Wells Fargo endows scholarship!

Wells Fargo Bank, formerly Norwest Bank, has contributed $15,000 to Rochester Community and Technical College Foundation to establish the Wells Fargo Business Scholarship. The endowed scholarship will be awarded annually to a RCTC student majoring in business. The first scholarship is expected to be awarded in the spring of 2001.

“Norwest Bank had a tradition of supporting the communities that we serve and that will not change even though our name has,” said Dave Nelson, president of Wells Fargo Bank Rochester. “By establishing this scholarship, Wells Fargo believes that we not only affect students lives, but we also will benefit the broader community through our support of higher education in Rochester.”

RCTC Foundation board president, John Wade said, “We are pleased that Wells Fargo will continue their practice of being outstanding corporate citizens and delighted with the generosity they have shown to Rochester Community and Technical College Foundation.”

Job audit report available

Last spring, the MnSCU Human Resources Division completed job audits of counselor and advisor positions at Rochester Community and Technical College, and released a final report of the job audit process and the individual classification determinations. Copies of the Job Audit Report have been distributed to counselors and advisors. Additional copies will be made available upon request or the report may be reviewed in the Human Resources or Interim Vice President of Student Affairs Office.

Recipients for vacation donation program

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

Delores Klaras - EMSOCS
Patricia Marentic - Normandale Community College
Barb Ewing - Human Services
Weekly funny…

"What a rip-off! I've visited this health site over 180 times now and I'm still not in shape."

WELCOME BACK!
Heintz Center
"Welcome Back" Open House
Monday, August 28
11:30 - 2:00 pm.
in room B114
You are invited to kick off the school year with "sweet treats" and to say "hello" to new and returning staff and students. Come alone or bring your students for cookies, bars and lemonade.

RCTC Foundation elects new officers and directors

The Rochester Community and Technical College Foundation recently elected new officers and three new members to the board of directors. Paul Skovbroten assumes the role of president. Skovbroten is the Vice President at The Affiliated Group. Ardell Brede has been elected Vice-President. Brede, long-time chair of the Scholarship committee, is an administrator in the Mayo Clinic Finance Department. Sue Dripps, part-owner of Davies Printing and Ads and Art, retains the role of Secretary and Al Schafer, a partner at Smith Schafer and Associates, continues as Treasurer. John Wade, past-president will serve on the executive committee. New members elected to the board are Mary Hirman, former owner of Hirman Insurers who continues there in an employment capacity, Daniel Berndt, class of ’66, partner with the law firm Dunlap and Seeger and Robert Wise, retired Associate Dean of Student Affairs at Rochester Community & Technical College. As incoming president, Paul Skovbroten said, “I am looking forward to the upcoming year. The board will spend time this year creating a strategy that will help us better support RCTC and positively impact higher education here in Rochester.” Donald Supalla, president of RCTC commented, “The Foundation board is an asset to the school and its students. Just this spring, the Foundation awarded $161,000 in scholarships to 163 RCTC students. They truly make a difference in the lives of our students.”

Parking fee

Faculty and staff will be charged a parking fee. The parking fee is dedicated to parking and security for the parking lots. This fee is generally designed to provide and fund services for a safer campus parking environment for faculty and staff.

Charges

Fees will be charged each quarter as follows:

- Faculty/Staff: Based on their percent of employment up to a maximum of $22.50 per semester. (Annual Permit Option -- $52.00)
- All Students: $1.50 per credit
- Continuing Education: $.10 per CEU per participant
- Facility Use: $.10 per hour per participant
- Non-Credit: $.10 per hour per participant

Parking permits from home campuses of all colleges utilizing UCR facilities will be honored in the UCR lots. The staff lot hours will be enforced 8:00am-8:00pm and will require a Staff Parking Permit. Parking permits must be obtained prior to the 11th day of classes.
RCTC staffing update

Administration
- **Dean of Health Sciences (MnSCU Administrator).** Anne Niccolai has been appointed interim Dean.
- **Director of Nursing (MnSCU Administrator).** Search suspended. Diane Nicholls will serve as acting Director of Nursing for 2000-01.

