



August 18, 2008
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SUMMER EDITION

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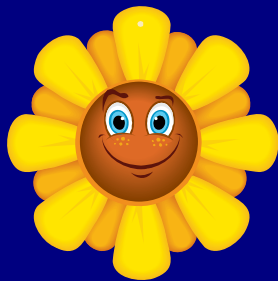
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Event Schedule – see web
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Attachments

❖ None

*Enjoy
Your Summer!*



Meeting Minutes
Click below:

[http://www.rctc.edu/intra/html/
meeting_minutes.html](http://www.rctc.edu/intra/html/meeting_minutes.html)

Rochester Community and Technical College

College Crossings

STAFF DEVELOPMENT DAY

EXPECT THE UNEXPECTED!

Friday, August 22, 2008 in Hill Theater

- 8:30-9:00 AM Breakfast Gathering
(outside Hill Theater)
- 9:00-9:15 AM Welcome and College Announcements
- 9:15-10:15 AM President's address And
Preview of Rctc's new marketing Campaign!!
- 10:15-10:30 AM Break
- 10:30-11:30 AM RCTC's New bees
Length of service awards
- 11:45-1:00 PM Lunch (provided by Taher)
- 1:00-3:15 PM Department Meetings (optional)

Food Service Web Page

Our new e-menu web link has been added to our RCTC food service web page. Go to Service Area Departments and click food service. The new link is at the top of the page. It features our new catering menu and ordering system as well as our hours of operation, contact information and beginning August 25th we will post our weekly menu.

~ Gary Peterson, Director of Food Services

Retirees Breakfast

The semi-annual RCTC/RCC/RTC Retirees Breakfast will be held on Tuesday, August 26th, 2008 starting at 9:00am at the Realife Cooperative, 825 Essex Parkway NW in Rochester. For more information, please contact Arlouene Bothun at 282-1594.



*"Education is learning what you
didn't even know you didn't know."
~Daniel J. Boorstin*

Weekly funny...

Snapshots at jasonlove.com



Volunteers Needed

Student Success Day is fast approaching (Wednesday 9/24) and the SSD committee has been hard at work over the summer planning what's sure to be a terrific day for everyone! The time has come to ask for YOUR help: We need volunteers to assist with student registration, session moderation, and various other duties. If you would like to donate some time to the cause, please contact Jamie Parkin.

Condolences

Condolences are extended to Terry Gresser (Adjunct Applied Music/Percussion Instructor) whose wife, Haine T. Crown, passed away on Wednesday, July 30, 2008 at her residence in Rochester. Our thoughts are with Terry and his family.

We are sorry to announce the passing away of Daniel Clugston (son of Richard Clugston – Dean of Students at RCC from 1966 - 1988) unexpectedly Tuesday, July 8, 2008. Daniel was 39 years old. Our thoughts are with Dick, Charlotte and their entire family.

Travel Opportunity
 Have you always wanted to visit Greece and Turkey?

During Spring Break 2009 there will be a trip: **From Athens to Istanbul".**

For more details go to <http://www.eftours.com> tour number 466711

For more info, contact Ivonne TjoeFat ivonne.tjoeFat@roch.edu

Minutes
 Pages 5-12

Supalla's Scribblings

As we close in on the start of fall semester, the parking lots and hallways are beginning to bustle with students. Student Services staff have worked extremely hard to meet the enrollment needs of students. Business Office and Bookstore staffs are experiencing a significant increase in traffic. Maintenance crews are working extremely hard to make sure that the grounds and buildings are in tip-top shape for the return of students and staff. The Human Resources team (working two staff short) has picked up the pace to serve new and returning employees. Enrollment management and marketing representatives have expended significant energy to grow enrollments. Technology staff are readying information technology infrastructure for the campus. Thanks to all who've worked so hard...your commitment is much appreciated. It was a pleasure to welcome new staff at the August 18 orientation and I look forward to welcoming all employees back at the August 22 "Expect the Unexpected" staff development day. See you soon!



From the Community College Survey of Student Engagement (CCSSE) Highlights Newsletter...

