Policies

It is every RCTC employee's responsibility to familiarize themselves with, and adhere to, state, system, and college policies. All MnSCU and RCTC policies are available through the RCTC website. Policies include information on, but not limited to:

- Acceptable Use of Computers and Information Technology Resources
- Fraudulent or Other Dishonest Acts
- Fundraising and Resource Development
- Gifts and Grants Acceptance
- Possession or Carry of Firearms
- Reports/Complaint of Discrimination/Harassment Investigation and Resolution
- Sexual Violence
- Smoking
- State Employee Ethical Obligations
- Student Data Practices
- Student Excused Absences
- Weather/Emergency Closings
- Zero Tolerance of Workplace Violence

To find a policy, go to http://www.rctc.edu/policies/, type a keyword to search or choose from the list of categories provided. The website is intended to function as a convenient reference. Although the site is updated regularly, it is impossible to guarantee complete accuracy at all times. In the event of any discrepancy between the policy documents formally approved and the policies listed on the website, the former shall be the governing version.

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:

Academic Calendar

Attached to this week’s Crossings is a complete 2006-07 academic calendar. The calendar may also be accessed via the intranet site at:
http://www.rctc.edu/intra/academic_calendar.html
Crossings Classifieds

Classified Ad Submissions: In an effort to keep our e-mail system as free as possible of non-work items and also allow employees to network with other employees in certain situations, we will accommodate your "for sale", "give away", etc. ads weekly (as ads are submitted) in the College Crossings publication. Only UCR employees may submit ads. - Ads should be kept to around 25 words or less. - Ads must be submitted via e-mail to Jenee McGurren by 5:00pm on Thursdays (same deadline as other submissions for Crossings). Commercial ads will not be listed. (Example: rentals; daycare; business sales such as Avon, Home Interior, etc.; people or services for hire, etc.) Fundraising (unless directly related to the College) ads will not be listed (Example: girl scout cookies, raffle tickets, etc.) Ads for roommates or rideshare are not allowed. Frequent Flyer Ticket ads are not allowed. When submitting an ad, include your full name at the bottom of the ad. E-mail address or office or home phone numbers are also required for all ads.

For Sale: 1998 Buick Park Avenue - leather/heated/electric seats; great condition; clean; well-maintained; 116k miles; good tires; new battery last winter; 22-24 mph city; 29-31mpg highway; $5,600/OBO. Call Ann Whelan 285-7515 (work) or 288-3869 (home - leave message).

For Sale: 1998 Ford Explorer XLT - great condition; 90% highway miles; 178K; new tires; power sunroof/seat/windows; Mach stereo; $4,900/OBO. Call Jean Marconett at 993-0218 or 285-0866.

For Sale: Bedroom set - solid oak; twin bunk beds with roll out rundle (3 beds); dresser; desk with chair; $100.00. Call Missy Hagen at 529-6126.

Acknowledgement of Significant Events

RCTC is a family, and throughout the year significant events occur in the lives of our family members. This may include the birth or adoption of a child, hospitalization of an employee, or the passing away of a loved one. The Office of the President, in accordance with MnSCU Expense Allowance Policies, wants to acknowledge these events and respectfully requests your assistance.

Understanding the receiving of news or acknowledgments of significant events is a college-wide process, the Office of the President requests employee's receiving information of such events notify Judy Kingsbury either via telephone (x7216) or e-mail (judy.kingsbury@roch.edu), with logistical details (i.e. occasion, hospital, funeral home, etc.). Upon confirmation of the information, appropriate arrangements will be made to acknowledge the event. Thank you for your cooperation.

RCTC Business Cards

Business card requests or re-orders may be submitted on-line. Please bookmark the link below for future reference.

http://www.rctc.edu/marketing/business_cards/index.php

All-College Committees:

The RCTC All-College Committees are recruiting memberships for the 2006-07 academic year. Memberships are determined annually and include faculty, staff, and student representatives. A complete listing of the 2006-07 committees will be shared in a future edition of Crossings and through e-mail. Watch for more information in the next few weeks.

