

Did you know that students of color enrollment in the Rochester Public Schools grew by 254 percent between 1990 and 2005?

Something to think about...*What we see depends mainly on what we look for.* Keeping looking for, and seeing, good.

Don

Gay and Lesbian Pride Month

June is Gay and Lesbian Pride Month. In 1999 and 2000, President Clinton issued federal proclamations designating June as Gay and Lesbian Pride Month; setting the month aside as a time to celebrate the contributions gays and lesbians have made in every field. The federal proclamation making it a national celebration has not been issued since, though Gay and Lesbian Pride Month is still celebrated across the country.

The celebration of gay pride can be traced back to June 27, 1969, when the New York Police Department and the New York Beverage Control Board enforced a liquor law that had not been enforced elsewhere in the city on the Stonewall Inn, a place in which gays gathered. Police raids on gay establishments were common then. This particular raid erupted into violent demonstrations, and resulted in a number of protests over several nights. These protests came to be known as the Stonewall Rebellion, and were a catalyst for the modern political movement calling for gay pride and action to secure civil rights for gays and lesbians. The Stonewall Inn was declared a national historic landmark in March 2000.

Gay and Lesbian Pride Month is a time to celebrate the contributions that people who are gay or lesbian have made to our country. It's also a time to recognize gays for who they are: our colleagues, our neighbors, our sons and daughters, our sisters and brothers, and our friends.

- Ricki Walters, Regional Diversity Trainer

GODDARD LIBRARY, LIBRARY TECHNOLOGY CENTER, AND DIGITAL MEDIA CENTER WILL BE CLOSED JULY 4, 2006 IN OBSERVANCE OF INDEPENDENCE DAY HOLIDAY. (Hours are subject to change)

Thank You Notes

Dear RCTC Family: Thank you so much for your thoughtfulness and the gift of a teddy bear upon the arrival of our son, Nolan. It's wonderful to have him welcomed into the RCTC family as warmly as he is into our own. We expect he'll be in your classrooms by 2024!

- Mark, Jennifer, Cora, and Nolan Schnaedter

Thank you for the plant in remembrance of my brother. It was much appreciated.

- Joe Oeltjen (The family of Greg "Max" McInnes)

Thank you for the lovely bouquet.

- Family of Roden Langanki

Rochester Community and Technical College
AFSCME Labor/Management
Minutes for Friday, April 7, 2006 9:00 a.m. – AT109

Present: Administration: Arntson, Cram, Gilsrud, Hansmann, Supalla, Weber
AFSCME: Clark, Conway, Edwardy, Lunning, Meinke (Business Agent), O’Dea, Staloch, Tucker,
Recorder: Roxy Roadway

ITEM 2 (Admin) Parking Fees – Hansmann announced parking fees for FY07 will be \$3.50/credit (a 25 cents increase from FY06). The cost for full-time employees will be \$52.50 per semester or \$130 for an annual permit. Employees can purchase permits or enroll in payroll deduction in August. Action: Information Only.

ITEM 1 (AFSCME) Update on UMR Plans - Affects on RCTC Employees – Supalla announced there is support from the legislators to move the UMR downtown. UMR’s intent is to find temporary space downtown as early as January 2007 or after Spring Semester 2007. Currently UMR has 30,000 square feet of space at UCR, including shared classrooms and conference rooms. UMR has 8,000 square feet dedicated mostly for office space. Supalla stated there are two employees (UCR Receptionist and UCR Scheduler) who might be impacted by the UMR move, but does not see either position being reduced or eliminated. O’Dea stated that perhaps there will be more space available after they move. Supalla responded it is an opportunity to expand programs. Tucker questioned if UMR pays for space at UCR. Supalla responded UMR has a debt service obligation until 2012 and have stated they will fulfill that obligation. Action: Information Only.

ITEM 3 (Admin) 2006-07 Calendar Update and ITEM 4 (Admin) 2007-08 Calendar – Supalla shared copies of the latest draft calendars, which includes a fall Staff Development Day later in the semester to accommodate the frontline staff, and a mini-Staff Development Day at the beginning of the semester to fulfill faculty wishes to hear a President’s State of College address and retain a social aspect of gathering before classes began. Action: Information Only.