For a number of years, community colleges have focused attention on recruiting more students into higher education. Happily, those efforts are often paying off, with many more students coming from previously underserved segments. Along with increased enrollments, however, colleges have also had to face the harsh reality that enrolling more students doesn't necessarily translate into a successful student experience that results in college graduation or transfer to a four-year institution. As a result, community college leaders are designing retention strategies, many of which are showing promise. But research and practice now tell us that we need to be much more focused in those initiatives. We must start the clock earlier in our efforts to help students persist, learn, and achieve their academic goals. Studies of student attrition show that the largest percentage of community college students drop out before their second term. Half of entering students leave between their first fall term and the next. Not surprisingly, the ranks of the drop-outs are disproportionately populated by students in high-risk groups—part-timers, students of color, first-generation students, and increasingly, men. "They [faculty and staff] need to remember that they hold this person's future in their hand...and with one wrong action or one wrong word you can totally turn them off and they'll turn around and walk out the door and never come back." -- Female Students

In partnership with SENSE, the new Survey of Entering Student Engagement, the MetLife Foundation Initiative on Student Success is focusing on the first three weeks of community college students' experience. To learn more about the challenges and opportunities for new students, the initiative staff conducts focus groups and interviews with students, faculty, student services professionals, and college presidents. The initiative is gathering information from colleges that range from small and rural to those that are part of the largest metropolitan districts in the country. In some colleges, students considered "traditional college age" (18-24 years old), comprise an increasing proportion of new enrollees. Several of the colleges now serve a majority of students under the age of 24. Among the students participating in the recent Starting Right focus groups and interviews:

- Almost 70% of them are 18 or 19 years old; almost 80% are 21 years of age or younger.
 - Almost 90% are considered entering students in their first term of college.
 - More than 75% attend college full-time.
 - Almost 75% are employed at least part-time.
 - Almost 80% are enrolled in one or more developmental classes.
 - Approximately 70% are students of color, with more than 40% African-American, 15% Hispanic, 12% Asian, and 28% white.
- RCTC will participate in the SENSE survey for the first time fall semester, 2008.

Community college students, like students anywhere, begin to form their impressions of an institution the instant they set foot on its campus. And often what they find during those first few weeks can determine whether they come back for more, or turn heel and leave. The findings from a new study, the Survey of Entering Student Engagement, may offer some clues as to why those who leave do so, and what officials can do to make them stay. The survey results show that a large number of students are unaware of their college's core services in the opening weeks of their first semester. And only one in five said they felt welcome at their institutions the first time they came to campus. Community colleges, the survey concludes, would be wise to reach out to their new students earlier and more aggressively in such areas as orientation, academic advising, and financial aid. The payback? Happier and more productive students and higher retention rates. Only a third of respondents said that in the first few weeks of the term, an adviser helped them set academic goals and devise a plan to achieve them. Forty-one percent said they never used academic-planning services in the first few weeks. Less than a third said a financial-aid staff member helped them analyze their needs for financial aid. Thirty-eight percent said they attended an on-campus orientation before classes began, while 20 percent said they were not aware of an orientation program or course. In many cases, the key to making new students feel comfortable and welcome means placing them in small groups with their peers or forming learning communities.

A Class Reunion Question to Ponder...

Why is it that at class reunions you feel younger than everyone else looks?

Soak up some sun, read a book, go fishing, attend a fair, or just chill out as you count down to fall semester.



Don

Rochester Community and Technical College

Minnesota State College Faculty (MSCF) Faculty Shared Governance Council

Minutes for Tuesday, April 22, 2008 – 2:00 p.m. – AT109

Present: Administration Bequette, Supalla
 Faculty Guenette, Gust, Israelson, Martinez, Wright
 Guest: Art Leible
 Recorder: Kingsbury

ITEM 1 (F) Stipend/Faculty Release Time – Arntson distributed a spreadsheet reflecting the stipend and release time assignments for FY08. Bequette noted the assignments will change for the new fiscal year, and Arntson added the areas may also change due to issues such as program closures. ACTION: Faculty will review and bring back any questions/concerns.

ITEM 3 (A) MnSCU Policy 4.9 – Employee Evaluation – Supalla and Bequette announced MnSCU recently updated Policy 4.9, adding the requirement of annual performance reviews for all employees, including faculty. Supalla suggested the Faculty Evaluation Task Force reconvene to re-evaluate the RCTC policy to ensure it aligns with the annual evaluation requirement outlined in the MnSCU Policy. Wright stated he would visit with representatives at the State MSCF Office to obtain a clarification. Supalla expressed concerns about getting the policy updated and approved by next year. Wright questioned what process was being used to evaluate Program Leaders/Division Coordinators (PL/DC). Bequette responded a managerial tool is used that obtains input from colleagues within the department. Martinez responded it was his belief that the contract language/process that requires departments to submit two names for consideration of an appointment was already an adequate communication tool to obtain feedback on a PL/DC performance. Bequette confirmed it was an opportunity for faculty to share their concerns, but added some faculty are not comfortable sharing their concerns through the department submission process; hence the evaluation provides for another tool to determine the leadership effectiveness of a faculty member in the role of PL/DC. ACTION: Information Only.

