Blood Donation Appointments for UCR Blood Drive

Mayo Clinic Blood Bank is holding a blood drive in CF 206/208 on February 25th and 26th. Individuals who have previously donated as well as new donors are encouraged to participate in this blood drive. This blood drive is open to faculty, staff, students and the public. Blood donations take approximately 45-60 minutes.

Call Student Health Services at 285-7261 to schedule an appointment. If you have a Mayo Clinic number, please have it available when scheduling your appointment. Contact Katie Swegarden in Student Health Services if you have questions about donating.

Dental Hygiene news

The RCTC Dental Hygiene students participated in the Ronald McDonald Kids' Fest at the Heintz Center on Sunday, February 9. This is the Dental Hygiene Departments' fifth year of participation in this worthwhile activity. The student's had a booth featuring a tooth ring toss game and each child received a tooth brush as a prize (everyone is a winner). This year was a record breaking year for our booth, we had 901 children visit our booth. A great time was had by all!

Grant money awarded

Service Learning: A $750 grant has been awarded to us through Campus Compact. It will enable us to have a workshop in May or June on ways to assess the learning that occurs through service learning. The workshop will be held off campus, with money for FOOD and money for materials as well as a book for each person that comes. There is enough money for 20 people. Begin to think about this and Carol Bailey with suggestions about dates, times, etc.

Career and Counseling Center Workshops

Attached to this week’s Crossings is a schedule featuring February 2003 career and counseling center workshops.
Condolences
Condolences to Joan Paulson whose brother-in-law, LeRoy Paulson, passed away on February 10. Condolences to Russ Lohmann whose father, Alvin, passed away on February 7. Condolences are also extended to Darlene Voeltz, whose brother-in-law, Don Voeltz passed away on February 13.
Our thoughts are with you and your families.

Post-Secondary Enrollment Options Program has record enrollment at RCTC!
Once again this semester the Post-Secondary Enrollment Options Program (PSEOP) has shattered the single semester enrollment record at Rochester Community and Technical College. In fact, each year since 2000 has seen the PSEOP set a new record for students enrolled in the program here at RCTC. This semester there are a record 411 PSEOP students from 35 different high schools experiencing college at RCTC.

Eligible Minnesota high school juniors and seniors who wish to enroll under this program must submit the entire RCTC PSEOP information/application packet with an official transcript of high school credits completed to date. Most forms within this application packet require the high school counselor’s endorsement as well as the parent signature before admission will be considered. A student may not be eligible for any program that requires completion of a high school diploma or GED for entrance.

- Prior to admission, all PSEOP applicants are required to successfully complete the Academic Skills Assessment Program (ASAP).
- Part-time participants may enroll in a maximum of 11 credits in a given semester and be enrolled as a part-time student at their high school/home school.
- Full-time participants must enroll in a minimum of 12 credits and a maximum of 18 credits.
- There are two options in which a PSEOP student may enroll: Option A (students enrolling in A.A. and A.S. degree program courses). Option B (student enrolling in certificate, diploma, or A.A.S. programs or courses).
- Each option has its own entrance criteria as follows:
  - **Option A**: Seniors must rank at or above the 50th percentile of their class or have a 2.5 or higher overall grade point average. Juniors must rank at or above the 66th percentile in class rank or have a 3.0 or higher overall grade point average.
  - **Option B**: No specific high school grade point average is required.

Cultural display
The RCTC Asian Student Organization will be presenting a cultural display on Friday, February 21st beginning at 6:30 p.m. The event will begin with a fashion show in the Hill Theater and will be followed by food, activities for children, music, and cultural displays in the North and South Rooms. Tickets are $5.00/Admission is free for RCTC students and for children under age 7.
Supalla’s Scribblings

When the House and the Senate couldn’t agree on a budget-balancing bill, Governor Pawlenty unallotted funds to resolve the FY03 budget. Higher education bore the brunt of the Governor’s action when he reduced the MnSCU and University of Minnesota budgets by $25 million each and took an additional $307,000 from the Higher Education Services Office. The Governor even reduced K-12 budgets to find enough resources to solve the short-term problem. With the $350 million reduction plan finalized, the Governor and Legislature will begin to grapple with the $4.5 billion biennial shortfall. This week Governor Pawlenty delayed release of his 2004-05 budget proposal until February 18, claiming work on the proposal was delayed due to unallotment activity. If the solution to the immediate deficit is any indication of things to come and the Governor holds to his “no new taxes” pledge, higher education will likely need to make some significant changes in future operations. I encourage you to continue to stay informed about what’s happening in St. Paul, contact your legislators encouraging them to invest in higher education and encourage students and employers to lobby on our behalf.

