Teresa Tolmie Best Bee of the Month for May 2003

Teresa has just completed her second year as an academic advisor with Student Support Services. Teresa has made a real effort to get involved at RCTC and in our community. She is a co-advisor for the Asian Student Organization. She is a strong believer in political activism and has assisted students to organize an activist group on campus. Teresa is a member of the Rochester Diversity Council Board and has demonstrated her commitment to diversity in her work with students and staff at RCTC. Teresa is a strong advocate for students. She stated, “It’s important for students to know they matter to me. It matters that they attend class, it matters that they set goals and it matters that they find ways to be resilient.” When students can find ways to express themselves through creative outlets, they have an easier time finding balance in life and school. Teresa is happy to be part of RCTC. She likes the fun people she has to work with and the creativity that her job allows her.

Retirement Reception

You are cordially invited to a reception on Wednesday, May 7, 2003 from 2:00 to 4:00pm in CF 206/208 for Rochester Community and Technical College's 2002-2003 retirees. A brief program will be held at 2:30pm. Please join us as we recognize our retirees’ many years of dedication to RCTC and our students!

Jackie Connelly - Terry Dennis - Jan Dicke
Hubert Jertson - Carol Kamper
Doreen Ness - Kathy Peak - Susanne Sheehan

Commencement – May 13, 2003

Make plans to attend our Graduation Ceremony on Tuesday, May 13 at 7:00 p.m. in the Regional Sports Center. This is an exciting milestone in our student’s life and a realization of completed goals! We encourage you to give your support at the ceremony and would be much appreciated by the students.
Weekly Funny

"Your resume was written in crayon, and your Letter of Recommendation was from your 'mommy.' You've never taken a career course, have you?"

Reception for Teachers of the Year!
Congratulations to Don Baldus and Chad Israelson for being chosen as Teachers of the Year. In their honor, you’re invited to a reception on April 30th from 11:00am to 1:00pm in the Alumni. Everyone is welcome: faculty, staff and students. Sponsored by Phi Theta Kappa.

Spring Plant Sale Hours
Horticulture Technology Center
Greenhouse Located at Heintz Center
Thursday May 1: 11am – 2pm
Friday May 2: 8am – 10am
Monday May 5: 4pm – 6pm
Tuesday May 6: 11am – 2pm
Wednesday May 7: 9am – 11am
Thursday May 8: CLOSED
Friday May 9: 9am – 11am

Please remember that our sale hours are determined by student availability and our class schedule. When we are not in the greenhouse we are in class.

Assessment Activities
The Assessment of Student Learning Committee invites everyone to help us plan assessment activities for next year. Here is your opportunity to give us feedback and visit with your colleagues. Hope you can join us!

DATE: Tuesday, April 29 - Fifth Tuesday
PLACE: Singley Hall SH-110
TIME: 2:00-3:00 p.m.
BRING: Your favorite snack - and a little to share with others

RCTC's Music and Digital Arts Departments Presents: Circuits and Skin Concert
Come hear and see the RCTC World Drum Ensemble, original electronic music compositions by RCTC students, and see original video/multimedia creation by Digital Arts students. Monday, May 5th, 2003 at 7:00 PM at Rochester Community and Technical College in the Hill Theatre

The World Drum Ensemble is under the direction of Denny McGuire and will feature many percussion instruments from around the world.

The original electronic music is created by Digital Arts majors taking the Electronic Music courses and will be played live, as well as via the new 5.1 surround-sound system in Hill Theatre. You are also invited to the free refreshments "meet the artists' reception immediately following the concert.
Supalla’s Scribblings