ITEM 2 (F) Summer School Cancellation Process – Bequette distributed a copy of an e-mail that provided the faculty with some basic guidelines that will be used by the Academic Leadership Team in the process for class cancellations. Bequette announced cancellations will be determined in three phases (summer session I, summer session II, and fall). Israelson questioned if a percentage fill-rate will be a determining factor again this year. Bequette confirmed that the fill-rate will continue to be a factor, but, special circumstances will continually be considered. ACTION: Bequette will send out an e-mail with the cancellation dates.

ITEM 1 (A) FY09 Budget/Tuition and Fees/IPP – Supalla shared an update on the latest legislative discussions as it relates to a possible budget reduction, and announced the College continues to move forward with the 2% tuition increase proposal. Supalla also announced the Leadership Council has begun reviewing the IPP proposals with the assumption of a 1% enrollment increase. Supalla also announced funding was not approved for the renovation of the plaza nursing labs; hence the rooms will be used as generic large classrooms until adequate funds are received for remodeling. ACTION: Information Only.

ITEM 2 (A) Student Excused Absences Policy (2.8.4) – 2nd Reading – Wright announced the faculty supports the intent of the Student Excused Absences policy, but shared concerns with situations that may result in lengthy absences, making it impossible for a student to complete course assignments. Wright also suggested that students be encouraged to discuss potential absences immediately upon notification of their jury duty responsibilities. Finally, Wright suggested the wording “the college will not tolerate” be reworded to a friendly tone. ACTION: Kingsbury will work with Cram to make appropriate changes and bring back to the next meeting.

ITEM 4 (A) AQIP On-Site Visit – Supalla announced the AQIP On-Site Visit is scheduled for October 29-31, 2008. Supalla added the process will include sharing an update on the vital few issues (student assessment, human resources

plan, and institutional effectiveness) and provide for an opportunity to discuss the new customer services initiative. ACTION: Information Only.

ITEM 5 (A) Summer Meeting Schedule – Wright suggested summer meetings be scheduled and then canceled if there are no agenda items. ACTION: The summer meeting schedule will include May 13 at 2:00 p.m.; June 24 at 9:00 a.m.; and July 22 at 9:00 a.m.

ITEM 6 (A) College Core Outcomes – Bequette announced the first draft of the College Core Outcomes response have been completed by the Assessment of Student Learning Subcommittee, which essentially reflects learning outcomes of the College. Bequette added he believed it would take the entire 2008-09 academic year to obtain appropriate feedback from all constituency groups; and encouraged ideas as to the best way to disseminate the information. Wright responded Academic Affairs and Standards Council should be the gathering point for comments/feedback. Bequette reiterated the issues aren't only academics, but college-wide. Supalla expressed his frustration that RCTC is one of only two schools that haven't submitted their information and, with the issue being one of the vital few AQIP priorities, RCTC does not have a year to complete. Supalla suggested the work become a priority and get completed sooner rather than later. Bequette responded the task force will complete the language in May, but the measures are more difficult to determine. Wright suggested the task force obtain agreement from AASC on the core outcomes and then begin work on implement measures. Gust encouraged the task force to not agree on outcomes until it is confirmed that the outcomes are measurable. ACTION: Bequette will distribute the RCTC report via e-mail to obtain campus-wide feedback.

ITEM 3 (F) Task Forces/Solve and Dissolve Groups – Wright expressed his concern that solve and dissolve committees are being formed without going through the proper process of submitting names through the faculty union. Wright specifically noted the recent Online Accelerated Option group is an example of administration forming a solve and dissolve without union input on membership. Wright requested affirmation that a gathering of any group follow the contract language that faculty have the right to appoint membership, stating that the union is the legal representative of faculty. Bequette responded he did not necessarily agree that a gathering of individuals, especially for a one-time discussion, constitutes a committee, noting often a gathering of individuals is based on an individual's role or expertise and not representing a certain group or bargaining unit. ACTION: Faculty believe a gathering of a group by any name requires the right of the faculty union to appoint members. Bequette disagrees that a gathering of a group constitutes a committee/task force.