Many thanks to the RCTC students who traveled to the Capitol on Thursday for Student Advocacy Day. A couple of thousand State College and University students rallied in St. Paul in a mass show of solidarity. On January 27, a small group of students shared concerns with individual legislators. Thursday, the students followed up earlier conversations with a march from St. Paul College to a rally on the steps of the Capitol. A very successful Advocacy Day was capped off by legislative speeches on the Capitol steps and in the rotunda. Thanks to the faculty members who granted the excused absences, the students who journeyed to St. Paul, and to Dan Thompson who joined me at the Capitol for the big event.

President Bush’s budget for FY04 released on February 3 could prove disastrous for career and technical education. The President’s proposal would essentially eliminate Carl Perkins secondary and postsecondary programming. Bush has proposed that a large percentage of the Perkins appropriation be transferred to the No Child Left Behind Act. Please contact Minnesota’s Senators and Representatives and urge them to vote against the President’s education budget proposal.

In addressing the American Student Association of Community College Leadership Conference in Tampa recently, George Boggs, President of the American Association of Community Colleges, set forth major threats and national challenges facing community colleges and their students. Dr. Boggs cited seven “threats”…inadequate financial support, rising costs, student financial aid barriers, remedial education, capacity shortages, image, and credit transfer. Four national challenges at which community colleges can further demonstrate their core value to the country, he said, were…health science and nurse shortages, the digital divide, information tech personnel shortages, and teacher shortages. More than any other campus constituency, students can bolster the community college image by telling and showing their friends and neighbors how much their lives have benefited from their two-year college experience. Dr. Bogg’s entire presentation is available on the Web at http://www.asacc.org.

College students aren’t big on budgeting, but 72 percent of those who develop budgets do stick to them, according to a survey by a financial education group. The survey, which polled 1139 students in 20 states, found that only 38 percent prepare some sort of monthly budget. Credit cards and balances were more likely to be part of students’ financial lives. Seventy percent of those surveyed said they have a credit card and nearly a third carry a balance. Most of the debtors had under $2,000 to pay off, although six percent owed more than $10,000.
Higher education’s so-called “Big Six”…American Association of Community Colleges, the American Council on Higher Education, the Association of American Universities, the National Association of Independent Colleges and Universities, and the National Association of State Universities and Land-Grant Colleges…have joined the combat over student “piracy” of copyrighted material through the illegal sharing of music and movies. A letter to all colleges signed by the presidents of the six recognizes that digital technology has made it easier than ever before for individuals to make and share a large number of unauthorized copies of creative works. Unfortunately, in some cases, college and university computer systems are being misused as servers to distribute such unauthorized copies worldwide. “Copyright infringement is theft,” they warn. “This is a growing liability” that puts both campuses and individual abusers at risk.” Please notify Tim Gilsrud, Director of Information Technology, if you have information about copyright misuse or abuse on campus.

Student irritation over escalating textbook prices is not abating, if a recent Palomar College survey is a fair gauge. To heighten interest in student elections in October, the Palomar Student Government Association ballot asked voters to name the issues of highest concern. Textbook prices was the runaway winner, drawing 54% of the vote. Finishing in a tie at a distant second were Scholarship and Financial Aid, each at 39%. Tuition came in fourth at 38%, and Child Care drew 12%.

**Thoughts for the Week…**

“We are taught you must blame your father, your sisters, your brothers, the school, the teachers - you can blame anyone but never blame yourself. It’s never your fault. But it’s always your fault, because if you wanted to change, you’re the one who has got to change. It’s as simple as that, isn’t it?”

