College Crossings
Rochester Community and Technical College

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R25

Attachments

♦ None

Commencement - May 12, 2004
Make plans to attend our Commencement Ceremony on Wednesday, May 12 at 7:00 p.m. in the Regional Sports Center. This is an exciting milestone in the lives of our students and a realization of completed goals! We encourage you to give your support at the ceremony which would be much appreciated by the students.

Policies/Procedures
Several policies/procedures have been adopted, updated, and implemented over the last several months. Specifically:

- AASC Administrative Team Membership
- Capital Assets
- Course Repetition
- Graduation Requirements
- Online Class Size

To review these (and all MnSCU/RCTC) policies, please visit: http://www.rctc.edu/policies/

Weekly Stakeholder and Market Fact
The 2003 Student Satisfaction Inventory (SSI) groups items into twelve categories. The category of Customer Centeredness includes six survey items measuring helpfulness, approachability, overall experience and how welcoming the campus is to students. The college's overall satisfaction rating last year for the Customer Centeredness category was 4.87 on a seven point scale, with seven being very satisfied. This compares to the 2003 national norm of 5.21.

American Business Women's Association Scholarship
Eligibility: Women who are U.S. citizens; a junior level in college by fall 2004; attending an accredited college or university and have a GPA of 2.5 or better. Applications available at UCR Counseling or RCTC Foundation at Heintz Center C109. DEADLINE: May 1, 2004
Weekly Funny

Somebody poured fabric softener in the bird bath again.

Thank You
Thanks to my "Friends at RCTC" who sent me a basket with nuts, a coke and some magazines. I thank you very much, your thoughtfulness is greatly appreciated.

- Ed Walsh

RCTC Honors Program Reminder
Bob Sanborn and Kristin Buck, recently named coordinators of the RCTC Honors Program, want to remind you about the Honors Awareness event taking place this Tuesday – April 13 from 12-2pm in the Quiet Lounge. There will be live entertainment, food and $75 credits for purchases at the RCTC bookstore raffled off every half hour. Instructors are encouraged to tell their students about this event and attend themselves!

LIVE MUSIC by Roger Nelson!

FREE FOOD while it lasts!

RAFFLES for $75.00 certificates every ½ hour (MUST be PRESENT to win!)

CROSSINGS CLASSIFIEDS
For Sale: One Bedroom, one bath, 3rd floor secure building Valhalla Condo. Indoor, outdoor pool, sauna, exercise and party room. Association fee includes heat, garbage, snow removal, maintenance, and extended cable. Asking price is $47,000. Call Darci Jasperson at 280-5002 (work) 286-8677 (home).

Give Away: An older friend suddenly passed away. The thing that kept him going was his 2 precious cats. They are two years old, declawed, neutered males who love to play and are very affectionate. If you are interested, call 280-3108 or 282-9966. Nancy Midler

Bookstore Contest!
Visit the RCTC Bookstore now through 4:00 pm on May 7th for your chance to win!! Guess the correct number of pieces of candy in the jar and win an RCTC sweatshirt!

FY4 Deadline Dates
**Requisitions or requests entered into PCS for the purchasing of supplies, equipment, payment to speakers/consultants, repairs etc. MUST BE in the Purchasing Dept (June Meitzner EA135) no later than Friday, May 7, 2004.**

**Requisitions for the use of a local purchase (over the counter purchase) can be used up to and including Friday, June 4, 2004**

All travel expense reports for travel done from July 1, 2003 thru June 30, 2004 must be in the Cashiers Office on or before Wednesday July 7, 2004.

**SPECIAL NOTE - Student Life Accounts are included in these deadline dates!** This is a change from the last few years!

Purchasing questions, can be directed to June Meitzner X-7213 Budget questions can be directed to June Meitzner X-7213, Mary Long X-3132 or Ruth Siefert X-7472.
ITEM 1 Flags on Campus – Supalla announced the concerns raised recently at Winona State University (Winona) about placing flags in classrooms appears to be one about process, and less about the placement of flags. Supalla added once the issue is resolved at WSU, a request to place flags at UCR is likely. Hansmann added the local American Legion club in Rochester has already approached RCTC on the issue and will be forwarding a formal proposal in writing. Hansmann added the flags would be enclosed behind Plexiglas, hence won’t interfere with the teaching in the classrooms. Supalla requested anyone with concerns about posting American Flags in the classrooms at UCR forward their comments directly to Hansmann or Supalla. In the meantime, the issue will be brought forward through all contractual bargaining meet and confer meetings. Action: The issue of Flags on Campus will be brought up with each of the college constituency groups over the next couple of months.