SSSP Open House and Welcome the Upward Bound Director

Please stop in to say “hello” to new and returning students and staff on Wednesday, August 30th from 11:00am to 1:00pm in SS159. We will have a chance to reminisce about summer and talk about aspirations for the new school year. This will also be an opportunity to meet the new Upward Bound Director, Suzanne Nordsving. We will have treats!
For those of you that enjoyed extended time away from campus this summer, **WELCOME BACK!** In recent weeks, the UCR campus has been a buzz with returning, new, and prospective students; contractors; and staff...all preparing for the excitement that always accompanies the start of a new academic year. I hope that you’re rested, relaxed and ready to tackle the opportunities and challenges that lie ahead. A significant number of projects, activities and events occurred on campus this summer...some completed, but many still in progress. This year will be especially challenging due to a significant amount of renovation and construction that will continue for the next 18 months. Your patience and understanding regarding the inconvenience that’s sure to occur with the Health Science Center project, roof replacement of Heintz Center and Memorial Hall, and parking lot improvements are much appreciated. Once completed, these projects will make UCR a better place to learn and work. Don’t hesitate to contact Marilyn Hansmann, Steve Monson or me if you have questions regarding these campus improvements.

RCTC and MnSCU garnered some significant national exposure in the June edition of CARING magazine. CARING is published monthly by the National Association for Home Care & Hospice and is distributed to thousands of health care providers around the country. The month’s two-page “Forum” article focused solely on RCTCLEARN.NET, a program and curriculum developed by Michelle Pyfferoen’s Business and Workforce Education Department. The web-based learning program was developed over the past five years and RCTC recently signed an agreement with the National Association for Home Care & Hospice to create a delivery process that will make this learning system available to all home care and hospice providers and their employees across the country. In its brief tenure, the program has already served the basic educational needs of several thousand health care providers. Congratulations to the Workforce Education team!

Governor Pawlenty announced that David Paskach, new chair of the MnSCU Board of Trustees, has been appointed to replace Bob Hoffman on the Rochester Higher Education Development Committee. The new appointment was necessary because the legislation that authorized the committee required that a sitting member of the MnSCU Board serve on the committee, and Trustee Hoffman’s term expired on June 30.

During recent MnSCU pandemic planning regional meetings, several attendees questioned what notice to students should be included in catalogs, handbooks and other publications. MnSCU institutions have historically been advised to include notice language in their publications to inform students that handbooks, contracts, Web sites or other publications issued by the college do not constitute a contract, and that the college reserves the right to change policies, procedures, fees, etc. at any time. If you include disclaimer language in syllabi or other student materials, MnSCU’s Office of General Counsel is suggesting you use language similar to this catalog sample. Modified, of course, for the specific publication.

> It is our intention to provide resources relevant to the academic, extracurricular, and social lives of students. Every effort has been made to ensure the accuracy of the material contained within this catalog as of the date of publication. However, all policies, procedures, academic schedules, program information, and fees are subject to change at any time by appropriate action of the faculty, College administration, the Minnesota State Colleges and Universities Board of Trustees or the Minnesota Legislature without prior notice. The provisions of this catalog do not constitute a contract between the student and the College. The information in this catalog is for use as an academic planning tool and is subject to change at any time. Upon printing of this catalog, all previous issues are revoked. Such a disclaimer would be very useful should a pandemic force the postponement or cancellation of classes.

This week, Trustee Emeritus Bob Erickson begins his fifth bike tour to each of MnSCU’s 53 campuses. He’ll be riding from the Riverland Austin campus to University Center on September 19, anticipating an 11 a.m. arrival at the Atrium. Judy Bird is looking for staff or students willing to join Bob for all or part of this 51 mile ride. If you’re interested, please contact Judy ASAP. If you want to be involved, but the bike ride is out, please join the initiative by making a per mile or specific pledge that is earmarked for RCTC scholarships for nontraditional students.

