



College Crossings

Rochester Community and Technical College

December 23, 2002
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FALL SEMESTER EDITION

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Event Schedule – see web
<http://www.roch.edu/rctc/about/html/weeklysched.htm>

Attachments

- ❖ New York Trip
- ❖ Bee Recognition Program
- ❖ Bee Nomination Form
- ❖ CTL Program Workshops

Evening Administration

None

The evening administrator can be reached at x7262.



Thank you

Thank you for attending the Annual UCR Holiday Reception. The turn out was fantastic, and the UCR Administrative Leaders deserve a special "thanks" for organizing and treating the employees, retirees, and community guests to some delicious hors d'oeuvre! A special thanks to Vern, Robin, and the Horticulture Technology students, who graciously donated the centerpieces for the reception. The flowers continue to add a festive decor, not to mention excitement by the attendees in hopes of winning a door prize to take home for the holidays.

Finally, a thank you to those who participated in the 2002 Teddy Bear Drive. Bears will continue to be accepted in SS202 (President's Office) through December 24. These bears will be presented to the local law enforcement agencies and then given to children in need of a "friend." This is the fifth year of the UCR "Teddy Bear Drive," and the response continues to grow. Thank you, and Season's Greetings!

Recipients for Vacation Donation Program

Listed below are new individuals who have been approved as recipients for the State's vacation donation program. State employees may donate a total of up to 12 hours of accrued vacation leave/personal leave each fiscal year to the sick leave account of one or more state employees (M.S. 43A.1815). An employee may additionally donate up to 12 hours of accrued vacation leave/personal leave in any fiscal year to an account established for employees who have unreimbursed medical costs of at least \$10,000 (M.S. 43A.181).

*Tracey Crary – Governor's Office
Linda Hildreth – Supreme Court*

Beeline Service discontinued

The last day for Beeline Service between UCR and the Heintz Center will be Friday, December 20. The service has been discontinued due to low ridership. We cannot justify the cost.

Weekly Funny



"Dude, I don't think I want to golf in the winter again. I've lost 3,917 balls on the this hole alone."

GODDARD LIBRARY AND LIBRARY TECHNOLOGY CENTER HOURS:

DIGITAL MEDIA CENTER WILL BE OPEN BY APPOINTMENT OR PRIOR ARRANGEMENT DECEMBER 21, 2002 through JANUARY 12, 2003.

Search Update

FACULTY

Temporary part-time for spring semester; various disciplines.

MAPE (Unclassified)

Senior Programming Coordinator (MnSCU Program Director 1). Interviews have been scheduled.

MnSCU Program Director 1 – Academic Advisor (two positions). Positions have been posted. Search team is being formed.

MnSCU Program Director 2 – Director of Institutional Research. Position has been posted. Search team if being formed.

MAPE (Classified)

Information Technology Specialist 2 (UFT). Server Technician. Position has been posted/advertised. Applications are being reviewed.

AFSCME

General Maint. Worker (Intermittents). Applications accepted ongoing.

Campus Security Officer. Finalists have been identified; appointment pending.

Office and Administrative Specialist (UFT). Position has been posted/advertised. Applications are being reviewed.

For information on any of the above openings, contact the human resources office at x7125 or visit our website at

<http://www.roch.edu/rctc/hr/>

Thank you

Thank you for the beautiful bouquet you sent for my mother's funeral. I appreciate your thoughtfulness at this difficult time. At every turn, I find RCTC is a wonderful place to be working.

Larry Segar

Supalla's Scribblings



The holiday season and long-awaited semester break have arrived. This festive time of year serves as the perfect time to appreciate family, friends and colleagues; share our bounty with those less fortunate; take time to appreciate the many things we have to be thankful for; and relax and refresh as we prepare for the second half of the academic year. Not a day goes by that I don't ponder how fortunate I am to have been given the privilege to serve a great student body, work with quality colleagues, and have a job that makes every day exciting and fun. Best wishes for a joyous and safe holiday season. All the best in 2003!

On November 18, the Institutional Actions Council of The Higher Learning Commission voted to extend RCTC's accreditation to include distance delivery of the A.S. Degree in Web Design. The Commission Board of Trustees validated that action through its validation process concluded on November 22, 2002. At that same meeting, the Trustees voted to approve the college's application and admitted RCTC into the Academic Quality Improvement Project (AQIP) accreditation process. More information regarding AQIP next steps will be shared in early 2003.

Included in the 14 honorees recently receiving Mayor's Medals of Honor were two RCTC standouts. Congratulations to **Jay Lee**, Academic Dean, and retiree **Betty Gordon**! Jay received the Mayor's Medal for Education and Betty the Mayor's Medal for Human Services. These dedicated public servants are just two of the hundreds of employees that make us proud to be a member of the RCTC family and bring much deserved recognition to the College!

