Student Handbook

The Office of the Vice President of Student Development and Services annually publishes a Student Handbook to familiarize students with important information regarding services available to students, College policies/procedures, and a planning calendar.

Hard copies are also available at the RCTC information desk in the Atrium while supplies last.

The Student Handbook can be downloaded directly from the RCTC website at:


New Technology in the Maintenance Department

The maintenance work order system was demonstrated in May at staff development and some of you are using the system. It is now ready for all to use. Work orders submitted through this web-based system will be given priority scheduling. Individuals requesting services via the phone will be asked to go to the web to request services. This web-based system will allow maintenance to schedule work more efficiently and ensure that all requests are completed in a timely fashion.

UCR Faculty and staff can access the system by going to the following website:

http://rctc.myworksite.com/

RCTC faculty and staff can also just click on the icon on their desktop.

(see toolbox icon located at right)

All requests for: electrical work; furniture moves; janitorial services; classroom/meeting room set-ups; phone services should be requested through the work order system.

Emergencies will still be handled via the phone.
Weekly funny…

Snapshots at jasonlove.com

“I can’t believe this! Is there anyone here who isn’t too chicken to jump?”

Condolences

It is with sorrow we announce the passing away of D. Dwight Eubank, husband of Helen Eubank (RCC Secretary from 1983 to 1993) on Friday, June 16th.

It is also with regret we acknowledge the passing away of Donna Swenson on May 24th (wife of the late Richard "Dick" Swenson who worked in our Maintenance Department from 1980-1990).

It is with deep sorrow that we announce the passing away of Dorathea Kent (mother of Kathy Richie, Allied Health, Cont. Ed Coordinator) on July 13th. Mrs. Kent was 88 years old.

Our thoughts are with these employees, former employees and their families.

New Upward Bound-Trio Director

We are pleased to announce that Suzanne Nordsving will be joining RCTC as the Director of Upward Bound-TRiO on August 7, 2006. Suzanne comes from Century College where she was Director of Upward Bound there for 11 years. She has a Master's in Experiential Education from Mankato State and is a 1991 Alumni of Rochester Community College.

Suzanne is originally from the Lanesboro Root River area and has two grown sons. She also enjoys traveling, carpentry and photography. Be sure to give her a warm welcome.

Marketing Fact

How important is a college education today? In 1980, men who had a bachelor's degree or higher earned on average 19.3% more than men with only a high school diploma or GED. By 2004, the gap increased to 66.8%. In 1980, women with a bachelor's degree or higher earned 33.7% more than women with only a high school diploma or GED. By 2004, the gap increased to 67.9%. [U.S. Department of Education, National Center for Education Statistics. (2006). The Condition of Education 2006 (NCES 2006-071), Table 22-1.]

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 is attached.

If you have any questions or concerns, please contact Roxy Roadway at 285-7127.
Supalla’s Scribblings

Although I didn’t catch a fish quite as big as the one shown in the graphic, our Grandson Gabe did catch the largest dogfish any of the locals have seen pulled out of Big McKenzie Lake. After measuring and photos, and much to the disappointment of the angler, the prized catch was cremated in the evening campfire. Stephanie and I certainly enjoyed our time away and I’m back and geared up for the anticipated sprint to the start of classes. Many thanks to those who so ably covered day-to-day operations while we relaxed and played.

The construction inconvenience on campus will be with us for some time. We’ve been pushing MnDOT and County Planning in hopes they can complete the Highway 14 and County 22 intersection project by mid-August. The dry weather has aided the progress to date, so we’re hopeful. In the meantime, only right turn entrance and exit is permitted at the original entrance. Although no final decision has been made, the right turn in and out only might very well become a permanent feature at the original entrance. Closure of the drive from the east to west parking lots is permanent. The west parking lot has been closed for renovation related to the new Health Science Center. Students, staff and visitors to the campus have adjusted to the inconvenience which is expected to reopen for the start of fall semester. Parking lot disruption currently underway in the north lot should be concluded soon and the lot returned to normal operation in August. Stay tuned for construction updates prior to and during fall semester. Thanks for your patience while we make UCR/RCTC a better place to learn and work.

Several RCTC administrators joined other higher educators, colleagues and advocates at the Rochester International Airport when Governor Pawlenty used Rochester as the place to unveil his “ACHIEVE” proposal. Under his program proposal, all Minnesota high school students who graduate in the top 25 percent of their class or post a comparable ACT score will attend their first two years of public college free. Students’ third and fourth years of college will also be free if they major in a math or science field.

Under the Governor’s proposal, students in families with annual adjusted gross incomes of $150,000 or less would qualify. ACHIEVE students will be required to attend college full-time and maintain at least a B average each year they are in college. The State of Minnesota will pay the balance of tuition and required fees at a public college or university after Federal Pell Grants, Minnesota State Grants and private scholarships have been applied. Governor Pawlenty said he will include ACHIEVE in his next budget proposal to the legislature.