-- Katherine Hepburn

“Refuse to make excuses or blame others. The leader always says, ‘If it’s to be, it’s up to me.’” – Brian Tracy

Best wishes for a relaxing and safe Presidents’ Weekend. Until next week…make it be!  

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**MINUTES – Pages 5-10**
ITEM 1 (Admin) – Staffing

a) Reduction in hours: Supalla announced administration is reviewing budget reductions without layoffs for FY03, but if layoffs are necessary in FY04 Supalla would like feedback from AFSCME regarding employees time off without pay (i.e. five days each during winter and spring breaks [allowing for the campus to be closed] or ten days spread throughout the year). Martin indicated a Memorandum of Understanding (MOU) would need to be agreed upon for such action to occur, however the union would not readily agree to such an MOU. Martin encouraged the use of the voluntary reduction in hours option before entertaining a forced reduction in hours, noting a forced reduction constitutes a layoff. Martin also indicated if the employees were notified of the College’s intent to close the facilities for a specific period of time, and if administration reminded staff that vacation/sick accruals and other benefits would not be affected if the employees took leave without pay, administration may be able to better gauge how many employees would utilize the option. Sheehan noted the last voluntary reduction in hours only generated minimal interest. Kiehne responded that there were concerns by employees that a voluntary reduction in hours request would generate a job audit. Supalla and Sheehan assured AFSCME that a job audit would not be generated because of a request for a voluntary reduction in hours. Supalla concluded by saying he didn’t feel personally that the College would get enough savings through voluntary reduction, but thanked AFSCME for their feedback. Action: Information Only.

b) Academic Affairs Instructional Support Staff: Harris announced she met with the academic affairs instructional support staff and discussed the necessity to review academic support. Harris has been working with Kiehne on reviewing positions and noted support staff may be serving different faculty (reassigning of duties) in order to appropriately balance the workloads. Harris also announced summer support is also being reviewed and, considering the reduction of summer offerings in conjunction with the necessity for additional support in her office, there may be a prioritization of work for the academic affairs support staff. Martin and Kiehne requested Harris make known the priorities and requested Harris visit with AFSCME before making any final reorganization of support staff. Action: Harris will continue to work with AFSCME before finalizing any reassignments.

c) Maintenance: Hansmann announced the current maintenance staff have been unable to handle the increased activities at the Sports Center on certain weekends, hence Hansmann is entertaining the idea of hiring a janitorial company (6-8 individuals) that would be able to come in for a couple of hours during late evenings on the weekends to get the facilities cleaned before events resume the next morning. Hansmann added these events are not held on a regular basis, but perhaps once every three weeks. Martin questioned why the work couldn’t be accomplished through overtime, hiring intermittents or utilizing the 14-day notice of change in work schedule. Berg responded voluntary overtime has not always worked in the past and employees ultimately have been assigned overtime. Braa added that the assigned over-time is always directed to the same GMWs and has raised concerns and frustration by those individuals. Martin responded that contractually the work is to be assigned based on seniority order. Tucker questioned if classifications could be waived so non-GMWs could also volunteer for overtime. Martin reminded everyone that a non-GMW volunteer could work if they knew the job, but would need to be paid over-time at their own regular salary scale. Supalla agreed the use of overtime, intermittents and change in work schedules should all be investigated before any further discussions are held regarding contracting the services and encouraged Hansmann to do a cost analysis of the options, including contracting of services. Action: Hansmann will investigate the options suggested during the discussion.