Speaking of grants, kudos to the Continuing Education/Customized Training staff that submitted and defended two Minnesota Job Skills Partnership grants that received funding. The first grant, entitled JDS University, was written to help retrain and upgrade the job skills of JDS Uniphase employees. JDS Uniphase is a Rochester designer and manufacturer of fiber optic communications equipment. The \$355,490 MJSP grant is part of a \$1,534,341 total project budget. The second award of \$49,992 will help provide basic, intermediate, and advanced Programmable Logic Controller training to Pace Dairy and Marigold Foods employees.

The next time you see these co-workers, please take a moment to thank them for the great job they did writing applications that garnered Perkins III New Program Development Grant funds:

- **Lori Wright** received an \$8,000 grant to develop and Educational Assistant program
- **Teresa Brown** was awarded a \$7,500 grant to develop a biotechnology offering
- **Judy Gust** partnered with Northwest Technical College (Fergus Falls) to garner a \$13,000 award to align Health Information Technology curriculum



RCTC continues to be well represented on MnSCU committees. Gary Langer, Associate Vice Chancellor for Academic Programs and MnSCU staff member responsible for the Minnesota Online Council, has indicated that the following RCTC staffers were nominated for the Council's work groups: **Judy Gust**, Academic Services; **Ellen Nelson**, Quality Services; and **Curt Kephart**, Fiscal Services. Just this week, **Judy Gust** was nominated to the Executive Committee of the Minnesota Online Council. Thanks to all three dedicated staffers who are willing to share their expertise and experience at the state level.

One of the challenges of student government at the two-year college level is the constant turnover of student leaders. For personal reasons, **Chad Gerkin** has resigned as Student Senate President. Chad has done an excellent job leading the Senate and representing the student body...he will be missed by the students and the college leadership team. Taking the helm of the Senate beginning spring semester will be **Victoria Mucha**. Victoria steps up from her role as Senate Secretary and **Alicia Heil** will assume the Senate's secretarial duties. Special thanks to Chad for his leadership...best wishes to Victoria and Alicia!

Mark your calendars and plan to attend a 10 a.m., January 30, Hill Theatre presentation by author Carol Bly. Bly, who has won the Minnesota Humanities Award for Literature and was named Favorite Women’s Author by the Minnesota Women’s Press in 2000, will appear as part of the Visiting Scholars Series. Bly’s current book is *Beyond the Writer’s Workshop: New Ways to Write Creative Nonfiction*. Carol is a frequent lecturer, consultant to the Land Stewardship Project, director on the Loft Board, and University of Minnesota ethics professor.

The University of Minnesota has announced an exciting new opportunity for graduate-level study in higher education. Courses for the cohort-based doctoral program for administrators and faculty at colleges and universities will be offered at UCR and Winona State University. If you’re interested in more information about this Ed.D. program scheduled to begin in summer, 2003, contact UMR’s **Dick Westerlund** at 280-2821.

It seems appropriate that we conclude fall semester with a note written to administration by four students enrolled in the Retail Merchandising Program. It’s representative of how many RCTC students feel about their instructors... *We are writing to tell you that our teacher **Suzanne Dinusson** is an excellent teacher and has provided a very fair, interesting, and enlightening semester. She interacts well with all of her students. Her classes were great, very interesting and very informative. We plan on taking more classes with her. Thank you for providing RCTC students with such a great teacher. Thanks, Suzanne (and other teachers)!*

Thought for the Week...

“Creativity is inventing, experimenting, growing, taking risks, breaking rules, making mistakes, and having fun.” – Mary Lou Cook

Do some creative thinking over semester break and I’ll see you back for more fun in 2003. Happy holidays!

Don

Make a Life

We make a living by what we get but, we make a life by what we give. Winston Churchill

As we ponder the passage of time, the RCTC Foundation wants to recognize and convey appreciation to staff that have made contributions in the past year. For those who gave gifts at the end of 2001, please consider again making a contribution to the Foundation. Your generosity is very much needed and greatly appreciated.