Similar to the “buzz” that’s occurring on campus these final days of the semester, there’s a frenzy at the State Legislature to get the budget resolved by the May 19 deadline. Bills are being debated and legislation passed at such a pace it’s difficult to stay abreast of everything impacting higher education. The state appropriation is still in doubt but the House and Senate are continuing to move legislation along toward full floor votes. Ultimately, a conference committee will have to hammer out a number to send to the Governor. The good news is that it looks like the conference committee will restore some of the funding cut recommended by Governor Pawlenty. The bad news is that it’s not likely to be the $150 million restoration recommended by the Senate. Thus, RCTC is proposing a 15% tuition increase for each of the next two years. Another bit of good news was received this week when the House amended concealed weapon carry legislation with language that would allow colleges and universities to draft institutional policy that forbids weapons in campus buildings. But, they wouldn’t go so far as to remove college parking lots from the bill. It appears that this legislation will be voted on by the Senate early next week and the votes are there to make Minnesota a “shall issue” the weapons permit state. Senator Kiscaden continues to work on language that would expand use of the sales tax money earmarked for UCR to include co-developed projects to other than just sports and recreational facilities as stated in the current legislation. Such a change will be necessary for use of the money for academic projects like the proposed Health Sciences Building. Although it appears that a bonding bill is dead for this session, Senator Kiscaden and Representative Bradley continue to work on legislation that would expand the local sales tax to provide $32 million to offset the local share of the Highway 52 and 63 reconstruction projects and provide an additional $8 million for higher education at UCR.

The GRAUC Board recommended, and on Monday the City Council approved, the use of $2,057,500 in sales tax revenues to support the further development of UCR. Included in the resolution are $1,500,000 for the Health Sciences Building and $557,500 for youth athletic field renovation. The Health Sciences funding is contingent on effecting the change in the sales tax authoring language. Of the $1.5 million, $948,000 would be released immediately to advance the design work for the renovation of Rockenbach Gym. Getting the design work done now would likely make the project eligible for construction funding in 2004, rather than the 2006 legislative session. The remaining $552,000 will be held for the proposed community dental and medical clinic that has always been a part of the Health Sciences proposal. Nirmala Kotagal and I will be meeting with the Salvation Army Board on Monday morning to share the proposal. In 1998, community youth sports advocates actively supported the sales tax referendum for higher education. Work remains to complete the excavation and drainage on youth football fields south of Heintz Center. The $557,500 provides the final public funding for enhancement of the youth athletic complex on the UCR campus. The youth sports associations have developed a $2 million plan to provide irrigation, parking, storage facilities and lighting; and will develop these enhancements as private funding permits.

Many thanks to Judy Bird, Marilyn Etbauer, Dan Thompson, Judy Harris and other staff to helped make RCTC’s Annual Scholarship Awards program a wonderful success. The generosity of staff, retirees and “friends” of RCTC have made it possible for hundreds of students who otherwise would not be able to attend to realize their dreams. While more than a $100,000 in scholarships was being distributed in Hill Theatre, I had the privilege of presenting the keynote address at the Mayo School of Health Sciences Annual Faculty Recognition Dinner. What a joy it was to address our Mayo partners and bask in the praise that they have for the great work being done by RCTC faculty and staff.

Please make a special effort to participate in all of the exciting end-of-the-year activities that will be occurring in the next couple of weeks. I hope you’ve already marked your calendar…

- Wednesday, May 7  2-4 p.m.  Retiree Reception  CF206/208
- Tuesday, May 13  4:30-6:30 p.m.  President’s Staff Appreciation Reception  Sports Ctr
- Tuesday, May 13  7 p.m.  Commencement  Sports Ctr
- Wednesday May 14  8-11:30 a.m.  Staff Development  Heintz Ctr
What a beautiful time of the year spring is. The grass has greened, leaves are being to appear, crocuses are blooming, and daylight extends into evening. Charles Dickens might have said it best...“Nature gives to every time and season some beauties of its own; and from morning to night, as from the cradle to grave, it is but a succession of changes so gentle and easy that we can scarcely mark their progress.”

Be sure to take some time during the hectic and stressful days ahead to enjoy these gentle and easy changes.  

Cinco de Mayo Fiesta- May 5th, 2003
Come and celebrate "Cinco de Mayo" on May 5th in the Atrium from 11:00 am to 12:30 pm. Learn the true meaning of Cinco de Mayo! Free popcorn! Free punch! Free movie passes! Piñata breaking for students and faculty!! Don't miss this fun event and celebrate with us Cinco de Mayo fiesta! Sponsored by International Students Club

Business Office Information
REQUISITIONS OR REQUEST 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 May 9, 2003.

REQUISITIONS FOR THE USE OF A LOCAL PURCHASE ORDER (over the counter purchase) can be used up to and including June 6, 2003.

ALL TRAVEL EXPENSE REPORTS for travel done from July 1, 2002 thru June 30, 2003 must be in the Cashiers Office on or before July 7, 2003.