Adjourned at 3:05 p.m.

NEXT MEETING: May 13, 2008 – 2:00 p.m. – AT109

Rochester Community and Technical College
Minnesota State College Faculty (MSCF) Faculty Shared Governance Council
Minutes for Tuesday, May 13, 2008 – 2:00 p.m. – AT109

Present: Administration Bequette, Cram, Hansmann, Supalla
Faculty Guenette, Gust, Israelson, Martinez, Marconett, Wright
Guest: Arntson, Scott Sahs
Recorder: Kingsbury

ITEM 1 (F) Appointment of Division Chairs and ITEM 2 (F) Release Time Credits – Wright questioned the rationale for appointing faculty division chairs and program leaders. Bequette responded the general effort is to make sure program leaders and division chairs have at least a two-year cycle to provide ample time to become acquainted with their responsibilities, and to also provide an opportunity for all faculty to have a chance to get involved in a leadership role. Wright questioned if administration and Bequette actively recruited second names in some areas. Bequette confirmed that contract language states two names are to be submitted for consideration and in those incidences when only one name was submitted by a department, a second name was solicited from Academic Leadership. Wright stated he received a number of e-mails from faculty sharing their concerns and perception that administration does not want strong leaders, and in fact, changed chairs to reduce the number of strong leaders or show dissatisfaction of the current leader’s policies and operations. Bequette responded faculty may very well be sharing those concerns with the faculty union, but the desire for a two year term in the leadership role has regularly been discussed at orientation sessions and also shared during the call for nominations each spring, and this year’s appointment of eight new leaders (out of the possible 34) wasn’t uncommon. Wright concurred contract language states the submission of two names in a department, but past practice has often been the submission of two name with the understanding that only one individual was really interested, and the submission of the second name was only done to meet the contract language. Supalla responded that if two names are forwarded for consideration, then it was understood that the appointment of either of the names was acceptable. Wright reiterated the submission of a second name is often only because the faculty are meeting the requirements of the contract. Supalla disagreed, stating several departments did not submit a second name; hence the need to recruit a second name. Marconett stated, on behalf of the Physical Education Department who chose not to forward any names, concerns were raised that administration actively recruited interest. Bequette confirmed that this was the case. Supalla responded in theory administration could draw a name out of a hat from a department if no names are submitted, but shared concerns about appointing an individual if there was no interest; hence the desire for Academic Leadership to discuss with individuals first to ensure an interest before appointing. Wright stated a need to review current processes and also review expectations of department chairs and other re-organizational issues, i.e. Art and Supervisory Management. Bequette responded Supervisory Management was under Business and Workforce Development for many years, but now that it is under credit-based, there weren’t enough unique characteristics to warrant the area being on its own, especially since it isn’t a huge program. In addition, Digital Arts was under a Digital Arts prefix, but when it was put under Art or Music, it seemed appropriate the program be part of the Fine Arts Division (which includes Art and Music). A similar situation for Mass Communication exists. Wright responded the faculty in those area were surprised to learn of Administration’s decision to place them under a different discipline. Bequette concurred, stating it was a timing issue because the President’s appointment letters were mailed to the faculty before Bequette visited with the faculty.

Wright reiterated the faculty’s concern that the process lacked open communication, adding recent Baldrige and AQIP reports have reflected a lack of open communication and this situation is an example of no progress in achieving that open communication. Supalla responded Baldrige is all about continuous improvement and this incident provides an opportunity to improve on the processes of communication.

Martinez shared his appreciation about the concerns expressed today, adding however that there is a severe morale issue on campus which often deals with the lack of trust and communication issues that haven’t been addressed in a manner that they should, adding it is ultimately the responsibility of the President to deal with those issues in an acceptable manner. Martinez added his disappointment in the responses at the last several meetings, adding there appears to be a pattern of where the difficulties are coming from and because of other things happening under the

