Combined charities campaign begins September 20!!!!

Since 1991 Minnesota State Employees have invested more than $7 million in their communities. The State of Minnesota employee is an important part of each and every community throughout our state. As a state of Minnesota employee, you will be “Investing in Minnesota” when you take advantage of the opportunity to contribute, through payroll deduction, to the 1999 Minnesota State Employee Combined Charities Campaign. This year’s campaign will run from September 20 to October 1, 1999.

“Invest in Minnesota” 1999-2000 Calendars and Pledge Forms will be placed in mailboxes the week of September 20. Please consider pledging a gift to United Way or one of the other numerous Combined Charitable Organizations. If you have any questions, please contact Judy Kingsbury at extension 7216.

November 10, Career Day Information

The Career Day scheduled for November 10th is a cooperative activity planned by the Rochester Public School Counseling Department and Rochester Community and Technical College. Rochester Public Schools will invite all 10th grade students, with invitations also extended to a majority of 11th and 12th graders. The Outer City Schools are targeting 10th - 12th grade students. See attachment for more information.

Baldrige Bantering

This Week’s Term: Stakeholder: any person or group that has an interest in the success of the organization or institution including parents, communities, past graduates, staff and faculty, administrators, students, employers, social service organizations, governing boards, legislatures, and other schools.

<table>
<thead>
<tr>
<th>TIMELINE</th>
<th>ACTIVITY</th>
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<tbody>
<tr>
<td>November 1999</td>
<td>Baldrige Express Site Visit</td>
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<tr>
<td>November 30, 1999</td>
<td>2:00-4:00 p.m. – All Faculty Meetings</td>
</tr>
<tr>
<td>December 1999</td>
<td>Baldrige Express Feedback</td>
</tr>
<tr>
<td>February 29, 1999</td>
<td>2:00-4:00 p.m. – All Faculty Meeting</td>
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<tr>
<td>Summer, 2000</td>
<td>Complete Self-Study</td>
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<tr>
<td>September 1, 20000</td>
<td>Submit Mn Quality Award Self Assessment</td>
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<tr>
<td>October 1, 20000</td>
<td>MN Quality Council Site Visit</td>
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<tr>
<td>December, 2000</td>
<td>Mn Council for Quality Feedback</td>
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<tr>
<td>December 2000</td>
<td>Submit Self Study Document to NCA with</td>
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<td></td>
<td>accompanying feedback from Mn Quality Council</td>
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<tr>
<td>April 23-25, 2001</td>
<td>NCA Site Visit</td>
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</table>
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Please join us in honoring
Evey Schmitt on her retirement from RCTC.

The Nursing Faculty invite you to
A reception honoring Evey for 25 years with the
Associate Degree Nursing Program

Wednesday, September 15, 1999
2:30 - 4:30 p.m.
Coffman Room 206/208
Rochester Community and Technical College

COMING AND GET IT!

Weekly funny...

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2:30 - 4:30 p.m.
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Thought for the week...
An oxymoron: leftover chocolate!

REGULAR HOURS
DINING ROOM - UCR Commons
HEINTZ CENTER SNACK BAR - Heintz Center
Mondays - Fridays: 7:30 a.m. to 1:00 p.m.

Monday: Penne pasta bake, salad, bread
Chicken noodle soup
Tuesday: BBQ chicken, beans, coleslaw, roll
Cream of mushroom soup
Wednesday: Prime rib, baked potato, veggie, roll
German sausage soup
Thursday: Buffalo chicken salad, bread
Vegetable soup
Friday: Fish and chips, coleslaw, bread
Beef barley soup

SUNDAY

COME AND GET IT!

Taher, Inc.

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Thought for the week...
An oxymoron: leftover chocolate!
The RCTC family extends our sympathy to Arlouene Bothum, Upward Bound academic adviser, on the death of her father. Our thoughts and prayers are with you, Arlouene.