MnSCU is requesting that we close our books on July 31st, 2003 due to the audited financial statement. All merchandise ordered prior to June 30, 2003 must be received by July 31st to still be paid from FY3. All invoices for items received, services done for FY3 need to be paid by July 31st.

Purchasing or budget questions can be directed to June Meitzner X-7213 or Mary Long X-3132. Travel questions can be directed to Mike O'Dea X-7212 or Ruth Siefert X-7472.

New Personnel Director Selected
It's my pleasure to announce that Beth Arntson, Personnel Director in the Office of the Chancellor, has accepted the Human Resources Director position. Beth brings 30 years of state public service and several years of MnSCU experience to the position. Ms. Arntson will officially begin her RCTC employment on Wednesday, May 7. Please welcome Beth to the RCTC team.

Susanne Sheehan has agreed to extend her appointment through May 9 to provide for continuous HR Director coverage and a smooth transition. Thanks to the Search Committee and to all who attended the forums and provided input.

Don Supalla
Rochester Community and Technical College
AFSCME Labor/Management
Minutes for Friday, April 11, 2003 – 10:00 a.m. – AT109

Present: Administration: Hansmann, Supalla, Sheehan, Dan Thompson
AFSCME: Braa, Kiehne, Martin (Business Agent), O’Dea, Tucker
Guests: Erv Berg, Wanda Lunning (Chief Steward)
Recorder: Kingsbury

ITEM 1 (Administration) – Correction to January 31, 2003 Minutes – Kingsbury announced the January 31, 2003 minutes (ITEM 1 (e) Administration) incorrectly listed the position classification as Senior Accounting Clerk. The correct classification is Accounting Technician. Action: Official minutes corrected.

ITEM 1 (AFSCME) and ITEM 2 (Administration) – Status of MOU – Kiehne announced notices will be sent (via e-mail, US mail, postings, routings) to all eligible voting AFSCME members about the Memorandum of Understanding vote for the acceptance of a bidding and posting waiver for the vacant OAS position in Upward Bound. The vote will be conducted in the next two weeks. Action: Information Only.

ITEM 3 (Administration) – Accounts Receivable Policy – Hansmann announced a local policy/procedure (patterned after a System Policy) will be developed defining the process for “writing off” old, uncollectible accounts, which include, but are not limited to, parking tickets, tuition, and other fees at RCTC. Action: Information Only.

ITEM 4 (Administration) – Maintenance Scheduling – Hansmann announced several General Maintenance Workers (GMWs) recently requested consideration of an alternative schedule for the summer. After careful consideration and review of campus needs, Hansmann shared a proposal for an alternative summer schedule, requesting those interested respond by April 30th. With the budget challenges facing the campus for the next several years, and possible utility cost savings, Berg and Hansmann also suggested a pilot work schedule change for the third shift employees. The proposal would have third shift employees, with the exception of those employees assigned to the UCR Sports Center (Work Area D), work a new shift from 4:30 pm to 1:00 a.m. over the summer, hence closing the facilities from 1:00 a.m. to 5:30 a.m. Berg indicated each shift would still report to their regular supervisors during the pilot, but the closing could generate a possible utility savings of $40/hour. Martin questioned why a new shift would have to be created, suggesting the 2nd and 3rd shift hours be identical. Berg shared concerns of set-up needs at the Sports Center, indicating the extra hour between midnight and 1:00 a.m. would alleviate those problems. Martin suggested utilizing the two-hour “flex time” article to ensure adequate coverage for those days needing extra help after midnight. Martin also suggested running the pilot for a five-month trial period as covered under Article 12, Section 4 (Reassignment). Administration caucused for approximately 10 minutes. After caucusing, Hansmann announced administration is considering moving the entire third shift (with the exception of those working in Area D) to the second shift schedule (3:30 p.m. – midnight) for a five-month pilot project. Martin suggested utilizing the seniority process, thus allowing employees with extenuating circumstances the option of working the Work Area D area and hours. Action: Administration will consider the information provided at today’s meeting before making a final decision on the third shift schedule.