Don Baldus, Margie Barrows, Barbara Beck, Sondra Bentz, Judy Bird, Arlouene Bothun, Mary Kay Broehl, John Buchl, Jane Callahan, Audrey Clausen, Rose Conway, Suzanne Dinusson, Suzanne Edwardy, Bob Ekstam, Marilyn Etbauer, Karen Fredin, Tim Gilsrud, Anne Green, Judy Harris, Maureen Hart, Rebecca Henderson, Katherine Hickman, Janell Holter, Jim Kehoe, Judy Kingsbury, Dori Klein, Nirmala Kotagal, Jane Kruger, Paul Labinski, Jay Lee, Tammy Lee, Charles Liu, Karen Machlica, Patrick Maloy, Jean Marconett, Jenee McGurren, Bonnie Mercer, Barbara Mollberg, Carol Naatz, Anne Nicolai, Sharon Oliver, ViAnn Olson, Kathy Peak, Marj Reif, Roxy Roadway, Deb Rogne, Molly Rohe, Gail Sauter, Barb Schultz, Nancy Shumaker, Chuck Siefert, Ruth Siefert, Kim Sin, Sara Soukup, Patty Stevens, Donald Supalla, Teresa Tolmie, Marilyn Treder, Troy Tynsky, Darlene Voeltz, Dave Weber, Sharon Wieners, Delores Wright

The RCTC Foundation is grateful for your support. Please continue to keep the Foundation in your charitable giving plans. For those who have not yet made a gift to RCTC Foundation, it is never too late. Please join your colleagues in supporting our students by investing in the RCTC Foundation.

Rochester Community and Technical College
Minnesota State College Faculty (MSCF)
Faculty Shared Governance Council
Minutes for Tuesday, November 26, 2002 – 2:00 p.m. –AT109

Present: Administration Hansmann, Harris, Supalla, Thompson
Faculty Shafer, Gust, Hill, Israelson, Marconett, Wright (Chair)
Guests: Anne Green, Diane Nicholls, Jay Lee, Barb Mollberg
Recorder: Kingsbury

ITEM 9 (F) Tally Max Proposals – Wright indicated tally max is initially set at Academic Affairs and Standards Council and he'd like to reach a local agreement that tally max changes also be handled through that committee, with the understanding the issues can be brought back to Faculty Shared Governance Council if requested. Harris did not agree with Wright's understanding of tally max in the contract, noting her interpretation is all tally max (new or revised) are to be handled at Faculty Shared Governance. Harris also shared her beliefs that any changes to that article of the contract would need to be made at the state level as a memorandum of understanding. Wright responded if tally max remains at this committee, then a process will need to be established to handle requests. ACTION: Faculty will visit with the state MSCF, and Supalla will visit with MnSCU, regarding the interpretation of tally max in the contract and report back.

a) Nurs 2207, 2208, 2209 – increase to 10/11 - Nicholls announced the course coordinators have developed "off-unit" rotation experiences for nursing students so a max of 11 per clinical section can be accommodated. ACTION: Faculty and Administration agreed to a tally max of 10/11 for the above courses.

b) PhEd 1103, 1119, 1124, 1126, 1127 – reduce tally 24/24 - Green announced the new aerobics room in the sports center does not accommodate 40 students, noting the room size concern was previously raised by the physical education department during the early stages of construction. Lee agreed the room is perfect for the courses and does not accommodate more than 24, but shared his reluctance to permanently change the tally max, thus limiting the opportunity for other instructors to offer the courses in other locations (i.e. performance court). ACTION: Faculty and Administration agreed the tally max would remain at 24/40 with the understanding instructors would make the final decision to add students and would not be pressured to accept more than 24 students in courses assigned to the aerobics room. The tally max issue will be reviewed again after one year.

c) Math 2208 – reduce to 28/28 – The rationale for the reduction is because of the added computer lab component and lack of adequate computer stations in the room. Mollberg announced an informal arrangement has been made to limit the size to the number of computers for courses taught with computer technology. ACTION: Faculty and Administration agreed the tally max would be set at 28/28 for spring semester and the issue will be revisited depending on the size of available alternative lab facilities.

d) DA 1215 – reduce to 16/36 – The rationale for the reduction is lack of computers. ACTION: Faculty and Administration agreed the tally max would be set at 28/28 for spring semester and the issue will be revisited.

e) BTEC 2830 – set at 28/28 – The rationale for the reduction is based on distance education. ACTION: Faculty and Administration agreed the tally max would be set at 28/28.

ITEM 1 (F) Layoffs – Lee and Mollberg reviewed the handouts attached to the agenda. Harris noted the need for graduates in the civil engineering program, but because of the state funding formula the RCTC program is the most expensive program in the state. Wright shared his concern that another technical program was being suspended. Wright asked if placement was considered in Lee's report. Lee replied that placement data was recorded for fiscal year 2000, when extensive college-wide program review was done. Wright asked if the number of students taking prerequisites for civil engineering were counted. Lee replied that general education courses were not counted and considered when determining the FYE for the program. Wright asked if civil engineering was only being compared to the programs listed on Lee's report. Lee said that his evaluation of programs included only those programs that he supervises. Harris added it was not the intent to not offer French courses, but the issue is a lack of guaranteeing credits to the instructor. ACTION: Information Only.