Don’t miss the first in an exciting series of Visiting Scholars...EINSTEIN: A STAGE PORTRAIT. The Campus Activity Board’s SPICE Committee makes this presentation possible. See Einstein (John Crowther) on Wednesday, September 29 at noon in Hill Theatre or at 7 p.m. in the Public Library Auditorium. While marking your calendars for Einstein, make sure to reserve Wednesday, November 10 from 10 a.m. – 8 p.m. for RCTC’s first Career Day! If you’d like a copy of the Career Day flier or have questions, contact Deb Rogne at 280-3120.

Congratulations to Janell Holter who is serving as the Rochester International Association’s First Vice President. Many thanks to Karin Wilking and Lorna Schmidt who recently completed terms on the Board of Directors. The RIA is a non-profit membership organization whose mission is to celebrate cultural diversity and provide opportunities for multicultural education and exchange. Many thanks to Janell, Karin, and Lorna for your involvement in this important community organization.

Thought for the Week…

Never tell people how to do things. Tell them what to do, and they will surpass you with their ingenuity.

~ General George S. Patton ~

Until next week…

—Don

Thank you

Thank you all for your expressions of sympathy. My father was a wonderful man and will be greatly missed. Your kind thoughts and words make this time a little easier.

—Arlouene Bothun
Up to speed

Changes in room scheduling: As most of you know, Gail Sauter will be leaving RCTC to join the University of Minnesota very soon. Most of you know Gail as the person to call when you need a room, and you know that she prepares the master class schedule each semester. It wasn’t until I begin work as VP that I fully understand Gail’s role for Academic Affairs.

What many of you do not know is how much knowledge of curriculum, academic processes, student needs, and individual faculty pedagogy Gail’s position requires. Gail has been the one who catches the need for a course to be offered at a certain time in order for students in a program that requires the course to be able to take it. Gail has been the one who talks to the faculty member involved to make the changes. Gail is the person on campus who can tell me why we do things a certain way; her years of service to RCTC have led to an historical knowledge of campus policies, procedures, and purposes. To find a replacement for someone with Gail’s loyalty to RCTC, her willingness to do whatever it took to meet deadlines, her ability to complete the multitudinous, complex tasks simultaneously that she so competently did day after day is a dilemma that I am struggling with.

Who will be the new Gail? Gail worked for me 70% of the time and for Gary Swenson 30% of the time. Gary will replace Gail internally with one of his current staff. Briefly that person will give secretarial support to Gary, take care of keys, and schedule the facility for meetings and outside groups. From Sept. 14-Oct. 1st you need a meeting room, please call Mona Permann. Beginning September 14th, if you need to schedule a classroom for teaching purposes, please call either Barb Vroman or Jan Stephenson. Barb and Jan schedule classes for the U of M and WSU on campus and are familiar with the room scheduling software. Thanks to our UCR partners and Mona for willingly backing up Gail’s position while she is in the process of leaving.

In summary: if you need a computer lab for one or two class periods, it is Barb or Jan you would call. If you need to set up a room for a meeting, Gail’s old phone number is the place to call.

Beyond Oct. 1, Gail’s responsibilities will be taken care of out of my office. Who will handle them has not been determined yet. As you might expect, Gail has her final big project—the spring schedule—under control.

Before she leaves for vacation Sept. 14, the earliest draft of the spring schedule will be complete.

For Gail, the University of Minnesota offers a new challenge and the opportunity to be involved in an entirely different approach to higher education. Both Gail and her new employer have promised that Gail will be available to offer advice and answer questions. We will miss Gail as an RCTC employee, but we also be able to hear her laugh, see her smile, and share a story with her, for she will remain at UCR. Best wishes, Gail.

–Judy Harris

Key phone numbers for scheduling after Sept. 14:
Rooms for meetings: 280-3157 Mona Permann
Rooms for class activities: 280-2832 Barb Vroman or 285-7148 Jan Stephenson

Heintz Bookstore hours
Beginning September 13th, The Heintz Center Bookstore Hours will be Monday through Thursday from 7:30 a.m. - 4:00 p.m. and Fridays from 7:30 a.m. - 2:00 p.m.