ITEM 5 (Administration) – Maintenance Work Assignments – Hansmann announced, in light of budget cuts, work assignments are being reviewed to ensure the work is accomplished without hiring additional staff for retirements and extended leaves. Martin recommended the GMWs work with the supervisors in determining new work assignments, and the supervisors making the assignments. Hansmann agreed to take the GMW recommendations into consideration. Martin also suggested investigating a “team work” approach, which has been successful in other state agencies (i.e. MnDOT). Action: Hansmann will work with the supervisors and General Maintenance Workers in reviewing the work assignments, and further investigate a possible “team work” pilot.

ITEM 6 (Admin) – Budget – Hansmann shared scenarios of the budget based on tuition increases and other parameters. Supalla added, although the Governor has indicated a possible 15% tuition increase limit, any tuition increase may not be well received by the MnSCU Board of Trustees. Action: Information Only.

ITEM 7 (Admin) – Parking Fees – Hansmann shared proposed student fee increases, specifically noting any parking/access fee imposed on students, according to MnSCU Policy, cannot exceed the fee charged employees. The recommendation is to increase the parking/access fee 25 cents per credit in FY04, which equates to $7.50 per year for full-time employees. Supalla reminded everyone that the parking fee did not change from 1996-2002, and the lack of adequate funds to construct and maintain parking lots has required the increase again this year. Tucker suggested a spreadsheet reflecting what other campuses charge for parking be included with any notification of increase, hence reflecting the rate being charged in Rochester is significantly lower than many other MnSCU campuses. Martin also suggested commuter vans be investigated. Kiehne suggested Mayo Clinic be contacted to investigate the development of possible partnerships with their transportation program. Action: Hansmann will compile a
spreadsheet of parking fees at MnSCU campuses and include it with the fee increase notifications and will investigate other suggestions.

ITEM 3 (AFSCME) – Other – Tucker questioned if there were AFSCME layoffs anticipated. Supalla responded no decisions will be made until final budget legislation is received. Hansmann added a plan to not replace retirees would be considered prior to laying off employees. Action: Information Only

Adjourned at 11:25 am

NEXT MEETING: May 20, 2003 – 10:00 a.m. – AT109
J Kehoe called the meeting to order at 2:08p.m.

1. **Other**
      b). Proposal 80, ART 1112 - **Action:** Withdrawn.
   b. Proposal 212 report – J Harris reported that the information she was sharing here had been forwarded to A Lidke and J Dahl, but they had not had a chance to meet and give feedback. It was noted that ART should be added and CET eliminated. **Action:** J Harris will gather feedback from A Lidke and J Dahl and finalize the plan.
   c. Results of MNTC Review task force/2 new course outlines – **Action:** ART 1124 and 1130 were approved by the task force as MNTC courses meeting the Humanities requirement provided revised common course outlines are received. It was agreed to add these courses to this agenda for approval as Proposals 175 and 176.
   d. Program suspensions for CET, EMS and Surveying and students in programs – J Lee explained that the EMS certificate currently on RCTC's official MnSCU program inventory has not been offered for several years and this doesn’t include deletion of any EMS/EMT courses. J Lee indicated that a meeting had been held with the CET Advisory Board to discuss the CET and Surveying programs and it was apparent that the support was not there. Therefore, first year CET courses will not be offered in fall and second year courses will be provided only for those students who need them. J Helmers referred to Proposal 103, and asked that a revision to the proposal be considered (103A) here to eliminate the internship and add 3 credits under Goal 5, as students at St Cloud state needed these changes for transfer. **Action:** Proposal 103A was approved per record.
   e. Photography - **Action:** A meeting will be held Wed, April 9 to discuss this issue.
   f. Children’s Literature/consent of instructor (English division) - Faculty noted concerns that some programs (ex. Children’s Literature) were using this course as an elective possibly without taking developmental and English 1117 and 1118 prerequisites when other programs (ex. Pre-Elementary Education) were not able to do so due to course prerequisites and permission of instructor restrictions. **Action:** Further discussions within the English department were suggested.
   g. Psyc 1611 prerequisites – ENGL 1117 or 1630 (college level reading and writing RECOMMENDED not required). When student scores low on ASAP then advised to take 1630 but then when they need PSYC – trouble. **Action:** J Harris will facilitate a discussion with I Tjoe Fat, C Israelson, B Mollberg, J Lee and the English department and a recommendation will be forwarded.
   h. Digital Arts Program Sheet corrections – J Harris asked that for this item to be added to the agenda in order to clarify changes to the program sheets. **Action:** Minor revisions were agreed to and approved for duplicating. The March minutes will be amended to reflect the action.
   i. Budget – J Harris asked that this item to be added to the agenda. She explained that due to future budget issues current processes for duplication of proposals will not be continued. J Rodakowski suggested holding meetings in ITV rooms. J Kehoe noted that proposals require appropriate signatures. J Harris stated that electronic signatures could be used. **Action:** Plans to submit and distribute proposals electronically will be implemented for next year.
   j. It was noted that the curriculum proposal forms need to be revised to include the option of Allied Studies General Education for AAS and Diploma programs. **Action:** Forms will be revised by the Academic Affairs office.