President’s watch, a ripple affect is occurring throughout the College, adding he hopes faculty and administration can move in a direction that can resolve a lot of the issues. Gust concurred with Martinez’s statement, noting that a dean had told her to keep quiet and not add fuel to the fires. Bequette responded it is frustrating to understand the perception of bad communication when leadership is not made aware of the specific incidences to which faculty are referring, adding this particular incident was the result of bad timing and not the fault of President Supalla. Wright stated that this is not a one-time occurrence, but reflects a pattern of behavior. Wright suggested the process for Program Leader/Division Chair recommendations start over by having the departments satisfied with the appointments confirm their acceptance and provide an opportunity for other departments to resubmit. In addition, Wright stated the faculty would like to know what release time is available for other assignments and how the value of time (i.e. learning center) is determined. Bequette responded some release time is set by contract language, and others originate based on faculty submissions of ideas, followed by careful consideration by Academic Leadership. Wright questioned if shared governance should be part of the consideration process. Supalla responded there is always opportunities for discussion at Shared Governance; however, often the Administration’s list of agenda items are lengthy with little agenda input from faculty and if concerns existed, they should have been shared a long time ago, and not waiting until unhappy faculty reach a frustrated state. Supalla thanked faculty for the openness in sharing their concerns, and requested faculty leadership compile a list of the complaints and meet with the three Vice Presidents and himself to begin resolving the concerns. ACTION: Faculty and Administration agreed to an extension of the May 15th deadline, and the process of program leader/division chair appointments will start over. A joint e-mail requesting nominations will be sent by President Supalla and Wright. Faculty will outline a list of specific concerns and schedule a meeting with Supalla, Bequette, Cram and Hansmann.

ITEM 3 (F) 2009-2010 Academic Calendar – Wright reported faculty support the draft 2009-2010 calendar, requesting consideration be given to aligning RCTC’s and WSU’s calendars in the future. ACTION: The 2009-2010 Calendar is finalized and future consideration will be made to better align days with WSU-R.

ITEM 1 (A) Search Committee Update – Arntson shared an update on the current searches and requested faculty interested in serving on a search team should contact Human Resources. ACTION: Information Only.

ITEM 2 (A) Regional Staff Development Day Assessment – Arntson distributed the evaluation responses for the Regional Staff Development Day, adding the only major concern expressed was the long travel time for some of the employees of the other colleges. Wright suggested the feedback summary be broken down by demographics. ACTION: Information Only.

ITEM 10 (A) IRS Rule – Arntson reported recent IRS rule changes require faculty to make their selection of nine months or twelve months in the summer and those selections are irrevocable for unlimited faculty. Human Resource staff are visiting with faculty individually to explain the change. Israelson suggested Arntson mail a confirmation notice to each faculty member to have them confirm the choices being entered are correct. Arntson responded it is confirmed on the notice of assignment, but agreed to mail another confirmation to faculty this summer. ACTION: Arntson will mail confirmation notices to the faculty to ensure the proper nine or twelve month pay option is being entered.

ITEM 3 (A) MnSCU Accountability Dashboard Rollout in June – Supalla distributed a timeline handout for the MnSCU Accountability Dashboard Rollout. ACTION: Information Only.

ITEM 4 (A) IPP/FY09 Budget Update – Hansmann distributed the latest FY09 Budget Assumptions, and reported the College is committed to replenishing the fund balance by at least \$300,000 each year for the next three years. ACTION: Information Only.

ITEM 5 (A) Student Absence Policy (3rd Reading) – Wright reported the faculty support the latest version of the Student Absence Policy. ACTION: Administration approved the Student Absence Policy.

ITEM 6 (A) Vehicle Operation Procedure – Hansmann reported that recent changes by the Department of Administration require the College to annually check the driving records of all employees and students that use the

state vehicle or are reimbursed by the College when using their own personal vehicle, adding the information received will be generic and it will be up to the immediate supervisor to determine if further review of the record is necessary. Wright responded he understood the regulation for driving a state vehicle, but questioned the rationale associated with using your own personal vehicle, adding he believed it infringed on privacy and civil rights issues. Hansmann responded the College has voiced concerns about this new procedure, adding she hasn't received the final guidelines but was informed the procedure was established by Risk Management and the Department of Administration because of the number of fatal accidents at higher educational institutions and the rising insurance rates because of those accidents. Supalla encouraged Wright to share the faculty concerns with the state faculty association; adding students have also been expressing their concerns at the state level. ACTION: Information Only.

ITEM 7 (A) R & R Operation Procedure – Hansmann distributed a spreadsheet itemizing the R&R requests and approvals for FY09 and the status of the FY08 projects. Wright questioned if the final faculty office moves would occur over the summer and if a new directory could be published listing new office numbers for those faculty. ACTION: Hansmann will have a new staff directory published upon completion of all moves.