d) Receptionist: Sheehan announced the College can no longer justify two full-time receptionist positions (CSS classifications) but, because of a vacant .75 FTE OAS position, was interested in increasing the OAS position to a 1.0 FTE and filling the position with one of the CSS employees. Because the two positions are different classifications and work areas, Sheehan questioned if the move would require a layoff of the CSS and further questioned if the College could offer CSS the OAS position. Martin reminded Sheehan that a layoff would be required, but the posting of the OAS position may generate a bid by current OAS employees thus leaving another position open for the CSS employee. Sheehan responded that the additional .25 FTE assignment would only be added to maintain the current CSS at her full-time status, thus preserving a full-time job for the employee. Martin announced a Memorandum of Understanding could solve the situation.
but the MOU would need to be approved by both the Local 4001 Executive Board and the Council 6 Executive Board. The MOU could state “the acceptance of a bidding and posting waiver for vacant OAS position in Upward Bound to ensure continued employment for a current AFSCME member who would otherwise be subject to layoff.” Martin questioned if the vacant OAS position could justifiably be changed to a CSS, thus allowing the CSS to be reassigned permanently between workareas. Action: Administration will review the position descriptions for the vacant OAS position to see if the classification can be changed to CSS. If a classification change is not possible, Administration will work with Martin in drafting a MOU for consideration by the appropriate AFSCME executive boards.

c) **Senior Accounting Clerk at Heintz Center**: Kiehne shared her concerns with the moving of the Heintz Center Senior Accounting Clerk to the UCR Main Campus, thus placing additional responsibilities on others at the Heintz Center. Hansmann responded duties previously performed by the employee will continue to be performed by the employee and other existing business office staff, and the move was being made for efficiency, thus allowing the assignment of additional responsibilities to the Senior Accounting Clerk (i.e. payroll reconciliation and mass time entry). Kiehne questioned who would be handling the other duties (i.e. posting faculty absences for the Heintz Center). Sheehan reminded everyone that those tasks were not part of the employee’s position description, but were being done as a favor, hence other staff may be requested to fulfill those tasks as a favor. Hansmann shared her understanding that details need to be finalized during the transition, adding signs will be posted at the Heintz Center for students/faculty. Action: Hansmann will post signs at the Heintz Center and visit with the Heintz Center Senior Accounting Clerk to clarify what other non-assigned duties she was handling.

**ITEM 3 (AFSCME) – Communication** – Kiehne shared concerns that the Rapid Response Team membership formation did not follow the regular protocol of contacting unions for union representation. Supalla responded task forces are not contractual, therefore do not require union representation, but welcomed AFSCME to add a representative. Hansmann added that anyone could participate in the task force, but there were key individuals that administration felt needed to be part of the discussions. Martin added if individuals are representing a union, then appointments need to go through the proper protocol, but if they are not representing AFSCME but rather a department (i.e. business office, maintenance, etc.) then it is not required. Kiehne also shared concerns regarding the lack of communication around campus. Hansmann and Supalla responded Minnesota’s budget deficit situation and the formation of the Rapid Response Team task force were announced through several communiqué, including the Crossings and e-mails, but will be more sensitive to the issue of better communication. Action: Hansmann will solicit additional memberships from the appropriate unions.

**ITEM 4 (AFSCME) – Definition of Employee Status for Shared Full-Time Position** – Action: Item removed by AFSCME.

**ITEM 4 (Administration) – AFSCME/RCTC Project** – Supalla complimented AFSCME, and more specifically Vern Bell and Larry Tucker, for the outstanding work on the construction of the MnSCU bookcase, noting it was a wonderful partnership. Supalla also shared his delight with the recognition acknowledged at the January MnSCU Board meeting for the college, AFSCME, and individuals involved. Action: Information Only.

**ITEM 5 (AFSCME) – Smoking Concerns** – Kiehne shared concerns about smoking in the buildings at both the Heintz Center and Main Campus, as well as smoking immediately outside exterior entrances. Hansmann announced a smoking policy task force was organized and charged to write a policy for consideration. Currently RCTC follows the Minnesota Clean Air Act, which does not address smoking outside and whose penalties for violation must be enforced by law enforcement. Martin encouraged Hansmann to include smokers on the committee to ensure proper representation on the issue. Tucker questioned if there was a location on campus (with proper ventilation) that could be designated a smoking area. Hansmann and Martin agreed that a designated area could be assigned, but announced state laws prohibits the spending of funds for construction or ventilation. A discussion followed on whether proper ventilation already existed in the breakroom located at the west entrance of the campus. Martin encouraged the policy task force to include consideration of enforcement and whether it is reasonable for everyone. Action: Information Only.