Adjunct Instructors/Librarians
- **Librarian.** 14 hours per week for one academic year. Primary assignment is at the Reference Desk. Hours include Saturdays (8 hrs), plus other day or evening hours.
- **Multimedia Instructor.** Teach computer graphics and related multimedia classes. Experience should include Adobe and Macromedia products. Cross-Platform computer skills a plus.
- **Music Technology Instructor.** Teach music technology classes. Experience should include multitrack recording, web audio, and computer sequencing. Cross-Platform computer skills a plus.
- **Pharmacy Technician.** Teach Orientation to Pharmacy Practice (2 crs.) and Pharmacy Calculations (2 crs.).

Unclassified Professional/Supervisory
- **Customer Training Rep. (Computer Training Specialist)** Terry Riessen has been appointed. 
- **ITS1 (Helpdesk) (UFT).** William Brown appointed.
- **ITS2 (Helpdesk Lead) (UFT).** Dan Pischke appointed.
- **College Center Program Coordinator 2 (UFT).** Director of Student Life. Tony Peyla has been appointed.
- **Sports Medicine Specialist (UFT).** Athletic Trainer. Jim Williams appointed.

Classified Positions
- **General Maintenance Workers** (Intermittents). Applications accepted ongoing.
- **General Maintenance Worker – Campus-wide Work Area** (UFT 1st shift). Bids have been accepted. Appointment pending.
- **Office and Administrative Specialist – Student Affairs Work Area** (Health Service) (seasonal part-time, 10 hrs/wk.). Position posted. Internal bids and applications being accepted.
- **Office and Administrative Specialist – Student Affairs Work Area** (Admissions and Records). Appointment from list pending.
- **Customer Service Specialist – Student Affairs Work Area** (UFT). Financial Aid Assistant. James Scott has been appointed.
- **Customer Service Specialist – Academic Affairs Work Area** (CE/Workforce Development Office). (UFT). Appointment from DOER list pending.
- **Customer Service Specialist – Academic Affairs Work Area** (Dental Clinic Receptionist). (UPT). Afternoon/evening hours. Position posted.

For information on any of the above openings, contact the human resources office at x3131.

**Admissions and Records Office information**

Paper copies of the first and tenth day class lists will no longer be distributed. Up-to-the-moment class list information is available on the web. Instructions on how to access the information is attached.

Also attached to this week’s Crossings are the withdrawal and drop/refund deadlines for nonconcurrent courses for Fall 2000.
Supalla’s Scribblings

Welcome Back! The dog days of August dropped in earlier this month but now there’s been a hint of autumn’s crisp nights and cool mornings in the air. It’s like clockwork. Every year, summer passes by a little bit faster. Before you know it, it’s time to get ready for the upcoming fall term. Well, here we are…another year’s upon us. Fear not, there are plenty of reasons to be excited about this new academic year. You know classes are about to begin because the student panic of last minute registration is upon us. Many thanks to Susanne Sheehan and the Human Resource staff who did a great job coordinating this summer’s employment searches, coordinated a great staff orientation program, and organized a picnic to welcome our new staff and their families into the RCTC family. Now, it’s our turn…to make our students feel welcome, to accommodate their needs and to satisfy their demands. It all comes down to being student-centered, user-friendly, customer-driven. Time will pass quickly as we focus on teaching and learning, welcome a Minnesota Council for Quality evaluation team and our NCA evaluator consultants to campus, watch the Sports Center construction unfold, weave our way through the Technology Center renovation and celebrate the opening of the intercampus roads. Fasten your seat belts and hang on tight…this year should be a Disney, ValleyFair and State Fair thrill ride rolled into one. Have a great year!

Did you know…
- Anne Niccolai has been appointed Interim Dean of Health Sciences for the 2000-01 academic year. Anne will have responsibility for nursing, allied health and science offerings.
- Diane Nicholls will serve as Acting Director of the AD Nursing program.
- Terry Brown was recognized at the August 10 Radiography Program Graduation for her outstanding contributions to the program. Terry serves as RCTC’s liaison to the Mayo School of Health Related Sciences.
- Hundreds participated in the annual Relay for Life walk held at University Center in July. A great time was had by all and more than $75,000 was raised for cancer research. Thanks to the many staff members who helped plan, organize and contribute to this wonderful community event.