ITEM 8 (A) Hot Rod Power Tour – Hansmann announced a shuttle service will be provided to transport employees from the Heintz Center to UCR Main during the June 12, 2008 Hot Rod Power Tour, adding several faculty already moved their classes to the Heintz Center that day for convenience. Supalla shared his disbelief with the number of faculty that have indicated they didn't know the event was scheduled when the information has been repeatedly promoted in Crossings for several months. ACTION: Information Only.

ITEM 9 (A) Pre-Design Update – Hansmann announced the College is currently submitting pre-design ideas to MnSCU for 2010 that include improvements in Plaza/Memorial Hall and technology/engineering improvements to allow the physical plant to accept steam from a third county burner. Wright suggested submitting something to improve the cell phone coverage throughout the College. Supalla responded improvements on cell phone reception shouldn't wait until 2010 and need to be addressed immediately. Cram reported MnSCU is addressing the emergency notification system issue and will report back once additional information is received. ACTION: Information Only.

ITEM 11 (A) Orientation Program – Cram reported Superior College has an orientation program to address retention issues, and a similar RCTC proposal has been submitted to Academic Affairs and Standards for consideration but there has been difficulties getting the proposal approved with faculty, even as a pilot cohort. Cram requested assistance in moving the cohort pilot proposal forward. Wright requested the issue be discussed outside of the meeting. ACTION: Cram will discuss the one credit orientation course proposal with Wright.

Adjourned at 3:30 p.m.

NEXT MEETING: June 26, 2008 – 11:00 a.m. – AT109

Rochester Community and Technical College
Minnesota State College Faculty (MSCF) Faculty Shared Governance Council
Minutes for Thursday, June 26, 2008 – 11:00 a.m. – AT109

Present: Administration Bequette, Cram, Supalla
Faculty Guenette, Israelson, Wright
Guest: Arntson
Recorder: Kingsbury

ITEM 4 (F) Political Posters in Offices – Israelson questioned whether a faculty member could display a political poster in their office. A brief discussion followed, but no consensus was reached. ACTION: Wright will follow-up with MSCF and Arntson will follow-up with MnSCU/DOER.

ITEM 1 (F) Online Accelerated Option (OAO)– Wright questioned the enrollment in OAO. Bequette responded currently the enrollment is less than ten; however a recent informational session held at University Square was attended by more than 20 individuals, reflecting an interest by Mayo Clinic employees. Wright questioned how much money was spent on OAO to-date. Bequette did not have the figures available to him at the meeting, but indicated the majority of the costs have been spent on advertising. Wright added staff time has also been spent, and shared his concerns of spending funds on a program that may result with only one student in a course compared to using those same resources in another way that could possibly capture many more students. Wright stated the faculty have shared numerous concerns with Administration about spending marketing dollars on branding rather than specific low-enrollment programs, and believe Administration’s response has been inadequate. Wright suggested the same money could have been spent to market areas such as business, economics, and accounting, where enrollment could have increased by as many as ten students. Wright stated he was aware that a new marketing campaign was being released in July, but was not aware of any faculty being consulted in the campaign planning. Supalla responded it has always been the College’s practice to spend additional marketing funds for any new programs or delivery methods and this year that included programs such as Environmental Science, Histology, as well as OAO. Supalla stated if the issue is marketing and not OAO, then marketing should be placed on the agenda and the right individuals should be brought to the table to discuss. Wright concurred that marketing should be added to a future agenda, stating faculty are just as concerned about the budget and enrollment as Administration, and if OAO isn’t working, then maybe the plans should be changed and something different should be done in the future. Supalla responded it is impossible to know if OAO is productive until Fall Semester, but obviously the issue is broader than OAO, reiterating the need to place marketing on an agenda and invite Weber to the table to discuss. ACTION: Marketing will be placed on a future agenda and Weber will be invited to the meeting.

ITEM 2 (F) Concurrent Enrollment – Wright questioned the status of concurrent enrollment. Bequette responded the current two high schools will continue with their concurrent arrangements in political science, English 1117 and English 1118, and no new activities are planned for 2008-09. Wright reiterated the faculty position of opposing concurrent enrollment; however stating faculty are willing to continue PSEO (as long as the courses are taught at UCR) or online offerings, as long as they are taught by RCTC faculty. In addition, Wright indicated faculty are willing to travel to another site and teach the courses. Supalla concurred that no changes will occur for fall of 2008, however the College continues to receive inquires from high schools for concurrent enrollment and Administration will hold discussions and entertain their requests as long as licensed/qualified high school teachers are available to teach. Supalla added he foresees an expansion of concurrent enrollment by fall of 2009; stating the high schools want the offerings and if RCTC doesn’t accommodate their needs the high schools will go somewhere else. Wright reiterated the other options mentioned earlier are available. Supalla responded those options are available, but those are not the options the high schools are interested in, and by MnSCU definition of concurrent enrollment, the courses are taught by the high school teachers. Supalla concluded by stating other MnSCU schools are accommodating the concurrent enrollment requests; hence the issue is a MnSCU issue and not an RCTC issue. ACTION: Information Only.