**ITEM 3 (Administration) – Calendar** – Supalla distributed a copy of the approved 2003-2004 academic calendar, noting some confusion has occurred regarding the Veteran’s Day Holiday. Supalla announced the faculty have waived the Veteran’s Day holiday in November of 2003 and will observe the holiday on April 9, 2004. However, non-faculty employees can either observe the holiday in November or switch it for another day mutually agreed upon with Administration (i.e. December 24 or 26, 2003). A discussion followed on the contractual issue of switching holiday observances and whether an agreement signed during a previous year would suffice as an on-going agreement. AFSCME supports the option presented by Administration to allow the employees the option, noting any agreement would be subject to contractual changes. Action: Sheehan will prepare an agreement for approval by the local stewards to allow AFSCME employees the right to observe Veteran’s Day on either November 11, December 24, or December 26, 2003.

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ITEM 6 (Admin) – Security Officer – Hansmann announced the security officer has been hired and will be in uniform shortly. The Security Officer monitors both campuses on a regular basis. Action: Information Only.

Adjourned at 10:10 am

NEXT MEETING:
April 11, 2003 – 10:00 a.m. – AT109
Academic Affairs and Standards Committee Minutes
February 11, 2003; 2:00p.m.; at UCR – Presidents Room
Present: B Crawford, J Harris, J Helmers, J Kehoe, J Lee, K Machlica, B Mollberg, V Olson, J Rodakowski

J Helmers called the meeting to order at 2:12p.m.

1. Other
   a. President Supalla to hear three appeals (administration override/veto of approved AASC proposals) – J Helmers indicated the following decisions were received from President Supalla via email: **Action:** Proposal 242, BTEC2355 will be offered as an 1192 course. Proposal 59, the faculty position was supported. President Supalla agreed to the following:

   “Don/admin. Will stand aside and allow the passed proposal 59. Wanted assurances that small group of faculty (Lidke, Olson, Dahl, Watters) would seek input from faculty who teach classes, involved). … Don/admin agrees to structure—small faculty group first, then full faculty AASC (with opportunity again for interested parties to speak/persuade), then to AASC with admin. For pass/reject, compromise/negotiations. Proposal 59 starts immediately after Feb. 11 AASC” (summary written by J. Kehoe)

   Proposal 101 and 103 were denied.

   b. Proposed parameters for approved Proposal 212 and admin timetable - J Harris indicated that she had met with A Lidke and J Dahl. **Action:** A proposal will be submitted.

   c. Course repetition task force – J Harris stated that due to financial aid implications that have been identified this is a more complex a task than originally believed. Legal implications, ISRS capability, impact on degrees and examples of policies at other MnSCU institutions will be further investigated. **Action:** A proposal will be submitted.

   d. Class Size MOU – A copy of the Letter of Agreement regarding class size designates this responsibility to Academic Affairs and Standards Council from Shared Governance Council. Per the agreement, the following Proposals were discussed.

      a). Proposal 58A, BTEC 2880 – Administration requested the class size to be set at 28 like other BTEC courses. **Action:** Tabled.

      b). Proposal 73, CHEM 1119 – Further clarification needed since 32/40 tally/max exceeds 10% difference. **Action:** Tabled.

      c). Proposal 79, ART 1111 – B Mollberg believes that the current tally/max of 60 needs to be maintained. Faculty suggested 40/44 instead of the requested size of 35. **Action:** B Mollberg asked faculty to consider the possibility of increasing other department class sizes if this one is lowered.

      d). Proposal 80, ART 1112 – **Action:** See c above

      e). Proposal 107, Online class size – J Harris noted that she allowed courses to run this year a first time with as few as 4 students. Administration can no longer allow first time online classes to remain open with smaller class sizes than other classes. **Action:** It was agreed a class size of 16 would be used the first time the course is offered and all offerings after that will be set at 24. Administration requested a review of class size for online classes in the spring of 2004.

      f. Review of process for AASC – J Harris stated that as proceedings began this year under a new contract that committee processes and procedures had not been reviewed. J Kehoe indicated that administration and faculty have agreed on 85% of procedures in the past and are happy with the current process. **Action:** None necessary.

   f. Art Photography Position – J Kehoe indicated that this pertained to the art photography course proposals that were denied by faculty last year and the grievance that followed. **Action:** J Harris indicated that MnSCU has denied the grievance. Administration intends to pursue the organizational changes and noted that this action was taken under last years contract. J Kehoe will investigate stated grievance denial has faculty not heard that the process had been completed.