Friendliness Pays: You are walking through the halls when you come upon someone staring at the map with “that look” on their face. The map says, “you are here” but where is that? You know who they are. They are trying to find their classroom, instructor’s office or registration and can’t figure out which direction to go. Three simple words can make all the difference, “May I help you?” These simple words can make all the difference in a visitor’s day or their entire experience while at UCR.

Everyone at one time or another has been put in the position of being an ambassador for the college. It might be something simple like giving directions, walking with a visitor through the halls because you are heading in the same direction, smiling and saying hello, or thanking them for coming to RCTC.

The visitor is always grateful for any assistance or recognition, and you will find what a personally rewarding experience such simple gestures can be. It is these positive experiences that people will talk about when they go home and what will bring them back to UCR again.

Did you know…
Tobacco use among American college students is more prevalent than previously reported, according to a new national study that considers cigars and smokeless tobacco for the first time. The study found that 46% of 14,138 college students surveyed in 1999 used tobacco products in the previous one-year period.

It is the supreme art of the teacher to awaken joy in creative expression and knowledge. -- Albert Einstein

Condolences
Condolences are extended to Iris Fried whose brother passed away last week and also to Diane Ingvaldson, of the UMR staff for the loss of her long time friend and companion, Jerry. Our thoughts are with you and your families.

Thank you
Dear friends at RCTC: Just a note to say thank you for all the cards, presents, parties and well wishes on my recent departure from RCTC. It was truly overwhelming. My new life and new job are both going well, but I still miss RCTC and the great people there. Any college is only as good as the people working there and RCTC is truly the greatest!

- Kevin Clark

Don
Community event

The Alzheimer’s Association “Memory Walk” is Saturday, September 9th at Silver Lake in Rochester.

Registration is at 9:00 a.m. and the walk starts at the West Silver Lake Shelter at 10:00 a.m. Registration for the Alzheimer’s Association “Safe Return” program will also be available.

For more information, call 289-3950.

Upcoming Jazz Concert

RCTC is co-sponsoring the Choral Arts Jazz Sextet and jazz Pianist Phil Matson in a concert in September.

**September 8, 2000**
**September 9, 2000**
**8:00 p.m. – Hill Theatre**

Phil Mattson is internationally known as a conductor, arranger, pianist and teacher and has been nominated Twice for Grammy Awards.

More Information:
Sara Decker/Judy Pease – Choral Arts Ensemble 252-8427

Student Support Services

“Welcome Back” Open House

**Tuesday, August 29**
**11:30 – 1:00 p.m.**
**SS169**

You are invited to kick off the school year with ice cream and to say “hello” to new and returning staff and students.

Iris Janell Sara Leslie Brenda Deb

Minutes of interest: pages 6-7

GODDARD LIBRARY & LIBRARY TECHNOLOGY CENTER HOURS

**August 19-22, 2000**
Saturday, August 19: CLOSED
Sunday, August 20: CLOSED
Monday, August 21: 8:00 am-4:00 pm
Tuesday, August 22: 8:00 am-4:00 pm

Fall Semester Hours Begin August 23

**Fall Semester, 2000**
Monday-Thursday 7:30 AM-10:00 PM
Friday 7:30 AM-4:30 PM
Saturday 10:00 AM-5:00 PM
Sunday 1:00 PM-5:00 PM

Break and Holiday Hours Vary
Rochester Community and Technical College

Administration and MAPE Meet and Confer

Minutes for Monday, July 24, 2000 – 10:00 a.m. – Presidents’ Room

Present: Administration Gilsrud, Mercer, Sheehan, Supalla
MAPE Gjservig, T. Kromminga, A. Kromminga, Zilz, Schmidt, Krusmark, Soukup, Wheeler

Chair: Gjservig
Recorder: Kingsbury

ITEM 1 (M) Employee Promotions, Job Audit – Sheehan announced three positions have been reclassified and back pay will be retroactive to November, 1999 (three AFSCME Student Service Assistants to MAPE Director I positions, and one Minority Specialist Director I to a Director II.) T. Kromminga requested the job audit findings be made available to the employees. Action: The President’s Office will place an article in the Crossings indicating the job audits have been completed and a listing of all findings may be reviewed at the Human Resources or the Interim Vice President of Student Affairs Offices.