ITEM 2 Campus Closing – Supalla announced initial consideration was made to close the UCR Campus December 22, 2004 through January 2, 2005, however, because WSU-RC and UMR have classes scheduled through December 23, the campus closing proposal has been modified to close the buildings (with the exception of the Sports Center) from midnight on December 23, 2004 through January 2, 2005. Although the campus doors will be locked and the security system activated, employees may obtain a security code to access the facilities, keeping in mind the heat will be lowered, and snow removal will only be done for emergency vehicles. Action: Hansmann will share, through campus-wide e-mail, the procedures for obtaining a security access code and instructions for employees who have a need to access the buildings during closed hours (holidays, weekends, evenings, etc).

ITEM 3 Fitness Center Proposal – Hansmann announced the Student Senate requested the fitness center fee be charged under the student life fee for all students, adding the proposal would charge UCR faculty/staff and UMR and WSU-RC students using the fitness center at a $30/semester and $15/summer ($70 for annual fee) rate. Krusmark questioned if the additional funds generated from the fees would provide set times for access to the center. Hansmann responded the replacement and repair of the equipment would be first priority, but adequate staffing is also a priority, with a hope of having a certified trainer supervising the facilities. Huelskamp noted the Student Senate will be reviewing the student life fee proposal and will respond back to Administration at the next Senate/Cabinet meeting. Action: Information Only.

ITEM 4 Admissions Deadline – Mercer outlined the proposed admissions deadlines (August 9 for Fall 2004; December 17 for Spring 2005; and no deadline for summer). Huelskamp questioned if exceptions would be made for extenuating circumstances, and Mercer agreed exceptions would be made on a case-by-case basis. Supalla noted the retention rate of late admitted students has been a concern, and implementing an admissions deadline might alleviate some of those problems. Kotagal added students applying late often result in the need to add more sections and hiring instructors at the last minute. Action: Mercer will promote the admissions deadlines campus-wide.

ITEM 5 Baldrige Organizational Profile – Weber announced the College was submitting an application for the Baldrige National Quality Award, which will create the basis for our AQIP portfolio used to retain our
accreditation with The Higher Learning Commission. Weber distributed the first draft of the application and requested the PAC members review and forward any comments directly to Weber for consideration. **ACTION:** Weber will distribute the draft application electronically to all PAC members.

**ITEM 6 Where should MnSCU/RCTC be in three years?** – Supalla announced he will be meeting with the Chancellor in the next couple of weeks and would like faculty/staff/student input on where RCTC and MnSCU should be in the next three years (i.e. better ways of doing business, or implementing ideas that are not currently being addressed.) Supalla shared a few examples of areas he already plans to share with the Chancellor (fuller partnerships with K-12 schools, e-learning, elimination of out-of-state tuition, etc.) Huelskamp questioned the $5/credit proposed distanced education charge and Supalla responded the funds collected would be forwarded directly to Minnesota On-line to provide services that either aren’t being done at institutions, or that could be better served in a centralized location. **ACTION:** The PAC members will e-mail their ideas on where RCTC/MnSCU should be in three years directly to Supalla.

**ITEM 7 DNR Land** – Hansmann announced that a meeting has taken place with the Commissioner of the Department of Natural Resources, with preliminary indications that the land adjacent to Heintz Center may have custodial control transferred to MnSCU/RCTC at minimal or no cost to the College. The discussions with the Commissioner also included representatives from the City of Rochester who are interested in purchasing land near Quarry Hills. **ACTION:** Information Only.

**ITEM 8 Continuous Quality Improvement Plan** – Weber demonstrated the capabilities of the Strategic Management Software program that will be used by RCTC in refining processes and aligning budgetary requests with continuous improvement plans of each department. Hansmann added, although the planning process is done on-line, the budgetary connection will be linked to an Excel Spreadsheet on the “J” drive. Weber announced several orientation sessions are planned in the next couple of weeks to assist those entering the information on-line. Supalla added the software program is being shared by a fellow CQIN institution, thus requiring no ongoing license fees. Hansmann announced budgets need to be submitted by April 15. A final decision will be made approving capital equipment, R & R, and non-personal requests on or before May 13. Hansmann anticipates those decisions will be less arbitrary with the background information available on the department’s continuous improvement plans. **ACTION:** The program will be demonstrated at the April Program Leaders Meeting.

Adjourned at 3:05 p.m.

**Next Meeting:** April 22 – 2:00 p.m. – AT109