ITEM 3 (AFSCME) Future Winter Break Closings – Hansmann announced the winter break closing for 2006-2007 calendar will consist of four work days and 2007-2008 will consist of five work days. Conway stated that quite a few employees enjoy the winter break closing when provided ample time for planning. Action: Information Only.

ITEM 5 (Admin) IPP “Integrated Planning Process” Update – Weber distributed a handout showing the IPP process. Weber added Administration reviewed all requests, recommended budgets, and set targets. The information is available on the internet (www.rctc.edu/ipp). The goal is to have budgets approved before faculty leave for the summer so equipment and non-personnel ordering can be initiated. Action: Information Only.

ITEM 2 (AFSCME) Governor Pawlenty’s Commitment - Pandemic (local planning efforts) – AFSCME questioned the Governor’s Pandemic Plan impact on employees. Hansmann responded RCTC will be coordinating plans with the Olmsted County Health Department and Federal Medical Center, building on the Crisis Management Plan. The final plan is due to the Office of the Chancellor in June. RCTC currently has a MOU for UCR facilities to be used as a mass vaccination site. Action: Hansmann will forward committee information to Meinke. The draft plan will be shared at an upcoming AFSCME Labor/Management meeting.

ITEM 6 (Admin) Comment Card – Weber distributed a handout on the comment card process, stating the college participates in external reviews and an area of improvement has been a documented complaint management system. The process does not supersede the formal grievance process, but makes available a tool for other comments. Complaints will be investigated and tracked in a database; formalizing the existing process. Action: Information Only.

ITEM 1 (Admin) Search/Vacancy Updates – Arntson announced the search for the Physical Plant Director was delayed because the position was submitted for an upgrade, but the committee is in the process of interviewing. Arntson added other searches include GMW; CSS full-time seasonal for Admissions and vacancies in Human Resources. Arntson announced the interview video taping process will discontinue because it was felt search team members will better participate if members don’t have a back-up tape. Conway commented that Roman Staloch has been doing a great job, but was concerned there may not be enough GMWs. Hansmann agreed additional staff is needed for the department. Conway shared concerns with the quality of cleaning, especially the restroom near Counseling. Hansmann responded if some sees a restroom that needs cleaning, they should call 7262. Tucker suggested signs be placed directing people to call 285-7262 for cleanup assistance. O’Dea complimented the HR staff for publicly clarifying the non-eligible bidder’s process, adding the internal employment process is helping expedite the process. Action: Arntson will provide a copy of the MOU to Clark.

ITEM 7 (Admin) Name Change – Supalla announced consideration is being made to a name change, adding the dropping of “Community and Technical” in college names has become common practice. Supalla added if the UMR operation relocates off-campus, it would be an appropriate time to move forward with a name change. If a change occurs, it would be a long-term transition (new sports uniforms would be replaced as needed. Action: Information Only.

ITEM 8 (Admin) Drop for Non-Payment – Hansmann announced flyers and other promotional materials have been posted regarding the new drop for non-payment process, clarifying students who do not have their affairs in order by the due date will be dropped. This will affect some AFSCME employees, who may need to work evenings and weekends to cancel registrations. Cram added that RCTC will be using a company called Nelnet to remind students about the July 28th due date. The service is independent from the college. Action: Information Only.

ITEM 9 (Admin) Stadium Update – Supalla announced the Rochester City Council approved \$3.6 million of sales tax funds for the UCR Regional Stadium, which includes funding for lights. The project also includes \$4.2 million from Rochester Youth Soccer Association, Rochester Youth Football Association, and PEPSI, Inc., and the RCTC Foundation will lead a fundraising campaign for the additional funds to complete the project. Construction will begin in the spring of 2007, with an anticipated completion date in time for the football/soccer season. The bubble would be scheduled to inflate in November. The facility will need to be self-sufficient (paying for staff and overhead from revenue). Tucker questioned if there could be some electronic signage near the field. Hansmann stated that the Foundation is currently checking on signage near the intersections. Supalla added consideration is also being given to adding a marquee near the UCR entrance, but would require a variance from the city and/or county. Action: Information Only.