ITEM 3 (F) Class Cancellation – Bequette reported the average enrollment in cancelled classes for Summer Session I was 4.5 students, and those students affected were redirected to different classes. Bequette announced the cancellation of classes was considerably less controversial than last year. Bequette also stated it was clear that as online offerings increase, the interest in evening offerings has declined. Wright shared a concern with the inadequate reaction time it is taking for new sections to be opened, specifically stating during a recent registration session at least 30 students were in need of English 0840, yet there were only four seats available. Wright suggested the Deans be more proactive and prepared for the needs of additional sections, especially in an area that has continually shown a need. Supalla questioned if the advisors were notifying the Deans of the need or whether it was expected that the Deans monitor the courses. Wright responded he was clearly told that Deans check the enrollment at all times, but the reaction time appears to be inadequately slow; hence the need to have a conversation about speeding up the process so as to not lose the enrollments. Supalla expressed his appreciation for bringing the concern to Administration’s attention. ACTION: Bequette will follow-up with the Deans.

ITEM 1 (A) Enrollment Update – Cram distributed the latest enrollment update for Fall Semester, noting enrollment is down from last year, but emphasis is being given to communicating with students as quickly as possible. Cram requested faculty check voicemail messages and re-route inquires to another area so as to not lose the potential student, adding the Counseling Secretary has been directed to screen the inquires and those that haven’t applied to the College are being re-directed to other advisors, hence freeing up the counselors time to meet with those students at risk. ACTION: Information Only.

ITEM 3 (A) Program Leaders/Division Coordinators – Supalla announced the nominations for program leaders/division coordinators was reconfirmed and appointment letters (with the exception of Business – which was approved an extension) have been mailed. Supalla announced the second round of the process resulted in no changes from the original appointments, with the exception of dental hygiene. ACTION: Information Only.

ITEM 4 (A) HEAPR and Capital Bonding Update – Supalla announced the Heintz Center roof replacement won’t be completed until after winter, but the tuckpointing project will be finished this summer. Supalla also announced the Workforce/CTECH project is moving forward to the designer selection board to select an architect. Supalla stated MnSCU is working on the 2010 capital bonding projects, and RCTC will be submitting proposals that include the removal of the maintenance shed and gas barrels near Endicott Hall, a skywalk from Coffman to Plaza, addition of a student gathering space in the Plaza courtyard, and the expansion of the steam heat to additional areas of UCR main. ACTION: Information Only.

ITEM 5 (A) Faculty Concerns With Teaching and Learning – Supalla announced Administration is still interested in obtaining specifics on the faculty concerns as it relates to the Vice President of Teaching and Learning. ACTION: Faculty will submit specific concerns to Supalla.

ITEM 6 (A) Reorganization of Dean’s Responsibilities – Bequette announced a belief that Deans should share responsibilities for both transfer and career and technical programs; hence Occupational Skills and Child Development will now report to Dean Fuller and Physical Education will remain with Interim Dean Rogne. ACTION: Information Only.

ITEM 7 (A) Faculty Performance Appraisal – Bequette announced work is underway to finalize a Faculty Performance Appraisal process and the proposal will be ready to share at the next meeting. ACTION: Faculty Performance Appraisal will be on the next agenda.

ITEM 8 (A) Proctoring Center – Bequette announced that an official Proctoring Center has been established in the UCR Learning Center to accommodate both RCTC and WSU-R faculty. ACTION: Information Only.

ITEM 3 (A) State Employee Code of Conduct – Supalla announced the Chancellor strongly recommended that all state employees be reminded of the State Employee Code of Conduct, and MnSCU recently approved/published a procedure to address key Minnesota Statutes as it relates to Code of Conduct. ACTION: Arntson will distribute the information campus-wide and share the information at Staff Development.

Adjourned at 11:45 a.m.