ITEM 1 (A) Distance Education/Facilities, Safety, Grounds and Security Committees (FSGS) –Supalla clarified the Distance Education Committee is not an ad hoc committee of the Academic Affairs and Standards Council (as previously stated at the October meeting. Supalla also announced, after visiting with Wright and Shafer, that the Distance Education membership,

because it deals with curricular issues, will be comprised of faculty, Judy Harris and Tim Gilsrud, with the understanding that all meetings are open and non-faculty and non-administrators may be invited, as needed, to attend meetings as resource guests. Further, Supalla announced that the chair of the FSGS committee will be selected by the members. As has always been the practice, faculty and other members of the committee are invited to submit agenda items. Issues can always be brought back to the Faculty Shared Governance Council for discussion. ACTION: Supalla will put a statement in writing outlining the comprises/changes being made to the Distance Education Committee and Facilities, Safety, Grounds and Security Committee.

ITEM 2 (A) and ITEM 2 (F) Administrative Pay Increases – Supalla announced he shared hard copies of a report reflecting administrative salaries/merit pay increases with Wright and Shafer earlier this month. Shafer noted that the second year increases reflected an average 3-4%. Shafer thanked Supalla for the information, and encouraged the administration to keep in mind the necessity for fairness and public relations by keeping future increases to a minimum considering the current economic situation (tuition increases and faculty layoffs). ACTION: Information Only.

ITEM 3 (A and ITEM 3 (F) Personal/Sick Leave Reports – Supalla announced Sheehan indicated the Human Resources Office has forwarded reports to those faculty with non-summer teaching loads. Considering the recent MnSCU clarification on leave accrual for summer session, the Human Resources Office will refigure accrual leave and reports will be completed during the winter break and in the hands of faculty on January 13, 2003. Hill reminded Administration that the faculty are still not receiving leave slip confirmations. ACTION: Supalla will confirm leave slips are being processed in a timely manner and the issue will be back on the agenda for December.

ITEM 4 (A) Staffing Requests – Supalla reminded everyone of the desire to implement more aggressive timelines in the staffing /search process. ACTION: Administration will formally request faculty submit staffing requests for next year.

ITEM 4 (F) Hiring/Placement –Shafer requested a report reflecting where new faculty full-time hires are placed on the salary scale. ACTION: Supalla will request Sheehan provide a report on hiring of full-time faculty to Shafer.

ITEM 5 (A) and ITEM 5 (F) – Status of Machine Tool Allocation – Harris announced when it became clear the machine tool program was being suspended, the equipment allocation for the program was released and returned to the general operating fund. Wright shared the faculty concern with unused equipment money being returned to the general operating budget, noting it should be available for other equipment needs. Supalla and Hansmann agreed unused equipment funds should generally remain in the equipment budget, depending on the current financial situation. ACTION: The Fiscal Committee will take a more active role in equipment funding allocation discussions in the future.

ITEM 6 (A) and ITEM 6 (F) Catalog Archiving Follow-up – Thompson reported that the Technology Department is working on archiving past program sheets/catalogs on CDs and future archiving will be handled through the multi-view software program. Thompson also requested program/course changes be made on an annual basis, understanding, however, that accreditations often require immediate curriculum change. ACTION: Information Only.

ITEM 7 (A) and ITEM 7 (F) 2003-2004 Academic Calendar – Thompson announced informal discussions have been held with Wright regarding 2003-2004 Academic Calendar options. ACTION: The 2003-2004 Academic Calendar will be brought back to the December meeting.

ITEM 8 (A) and ITEM 8 (F) Extra Fees and Differential Tuition – Harris requested the faculty review the sample schedule attached to the agenda, noting it is a very time intense process because every entry must be made individually. Wright concurred the sample was an acceptable format. Thompson suggested the differential tuition rates be clearer as to whether the cost is per credit or a total course charge. Harris also announced an Excel template is being created by Jay Lee that can be used by the instructional secretaries for creating more versatile schedules. ACTION: Harris will have the differential tuition charges more clearly defined before publishing the spring semester schedule.

ITEM 9 (A) Animal Dissection – Harris shared some background information regarding student concerns with the dissection of animals. The science department has discussed the issue and has created a policy position that is currently being reviewed by the

Attorney General’s Office. After feedback from the Attorney General’s Office, the college will take a final position and develop an appropriate policy. ACTION: Information Only.

ITEM 10 (F) Priority for Room Assignments (Computer Labs) – Shafer shared concerns that certain courses have priority scheduling for rooms, noting this situation has occurred twice in his department. Harris concurred the schedules should not be published without rooms, assuring Shafer it will not happen again, and more sensitivity will be given in the future to room assignments. ACTION: Information Only.

Adjourned at 3:35 p.m.

Next Meeting:
December 17, 2002 – 3:15 p.m. – AT109
NOTE DATE/TIME CHANGE