> **Thought for the first week of classes...**
> "Learning is not attained by chance; it must be sought with ardor and attended to with diligence."
> -- First lady Abigail Adams

As we begin a new academic year, let’s not forget that our work is essential to both the success of our students and to the success of Minnesota. Have a great year!

*Don*
RCTC Shining Stars
Congratulations to our recent "Shining Stars" recognized at the August 18th Staff Development Day:

Steve Bein, Jon Benson, Pam Benson, Mike Bequette, Mark Bransford, Lynn Guenette, Judy Gust, Ken Hackenmiller, Guy Hamernik, Rosemary Hicks, Janell Holier, Chad Israelson, Warren Kemplin, Judy Kingsbury, Terry Knight, Craig Knox, Alex Kromminga, Jon Krusmark, Colleen Landherr Maddox, Linda Malec, Barb Mollberg, Michal Mussell, Michelle Pyfferoen, Roxy Roadway, Julie Rodakowski, Mark Schnaedter, Jim Schunke, Fan Shen, Bonnie Sokolov, Roman Staloch, Don Supalla, Jeff Taylor, Ann Whelan, Brett White, Tony Wolf, Gregory Wright

If you hear of a special recognition, or receive letters of compliments, please forward the information to the Office of the President for inclusion in our next round of “Shining Stars.”

- Office of the President

The Weight Watchers At Work Program brings meetings to you!

Wednesdays
11:45 AM - RCTC
You’re welcome to come to a meeting FREE!
(See what we’re all about!)

For more location and other information contact:
Katie Swegarden

Women’s Equality Day
August 26 is Women’s Equality Day. This commemorative day dates back to 1971 when the U.S. Congress designated the day to commemorate the 1920 passage of the 19th Amendment giving women the right to vote. Women’s Equality Day also brings awareness to women’s continuing work for equal opportunity. Celebrate--and exercise--your right to vote. It was hard won.

Ricki Walters
Regional Diversity Trainer

Thank You
To UCR Family…The loss of my brother is overwhelming but I thank those of you for your comforting words and many hugs. He was one of the good guys and will be missed by many.

- Kristi Ziegler

Welcome Back!
RCTC Leadership Fall 06 Cohort

RCTC is proud to again offer “Leadership RCTC”. This leadership development program will be offered fall and spring terms in a cohort-based model. The program resulted from ideas generated by RCTC’s 2004 Continuous Quality Improvement Network (CQIN) Team. The program is patterned after leadership programs offered by other community organizations locally and nationally, but topically focused on RCTC. Interested persons for the fall 2006 cohort should complete and return an application to the RCTC Leadership Team. An application form is attached to this week’s Crossings (see page 1 “attachments”). The following is an overview of the program.

Mission
To develop emerging leaders at RCTC in a comprehensive framework that recognizes the college’s role in the community and its strategic vision as a teaching and learning organization.

Application
All applicants will complete the Leadership RCTC application form and submit it to Steve Higgins, Box 20, or one of the Leadership RCTC Team members.

• Two cohorts - Fall and Spring Semester Consisting of 15-20 people
• Session dates (Thursday afternoons) for fall 2006 cohort: 9/7, 9/21, 10/5, 10/12, 10/26, 11/9, 11/30, and 12/7.

Criteria
• Commitment and ability to attend the 8 sessions
• Interest in developing as a leader
• Statement of leadership philosophy
• Support from supervisor

Cost
There is no application or registration fee required to participate in the program.

Objectives
• Create a better understanding of RCTC and its role in the community.
• Develop an understanding of RCTC’s strategic vision, mission, values, and goals.
• Develop relationships that foster growth and promote teamwork.

Topical Areas
• History of RCTC and the UCR
• Leadership and personal development
• Strategic vision, goals, and challenges
• Diversity - Build an inclusive community
• Economic and community development

Complete and return your application to Steve Higgins, Box 20, or one of the RCTC Leadership Team members.

The Leadership RCTC Team: Steve Higgins, Jon Benson, Colleen Landherr Maddox, Nancy Hust and Judy Lindman

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.
* 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 in the Office of the Vice President at 285-7127.