ITEM 10 (Admin) Health Science Project Update – Hansmann announced asbestos abatement will begin shortly in Rockenbach; the Café Express will move to the first floor of Coffman Center; and remodeling will occur at the Heintz Center for a Community Primary Care Health and Dental Clinic. The official groundbreaking ceremony is scheduled for May 3. Hansmann added the West parking lot and gravel parking lot will be closed for the summer. There will be a website available to review updates and pictures of the project. Conway questioned if there would be parking for visitors. Hansmann questioned how it would be monitored and enforced. It was agreed special permits may be obtained in the Business Office for visitors to park in the metered area. Action: Information Only.

ITEM 11 (Admin) Policies:

a. Alcohol and Other Drug Use Policy – Arntson shared a draft of an updated Alcohol and Other Drug Use Policy. Action: AFSCME will forward comments to Arntson.

b. Vendor Policy – Cram announced the only change to the Vendor Policy is the addition of referencing the Alcohol and Other Drug Use. Action: AFSCME will forward comments to Arntson.

c. Smoking Policy – Hansmann shared a draft Smoking Policy, stating the intent is to have all employees empowered to monitor. Action: AFSCME will forward comments to Hansmann.

d. Student Employment Policy – Cram shared a draft of the Student Employment Policy. Action: AFSCME will forward comments to Cram.

e. Telecommuting Policy – Supalla announced the policy was developed because of a request from an employee to work from home. Although there is little information available on telecommuting in higher education institutions, similar policies exist with other state agencies, and it would be difficult to have front line people and maintenance work from home. Supervisor will have an agreement of expectations, etc. Action: AFSCME will forward comments to Arntson.

ITEM 12 (Admin) Air Quality - The Department of Employee Relations conducted air quality testing and found all results were within normal limits. Supalla stated some extensive work will be done over the summer that will require faculty to move their items from the area for the work to be completed. Action: Information Only.

ITEM 13 (Admin) Upcoming Staff Development Days – The first Regional Staff Development Day is scheduled for April 12th. Because of concerns of staff not being able to participate because of office coverage, future Fall Staff Development Days will be scheduled after the semester begins, and supervisors will be encouraged to close offices. Action: Information Only.

ITEM 4 (AFSCME) Frontline Conference – Tucker announced a state-wide “Frontline Conference” has been scheduled. Supalla stated an e-mail has been sent to supervisors requesting they support staff requests to attend. Arntson added travel request forms need to be completed, and the forms are available on the “J” drive. Action: Information Only.

NEXT MEETING: Date to be announced.

Rochester Community and Technical College
Minnesota State College Faculty (MSCF) Faculty Shared Governance Council
Minutes for Tuesday, April 25, 2006 – 2:00 p.m. – Presidents’ Room

Present: Administration Bequette, Cram, Hansmann, Supalla
Faculty Gust, Israelson, Marconett, Wright (Chair)
Recorder: Kingsbury
Guests: Arntson, Weber

ITEM 1 (A) Policies:

a) Telecommuting Policy (1st Reading) – Wright questioned if the policy affected faculty teaching distance education. Supalla responded the policy development originated from a request of a classified employee, but shared his preference of having one policy that addresses all employees. Arntson added the faculty component was not considered during the development. Wright suggested the policy be reviewed by the distance education committee. ACTION: The Telecommuting Policy will be reviewed by the faculty over the summer and the policy will be brought back to Faculty Shared Governance Council (FSGC) in the fall for further consideration.

b) Alcohol and Other Drug Policy (2nd Reading) – Wright stated the faculty support the revised Alcohol and Other Drug Policy. ACTION: The revised Alcohol and Other Drug Policy was approved with immediate implementation.

c) Vendor Policy (2nd Reading) – Wright stated the faculty support the revised Vendor Policy. ACTION: The revised Vendor Policy was approved with immediate implementation.

d) Student Employment Procedures (2nd Reading) – Wright stated the faculty support the new Student Employment Procedures. ACTION: The Student Employment Procedures was approved with a June 1, 2006 implementation.

e) Smoking Policy (2nd Reading) – Wright stated the faculty support the new Smoking Policy. ACTION: The Smoking Policy was approved with immediate implementation.

f) Return to Title IV Refund (1st Reading) – Cram announced the policy is based on an existing policy at Dakota Technical College. Wright stated the faculty waive a second reading and support the Return to Title IV Refund Policy. ACTION: The Return to Title IV Refund policy was approved with a June 1, 2006 implementation.