2. 2001-2002 Carry Over Proposals
   Proposal 242, BTEC 2355, Microcomputer Business Applications with PowerPoint, new course **Action:** See 1.1.

3. 2002-2003 Proposals
   Proposal 59, Minnesota Transfer Curriculum General Education Requirements, revision to existing curriculum policy **Action:** See 1.1.

   Proposal 61, Health Information Technology, RCTC and Anoka Hennepin Technical College, New Articulation Agreement

   Needed information from Anoka is pending. **Action:** Tabled.
Proposal 67, ENGL 1109, Technical Report Writing, course revision
Action: Tabled pending Minnesota Transfer review.

Proposal 71, JOUR 1132, Principles of Advertising, course revision
Action: Tabled pending Minnesota Transfer review.

Proposal 81, ART 1110, 1111, 1120, 1121, 1124, 1130, 1131, 1134, 1164, 1170, 1193; course revisions
J Harris noted that at the February Division Coordinators/Program Leaders meeting she asked faculty to identify prerequisites for course readiness particularly regarding English, Reading and Math and submit the information to her by March 7th. Action: Withdrawn.

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Proposal 101, CET 1310, Surveying Internship, new course
Action: See 1.1.

Proposal 103, Surveying, AS degree, program revision
Action: See 1.1.

Proposal 106, REC 2220, Canoeing Past Historical Sites, new course
J Lee distributed copies of a revised proposal that will be numbered 106A. He noted that the course title has been changed to River Canoeing and all references to History have been removed per discuss with the History department. Action: Tabled.

Proposal 108, Computer Technical Support Specialist, program revision
Action: Approved.

Proposal 109, Midrange Computing Specialist, program revision
Action: Approved.

Proposal 110, Horticulture Technology – Floriculture/Garden Center, AAS, program revision
Proposal 111, Horticulture Technology – Floriculture/Garden Center, Diploma, program revision
Proposal 112, Horticulture Technology – Landscape, Golf Course and Grounds Maintenance, AAS, program revision
Proposal 113, Horticulture Technology – Landscape, Golf Course and Grounds Maintenance, Diploma, program revision
Action: Approved with the addition of new goal format.

Proposal 114, HORT 1316, Applied Plant Biology for Horticulture Careers, course deletion
Action: Approved.

Proposal 115, HORT 1318, Introduction to Turfgrass Management, course revision
Proposal 116, HORT 2330, Plant Propagation, course revision
J Harris noted that information submitted is in syllabi form and what is needed is a common course outline. Action: Approved with common course outlines to be submitted by J Lee.

Proposal 117, HORT 2348, Horticulture Business Management, course deletion
Action: Approved.

Proposal 118, Dental Assistant – Expanded Functions, program revision
Action: Withdrawn.

Proposal 119, Dental Assistant, Diploma, program revision
Action: Withdrawn.

Proposal 120, Dental Hygiene, AAS degree, program revision
It was noted that the asterisk under Goal 5 for Psychology of Adjustment should be deleted. Action: Approved with changes.
J Harris noted that revised program sheets are being submitted and for tracking purposes all information would be given a proposal number. She asked for assistance in proofing the information. It was agreed that AASC members would review program sheets and a signoff process would be used. **Action:** Review process to be completed by Feb. 21.

Proposal 121, Human Services Technician, diploma program revision
**Action:** Not discussed.

Proposal 122, Human Services Technician, AS degree Path 1: Transfer, program revision
**Action:** Not discussed.

J Harris indicated that she would forward a message she received from the Chancellor and Gary Langer regarding offering online and distance education courses for military students. In order to participate colleges must be SOCK members so she will be submitting application and noted that there may be curricular issues involved.

The meeting adjourned at 3:04p.m.