UCR Copier Usage
For 98-99 about 9,465,000 paper copies were made on campus. This figure does not include copies made on WSU and UM owned copiers (copies made for WSU and UM by the Duplicating Center are included in the above figure). 9.465 million copies was an increase of about 1% from the previous year. Over 80% of the copies were made in the Duplicating Center. If my math is correct, 9.465 million copies per year are produced by making 3,033 copies per hour, five days per week, twelve hours per day, 52 weeks per year. Thanks to Maureen Welder and Sue Edwardy for helping make our duplicating operations so efficient and productive.

–Dale Pedersen

Thank you
Your words of comfort, the kindness of your smiles and the knowing hugs will always be treasured. Thank you for everything during the recent illness and death of my father.

—Ruth and Chuck Siefert
Visiting Scholar Series

The 1999-2000 Visiting Scholar Series is primed for a new and exciting season. The first event, starting the season off with a bang, will be EINSTEIN: A STAGE PORTRAIT. This event is sponsored by the RCTC Campus Activity Board’s SPICE (speakers, programs, issues, current events) Committee.

You can witness this fabulous rendition on Wednesday, September 29th at Noon in the Hill Theater or that same evening at 7:00 p.m. at the Rochester Public Library Auditorium.

For more information call: RCTC Foundation 281-7771

Absence calling procedure reminder

All faculty and staff in the Academic Affairs unit are asked to call 280-3145 to report an absence due to illness or other unanticipated reasons. The messages will be retrieved daily and distributed to the appropriate faculty secretaries so that classrooms are posted for faculty absences and so that back-up coverage for other staff can be arranged in a timely fashion. It is important for faculty calling this line to indicate in the message what times their classes meet and the room the class meets in.

All other staff should continue to call in their absences to their supervisors as they have in the past.

Recipients for vacation donation program

Listed below are new individuals that have been approved as a 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 theses individuals or any other recipients on the sick leave account. More details regarding these individuals is available and forms to donate leave are available from the human resources office.

Linda Ruhl, an employee of the Dept. of Economic Security
Lonny Beliveau, an employee of the Dept. of Human Serv.
Frederick Lewis, an employee of the Dept. of Human Serv.
Janet Sandberg, an employee of the Dept. of Human Serv.

1999-2000 Curriculum Council Meetings

(All are Tuesday meetings scheduled from 2:00-4:00p.m.)

September 14  UCR Alumni Rm
October 12    HC105
November 9    UCR Alumni Rm
December 7    HC105
January 18    UCR Alumni Rm
February 8    HC105
March 14      UCR Alumni Rm
April 11      HC105
May 2         HC105

College reps on campus

The following colleges will have representatives on campus in September and October:

Iowa State University    Sept 14   1030-12:30
Hawaii Pacific U.        Sept 20   1:30-2:30
Luther College          Sept 22   10:00-1:00

These representatiaves will be located in the RCTC Counseling Center.

Uof M - many colleges  Oct.19   10:00-1:00
Minn. Private Colleges  Oct. 28   9:00-12:30

These representatives will be located in the Atrium

Please help inform your students. This is a great opportunity for honors students, too.

Thank you

I would like to thank everyone for the phone calls, cards, flowers and get well wishes that I received since my accident. A special THANK YOU to the Admissions & Records staff for all their support and patience!!!!! Your many acts of kindness is very much appreciated!

–Patty Stevens

DON’T MISS THIS (HISS!)

Herps Alive
Tuesday, Sept. 14
11:00 am - 1:00 pm
South Room

Herps Alive
Concert information
The Choral Arts Ensemble of Rochester is proud to present Jazz, Jazz, Jazz with Scot Warner and the Choral Arts Jazz Sextet in Hill Theater at Rochester Community and Technical College on September 17 and 18. As a co-sponsor of this event, the College has 4 tickets to the Friday, September 17 and 6 tickets to the Saturday, September 18 concerts. Please contact Gail Sauter by Tuesday, September 14 if you wish to attend the concert. Tickets will be distributed on a first come, first serve basis.