ITEM 1 (F) Faculty Emeritus Follow-Up – Wright reported he had preliminary discussions about the Faculty Emeritus proposal with Bequette, but requested deferring the item to allow for further discussions. ACTION: Wright and Bequette will meet to discuss the Faculty Emeritus proposal and the item will be brought back to a future FSGC meeting.

ITEM 2 (F) Comment Card Process Input – Wright announced the faculty have strong reservations of supporting a Comment Card Process; questioning how it may conflict with current contract language (informal complaint process and grievance process). Wright also stated there wasn't enough information for faculty to establish a formal position on the process. Israelson added his reservations of placing credibility on an anonymous complaint. Bequette responded anonymous complaints carry no weight with the Teaching and Learning Leadership; adding that practice would continue under any process. Marconett shared her concerns of placing a comment card on the internet; making it easy for students to submit unmerited grievances. Kingsbury clarified grievance forms are not available on the internet to ensure students understand the implications of filing a grievance. In addition, students requesting a grievance form are always encouraged to investigate an informal resolution before pursuing a formal grievance. Cram noted comments are already being handled through various tools; including the Counseling Department's own comment card. Israelson stated the difference is an instructor soliciting comments from their students has the right to decide what to do with the information. Supalla stated a lot of colleges/universities solicit prudent information from stakeholders (electronically, phone surveys, etc.) to measure performance. Supalla questioned whether the faculty would like to have the comment card task force members clarify the process. Wright responded before that step occurs, it is necessary for the process to be clearer; ensure the process doesn't conflict with the contract; and obtain assurance the process is informal. Weber referred the faculty to the opening box of the process map, which specifically states issues relating to grievances, harassment, or informal faculty complaints are referred to the appropriate process. Wright questioned who makes that determination. Supalla responded complaints are already being received through the Office of the President, and most institutions follow the same process, but would be open to suggestions if it was determined another department is more appropriate for logging and sorting comments. Wright expressed his appreciation with administration clarifying a number of issues, and requested an opportunity to share the information with faculty before proceeding. Supalla expressed his desire to work with faculty to implement a comfortable process. ACTION: Weber will forward the Comment Card Process document to Wright and Marconett. Wright will forward to faculty for input. Kingsbury will forward the process map college-wide for input. The process will be further discussed at a future meeting.

ITEM 3 (A) Budget/IPP Spending Plan for FY07 – Hansmann announced Administration has preliminarily approved IPPs and budgets for FY07 (the information is available at: http://www.rctc.edu/ipp/FY2007). Hansmann encouraged everyone to review the current status of the recommendations and forward concerns and comments to their respective deans or supervisors. In addition, Hansmann requested faculty responsible for specific cost centers carefully review the cost center budgets to ensure nothing is missing. Wright questioned whether the comments will be reviewed. Supalla responded comments will be taken seriously, noting several comments have already been received and are generating reconsideration by Administration. Weber added, however, that consideration will also be made to those departments that followed the proper process. Bequette stated faculty concerns should flow through the appropriate dean for clarification and explanation of the approval

or non-approval of a request. ACTION: Weber will re-send the e-mail regarding the IPP/Budget website. Wright will encourage faculty to carefully review and forward comments to their respective dean.

ITEM 3 (F) Program Leaders/Department Chairs – Marconett announced she recently conducted an informal survey of program leaders and department chairs regarding whether they received credits or stipends. Based on the survey results, Marconett requested Administration consider the following: 1) follow contract language and allow an option for all faculty to take either credits or stipends without discouraging program leaders from credits because of the need to back-fill in programs; 2) raise the credit allocation for health/physical education and sports facility management; and 3) ensure credit equity in all departments. Arntson responded if the sports facility management position was credentialed, MnSCU has made assurance the position would be changed to a former UTCE licensing field. ACTION: Marconett will forward the inequity of credits information to Supalla, Bequette, and Arntson for review and consideration.

ITEM 2 (A) Faculty Presidents’ Pictures – Supalla announced the support of Administration to add faculty president pictures to the Presidents’ Room display, but questioned how far back in history the display should reflect, sharing his concern of large gaps with missing information. Wright suggested having the display begin in 1964 (faculty union first organized). ACTION: Wright will contact the Union’s state office to obtain information and work with Weber to proceed with the display.