Shortly after the press conference, the Governor appointed four new trustees to the MnSCU Board. The Governor appointed Dan McElroy, his former Chief of Staff and current Senior Advisor on Innovation. Other appointments included Christine Rice, an active community and civic volunteer, former Deputy Commissioner of the Minnesota Department of Health and legislator; Scott Thiss, president and chief executive officer for Sailforth, Inc., in Edina; and Jim Van Houten, senior lecturer at the University of Minnesota’s Carlson School of Management and instructor at the University’s Humphrey Institute. The Governor is expected to appoint replacements for two student trustees later this summer.

Applause has erupted on campus for several worthwhile accomplishments!

- Beth Fondell, Regional Audit Coordinator for Southeast Minnesota, has noted that RCTC has no unresolved audit findings. Congratulations to all who helped to resolve our outstanding items and clean the slate!
- Two RCTC students, Anastasia Nela and Tung Troung, have been selected as members of the 11-person contingent of Minnesota Campus Compact Student Fellows for the 2006-07 academic year.
- Mary Gorfine, Coordinator of the Olmsted County Youth Program and long-time RCTC advocate, as been selected as one of 13 community leaders appointed to the newly formed MnSCU Community Action Diversity Council.
- IBM’s Valerie Pace has noted that RCTC ranks fourth in the world in overall runtime contributions on the World Community Grid. World Community Grid's mission is to create the largest public computing grid benefiting humanity and is built on the belief that technological innovation combined with visionary scientific research and large-scale volunteerism can change our world for the better. Tim Gilsrud coordinates RCTC’s activity on the Grid.
After a preliminary review of all the Pandemic Avian Flu Plans submitted to MnSCU, RCTC’s has been identified as one of the most complete and most well done. Congratulations to Terry Knight and the Steering Committee who developed the plan! MnSCU has been given permission to put RCTC’s plan on the Web, making it password accessible to all college/university pandemic planning coordinators.

RCTC’s Computer Aided Drafting students and faculty created a 3-D model of the proposed Eyota skateboard park. A graphic of the RCTC-produced model appeared in the Post-Bulletin.

MnSCU issued a June 30 news release that detailed the great work done by Warren Kemplin, Michelle Pyfferoen and the RCTC Customized Training Department that makes Internet-based training available to home care and hospice professionals in the U.S. and around the world. The program, known as RCTCLEARN.NET, currently offers 54 home care and hospice courses, and is available to providers under a new contract with the National Association for Home Care and Hospice. The program is now available to about 30,000 home care and hospice agencies and more than 250,000 nurses, aides and other care givers. Congratulations to all who made this exciting program a reality!

National championships, Viking’s Summer Fest, summer camps and several other special events in the UCR Regional Sports Center have concluded and scheduled activities return the Center to more normal operation for the remainder of the summer. Users of the Center, especially those participating in the Amateur Athletic Union’s National Gymnastics Championships, have raved about the facility and the service provided by Chuck Siefert and staff.

Something to ponder…”Many colleges are in a state of double jeopardy. They are more vital than ever for educating students and workers. Yet they’re more stressed than ever to provide and pay for it all.” – George Boggs, AACC President

With the start of fall semester just a month away, do find time to relax with family and friends. Stay cool.

Don

Crossings Classifieds

Community Service: Become a Y Mentor (click here for more information).

Thank You

RCTC Family…Thank you for the lovely flowers sent to my brother’s funeral. Your expressions of sympathy have been comforting and greatly appreciated.

- Jo Oeltjen

Employee News

Congratulations to Abbey and Matt Hellickson on the birth of their son Luke Alan. Luke, born on June 19th, weighed in at 7 lbs 7 ozs and is 21 ½ inches long.

Congratulations are also extended to Jean and Ben Hoth on the birth of their daughter, Camryn Jane. Camryn, born on June 22, weighed in at 10 pounds and measured 21 inches long.
Rochester Community and Technical College  
AFSCME Labor/Management  
Minutes for Tuesday, May 30, 2006 - 10:00 a.m. – AT109  

Present: Administration: Arntson, Cram, Hansmann, Supalla, Weber  
AFSCME: Clark, Conway, Lunning, Martin (Business Agent), O’Dea (Chair), Staloch, Tucker  
Recorder: Judy Kingsbury  