ITEM 2 (M) Registration Issues – Soukup shared possible problems that may develop with the current pre-web student schedule forms being used by the counseling department, noting students are not necessarily learning how to build a schedule and may be confused when trying to register for classes that are filled. Mercer agreed students need to learn to build a schedule and also know which courses they should enroll in. Action: Mercer, Machlica, Hadler, A. Kromminga, and Gjservig will visit and further discuss the forms and process.

ITEM 3 (M) Temporary Positions – Krusmark requested information on the College’s process for filling permanent MAPE positions with current temporary hires. Sheehan responded the College evaluates each position on a case-by-case basis depending on the skills required. Sheehan added, because of the difficulties in recruiting qualified information technology candidates, the College has the leeway to add individual names to the eligibility list. Action: Information Only.

ITEM 4 (M) Call Back Compensation – Krusmark questioned the process for call back compensation for individuals contacted at home via the telephone. Wheeler referenced Article 25, Section 1, which requires call back at a minimum of two hours at the appropriate overtime rate. Often, however, callback is a judgement call. Everyone agreed better communication may help control many potential issues. The Director of Information Technology will review the frequency of callbacks, reasons for the calls, and problems associated with the callbacks. Action: Gilsrud will visit with staff to assess the concern.

ITEM 5 (M) Overtime – Krusmark questioned the proper form for documenting adjusted schedules over an 80-hour pay period. Sheehan responded while the Fair Labor Standards Study is being conducted MAPE employees should continue to monitor their 80-hour work period in case overtime pay is determined and retroactive to January of 1998. A discussion followed regarding the best place to record daily hours of work (timebook, alternative form, etc.) Action: Human Resource Office will notify MAPE employees of the best process for tracking hourly work.
ITEM 6 (M) Funds for Professional Memberships – Gjservig inquired about the College’s policy on paying personal memberships. Supalla responded the College pays institutional memberships, but not personal memberships unless institutional memberships are not an option with the organization. Any new membership requests should be forwarded to the appropriate supervisor. **Action:** Information Only.

ITEM 7 (M) Advising Day Records – T. Kromminga questioned why student contact lists were being maintained on advisors. Mercer had not requested any list and was unaware they were being kept. **Action:** Mercer will follow-up on the rationale for the compiling of advisor lists.

ITEM 8 (M) Probationary Periods for Continuing Education Employees – Gjservig questioned the current probationary requirements for continuing education employees. Sheehan responded any changes in the probationary process are outlined in the supplementary agreement, and clarification is also provided to new hires. **Action:** Information Only.

ITEM 1 (A) Interim Vice Presidents – Supalla announced open forums would be held fall to solicit input from all employees on the process to be used for the hiring of Vice President(s) (national search, local search, direct appointments). Supalla also requested feedback on the current organizational structure, encouraging MAPE to forward alternative organizational structure ideas for consideration. **Action:** MAPE will encourage input from the employees.

ITEM 2 (A) Update on Summer Advising and Registration Sessions – Mercer reported back that a meeting was held with advising/registration participants to review the process. Mercer also announced the meeting to discuss articulation with the UCR partners is on hold until after all articulation agreements are completed. **Action:** Information Only.

ITEM 3 (A) Arbitration – Sheehan announced the closed-door arbitration hearing was scheduled for July 26th in Rochester. Wheeler reminded everyone that bad feelings always occur during arbitration but to remember the responsibility of both parties is to share their side of the issue. **Action:** Information Only.

ITEM 9 (M) Mediation Meeting – Wheeler clarified the mediation meeting for the bargaining units was postponed because notices were not mailed out in a timely manner, and that it had nothing to do with the arbitration meeting in Rochester (the two issues are separate). **Action:** Information Only.

ITEM 10 (M) Future Meeting Dates – Future meetings will be held on the 2nd Thursday of every other month at 10:00 a.m. in the Presidents’ Room. (October 12th, December 14, February 8, April 12, June 14) **Action:** Information Only.

_Gjservig extended congratulations to Supalla on his permanent appointment as President of Rochester Community and Technical College. Supalla expressed his appreciation to the staff for the support during the appointment process._

Adjourned at 11:15 a.m.

**Next Meeting:** October 12th – 10:00 a.m. - Presidents’ Room