NEXT MEETING: July 22, 2008 – 9:00 a.m. – AT109

Rochester Community and Technical College
AFSCME Labor/Management
Minutes for Thursday, May 1, 2008 – 10:30 a.m. – AT109

Present: Administration: Arntson, Bequette, Hansmann, Supalla
AFSCME: Clark, Hughes, Lunning, Martin (Business Agent), O’Dea
Guests: Monson, Weber
Recorder: Kingsbury

ITEM 1 (AFSCME) New Time Sheet Reporting – Martin questioned when the College would implement the new timecard reporting process; adding colleges can either begin the pilot in Phase 1 (by July, 2008) or Phase 2 (by October, 2008). Hansmann responded she was informed that the College did not have to participate in the pilot, but if there is a deadline of October for implementation, then the College will be more aggressive in implementing, even if it is just a departmental implementation. Martin questioned if adequate computers would be available for those employees that do not work daily on a computer (i.e. General Maintenance Workers), and whether assistance would be given to those that are not familiar with the technology. Supalla stated all computers on campus are on a rotation cycle, including those available to the Maintenance Department, but once more information is obtain about the pilot, a review of the computer inventory in the areas will be determined and newer and/or more computers will be added to accommodate the employees. O’Dea questioned if all employees have been trained on the use of the computers. Hansmann responded additional training will be provided if necessary. Martin suggested other accommodations could be made if employees are not comfortable with the computer (i.e. co-workers or supervisors can assist.) Action: Hansmann and Arntson will follow-up on the deadline for pilot implementation and confirm adequate computers and training are made available for all employees.

ITEM 1 (AFSCME) Communication Among Maintenance Employees and Supervisors and ITEM 1 (Admin) Flex Plan Process Development– Supalla acknowledged that a concern about communication between employees and supervisors came out of a conversation that was held at a meeting last week. Hansmann had drafted a document/process for requesting flex time, but Supalla announced that draft process was placed on hold until a discussion could be held on the specific concerns. During the meeting it was determined that other modes of communication were available and the specific concerns appeared to be related to miscommunication. Supalla stated the use of e-mail, walkie talkies, bulletin boards, etc. appears to have resolved those issues. Arntson added it was agreed that employees would not communicate through co-workers, but rather will discuss their flex time requests directly with their supervisors; suggesting Administration develop a college-wide flex time plan for all non-faculty employees. Martin responded flex time is already addressed in the union contract. Arntson concurred; however stating the plan would reflect the process of how an employee would go about submitting requests. Martin questioned what Administration was trying to accomplish. Hansmann responded the desired outcome is to eliminate confusion and document requests. Martin agreed that documenting requests would be beneficial to both the employer and employee, however a process is already in place by contract language. Tucker shared his concern that flex time can cause issues with other employees, including the inability for another employee to perform their duties if the person they have to work with is flexing hours. Martin stated flex time works best if the employees are not affected by a crew, but AFSCME is willing to review Administration’s proposal at the next meeting. Action: Arntson will forward the flex time plan/procedures to AFSCME prior to the next meeting and the item will be placed on the agenda for discussion.

ITEM 2 (Admin) Summer Work Schedules – Hansmann and Monson announced all employees in the Maintenance Department who requested a change in hours during the summer have been accommodated and the three shifts have been cut back to two shifts allowing for employees to work in teams to deep clean over the summer. Martin concurred there is a benefit to having teams work together, including building relationships. Hansmann also announced the summer arrangement allows employees who enjoy one part of the job to help with employees that like another part of the job. Martin suggested a report determining the work efficiencies and job satisfaction of the employees would be beneficial at the end of the summer. Action: Hansmann will report back the effectiveness of the arrangements.

ITEM 3 (Admin) Search Update – Arntson announced several AFSCME positions have been filled in such areas as Admissions and Records, Business Office, and Classroom Lab Assistants. Arntson added Clark has temporarily been reassigned to work out of class as the Building Services Supervisor. Arntson concluded by stating seasonal layoff letters were being mailed to determine summer work interest. ACTION: Information Only.

ITEM 4 (Admin) Next Meeting – *Schedules were reviewed for a summer meeting.* ACTION: The next meeting is scheduled for August 14, 2008.

ITEM 5 (Admin) Sloan Award – Arntson announced the College was selected as a finalist for the Sloan Award for workforce flexibility, and will be moving to the next phase of the award selection process, which requires half of the employees to complete an online multiple choice survey. ACTION: Information Only.

Adjourned at 11:27 a.m.

NEXT MEETING: Thursday, August 14, 2008 – 11:00 a.m. – AT109