ITEM 1 (AFSCME) County Road 22 Proposal – Supalla announced preliminary discussions with the Olmsted County Planning Director indicate a desire to not change County Road 22 by the southern main entrance of the College. It was suggested, however, that the College do a traffic study to better determine a need for a right in/right out entrance. Conway shared her experiences during the school year with the difficulty of merging onto the left lane off of west bound Highway 14. Supalla agreed most vehicles use the first entrance off of Highway 14 (southern main entrance), which can cause merging problems, but stated once the east/west road of the campus is closed, individuals parking in the west parking lot will not be able to access the west parking lot from that entrance, hence will be forced to use the second entrance (northern main entrance). Martin questioned why the traffic study wasn’t being conducted by MnDOT or by the City or County. Supalla responded the other agencies do not have a concern with the traffic flow. Hansmann added the intercampus roads are owned by the College, and since the study will include them, it was decided the College would conduct the study. Martin suggested utilizing the Highway Patrol at certain times of the day to assist with traffic control. Supalla responded that might be an option for the first couple of weeks of each semester. Action: Supalla and Hansmann will take the suggestions shared by AFSCME under consideration.  

ITEM 2 (AFSCME) New Physical Plant Director Hire – Hansmann announced a new Physical Plant Director has been hired and will begin work on May 31, 2006. Martin requested a meeting with the new Director to establish a good working relationship early. Supalla thanked those AFSCME individuals that served on the search team. Action: Hansmann will coordinate a meeting between the new Physical Plant Director and Martin as soon as possible.  

ITEM 4 (AFSCME) Comment Card – Martin questioned if both the complaints and the compliments would be shared with the individuals. Weber responded compliments are shared with employees and celebrated at Staff Development Days. Martin expressed the need to share the feedback with the employees because often comments are made about a concern, but the information isn’t getting to the right employee. Tucker agreed that often faculty share concerns with the wrong person because they don’t know who works in which area. Tucker suggested the General Maintenance Workers have their pictures taken and shared with employees in their work areas so they know who ‘s the primary GMW. Martin agreed that communication is important, and it also reinforces the idea that an employee is taking ownership of the area. Conway suggested that signage be posted in the Atrium to encourage students to clean up after themselves. Martin suggested the Student Senate work with Administration on the issue. Weber agreed, adding, however, the need to approach the students through positive language. Action: Weber and Hansmann will work on signs in the Atrium to encourage students to keep the area clean.  

ITEM 3 (AFSCME) Total Testing Software – Martin indicated several colleges are using a software program to test different competency levels, and concerns have been raised that candidates are not being given the same test. Arntson responded RCTC has not used the Total Testing Software in the past, but plans to implement it in the next few months. Arntson assured Martin that once the tests are used, the process will be to offer the same test to all candidates applying for the same position. Action: Arntson will share the current search team process with Martin.  

ITEM 1 (Admin) New Construction on Campus – Hansmann shared an update on the construction projects, including the closing of the West Parking Lot over the summer, work on Rockenbach Gymnasium (expected completion to be December of 2007), work at Heintz Center for the primary care medical and dental clinic, and roof replacements at the Heintz Center. Martin questioned how the maintenance employees would be involved in the projects. Hansmann responded training is being offered to the engineers and electrician, and appropriate individuals are periodically attending the construction meetings for input on the projects. Action: Information Only.  

ITEM 2 (Admin) Staffing - Facilities – Along with the new Physical Plan Director hire, Hansmann announced a search is being conducted for an engineer, a General Maintenance Worker, and intermittents. Action: Information Only.  

ITEM 3 (Admin) Pandemic Planning – Hansmann announced the Pandemic Planning Task Force has been working on the RCTC Pandemic Plan, which will be incorporated into the Crisis Management Plan. The final plan is due at MnSCU by June 30, 2006. Martin indicated his desire to review the draft prior to submission. O’Dea also suggested drills be conducted to ensure volunteers know what is expected of them. Action: Hansmann will share the final draft with Martin before submitting to MnSCU.
ITEM 4 (Admin) Telecommuting Policy Proposal – Arntson indicated the telecommuting policy proposal is still being reviewed by faculty, but requested feedback from AFSCME. Action: AFSCME will forward their comments to Arntson.

ITEM 5 (Admin) Grievance Settlement – Arntson announced the Third Shift General Maintenance Workers were not given the required 14 days notice of work schedule change to participate in the May Staff Development Day activities, hence administration settled the grievance by approving overtime for the individuals involved. Martin shared his appreciation for including all employees in the activities. Action: Martin and Hansmann will work out details to identify when notices will be sent out in the future.

ITEM 6 (Admin) Online Workorders – Hansmann announced a new workorder process has been established online that will provide for a tracking mechanism. Action: Information Only.

ITEM 6 (AFSCME) Frontline Conference – Tucker thanked administration for the opportunity to participate in the recent MnSCU Frontline Conference. Action: Information Only.

Adjourned at 11:55 a.m.

NEXT MEETING: July 20, 2006 – 10:00 a.m. – AT102 (Note Room Location)