ITEM 4 (F) Year-Long Schedule – Wright and Bequette both confirmed desires to implement a year-long schedule. Wright added faculty’s desire to maintain a Microsoft word version of the schedule until something new can be put in place. Wright also recommended adding faculty names to the schedule for those courses that roll-over on a regular basis, and requested Administration put together a proposed timeline. Bequette indicated a hesitation of adding names to the schedule, but deferred an explanation. Bequette also announced changes to the year-long schedule would need to be minimal. ACTION: Bequette will compile a timeline for the implementation of a year-long schedule.

ITEM 4 (A) 2008-2009 Calendar Proposal – Supalla stated the draft 2008-09 academic calendar aligns with MnSCU’s proposed common start date, noting the draft is similar to previous calendars with the exception of adding a student orientation day prior to the start of Fall Semester. Wright questioned how firm Administration was on holding two Student Success Days. Supalla confirmed Administration has a strong desire to hold a Student Success Day each semester, noting attendance and feedback thus far has been positive. Wright questioned what the itinerary for the student orientation day would include. Supalla confirmed the day was added based on Wright’s suggestion at the March meeting. It was agreed to keep the day on the calendar as a “place holder” until further consideration can be made on the structure of the student orientation. ACTION: Kingsbury will forward an electronic copy of the draft calendar to Wright for review. Faculty will review the draft calendar and return in the Fall with specific comments.

ITEM 5 (F) Sick Leave – Marconett shared her concerns with the process used in handling a recent discussion with a faculty member regarding the number of sick days used in an academic year. A brief discussion occurred regarding the Faculty Contract, which states faculty are credited 10 days of sick leave allowance each year to be used for approved absences; however DOER policies/procedures suggests management monitor employees who use six days or more in one academic year. Marconett suggested the concerns of sick leave use should be first handled by a direct supervisor (Dean) because they may be more aware of individual situations/circumstances. In addition, Marconett suggested substitutes be considered in departments that can obtain appropriate substitutes on short notice. Supalla responded he believed situations are first being handled at the Dean level, adding he believed there are only a few faculty abusing sick leave use. Bequette confirmed the situations were first discussed with a Dean, but when no resolution/change occurred, it was necessary to go to the next level (Vice President). Supalla added the number of student concerns has increased over the years, and because the item was recently raised by students at a Senate/Cabinet meeting, it was agreed that the issue/concerns would be brought to the attention of faculty leadership through FSGC. Arntson added, those faculty that have illnesses that are covered under the Family Medical Leave Act should be taking the appropriate steps to work with the Human Resources Department to have the illnesses documented. Wright summarized the concerns/steps that need to be taken, which include determining if the excessive absences are legitimate sick leave approvals and, if so, are they covered under the FMLA. Marconett responded she did not believe faculty are aware of FMLA, and suggested better orientation of the program. Marconett also stated the faculty member mentioned earlier did not believe he had used 10 days this year. Bequette responded his discussion with the faculty member wasn’t intended to challenge the number of days, but rather to find a way to deal with the absences so students aren’t impacted. Arntson responded that data was determined in the Human Resources Office by the number of logged absences called in by a faculty member, but not all leaves are followed up by the faculty with a completed “leave slip.” Arntson also added, when a faculty member leaves a message of their absence, the HR office is unable to determine if the absence is sick or annual leave without the completed leave slip. ACTION: Arntson will visit with Wright and Marconett on the steps necessary to determine FMLA, and will share more information college-wide to all employees.

ITEM 5 (A) Summer Meeting Dates – ACTION: Tentative FSGC meetings will be scheduled for the fourth Tuesday of May, June, July, and August from 2:00 – 3:00 p.m. in AT109.

ITEM 6 (A) Other Items – Bequette announced a contractual work group will be convened to discuss and identify salary inequity issues. In addition, Bequette announced he was serving on the RCTC Pandemic Planning Task Force and will be sharing updates and information on a regular basis with program leaders/department chairs. Preliminary discussion have indicated any disruption of teaching and learning caused by a flu pandemic will likely result in the elimination of a summer session, and the summer used to make-up another semester. ACTION: Information Only.

Adjourned at 3:35 p.m.

NEXT MEETING: May 23, 2006 – 2:00pm – AT109 (If Needed)