2. **2002-2003 Proposals**

Proposal 67, ENGL 1109, Technical Report Writing, course revision- **Action:** Approved as MNTC and with a course title of Introduction to Technical Communication.

Proposal 71, JOUR 1132, Principles of Advertising, course revision **Action:** Withdrawn from MNTC.

Proposal 121, Human Services Technician, diploma program revision **Action:** Tabled.
Proposal 122, Human Services Technician, AS degree Path 1: Transfer, program revision  
Action: Tabled.

Proposal 131A, ENGL 1102, Listening and Speaking for ESL Students, course revision  
Action: Approved this proposal as well as 129A, 130A and 132A now that revised common course outlines have been submitted.

Proposal 135, Class size for Development and ESL English classes, policy revision  
Action: Withdrawn.

Proposal 140, Manufacturing Technical Specialist, AAS degree, program revision  
It was noted that on page 2 of the proposal, under item 5., BUS 2217 should be ACCT 2217. Also, on the new program sheet, MATH 2218 listed under Goal 4, Mathematics, should be moved to III. under Software Concentration. ECON 1101 should have an asterisk added to indicate availability of an honors component. The title of ENGL 1109 should be changed to Introduction to Technical Communication. Action: Approved with revisions noted.

Proposal 141, Coding Specialist, certificate program revision  
Action: Approved.

Proposal 142, Health Information Technology, AAS degree, program revision  
Action: Approved.

Proposal 143, ENGL 2260, Literature: Topical Studies: Contemporary Literature, course revision  
Action: Approved in March.

Proposal 144, BTEC 1010, Computer Basics, course revision  
It was noted that the proposal needs to be typed and a signature is required. Action: Approved, but a typed, signed copy must be submitted.

Proposal 145, PL 1102, Self Esteem, course revision  
It was noted that the prerequisite should indicate college level reading and writing or permission of instructor. The word “origin” should be spelled correctly. Offerings should indicate fall and spring, not summer. Action: Approved with revisions noted.

Proposal 146, PL 1104, Stress Management, course revision  
Action: Approved.

Proposal 147, SOC 1612, Sex and Gender in Society, course revision  
Action: Approved.

Proposal 148, Pre-Medicine, program revision  
It was noted that the asterisk for PSYC 2618 needs to be removed. Action: Approved with revision noted.

Proposal 150, BTEC 2840, Coding Internship I, new course  
Action: Tabled for clarification of credit hours and class size.

Proposal 151, Mechanical Engineering Technology, AS degree, program revision  
It was noted that 8 credits should be from a combination of Goals 3 or 4 and asterisks for ECON and SOC courses should be removed. Action: Approved with revisions noted.

Proposal 152, Computer Aided Drafting Technology, AAS degree, program revision  
It was noted that in order to eliminate redundancy, the statements under Goals 4, 5 and 6 should remove number of credits and the statement should begin with “courses from . . . “. Asterisks also need to be added to those courses with honors components. Action: Approved with revisions noted.

Proposal 153, CAD 1150, CAD Data Communication, new course  
It was noted that transfer curriculum should be eliminated and that a fee needs to be approved to be added. J Harris expressed concerns regarding the learning outcomes and a need for them to be more specific. Action: Approved with revised common course outlines to be submitted.

Proposal 154, CAD 2440, CAD Electronic Portfolio, new course  
It was noted that the BTEC department had noted concerns regarding possible course duplication and V Olson questioned the course tally/max numbers. Action: Tabled.

Proposal 155, CAD 1145, Manufacturing Materials and Processes I, course revision  
...
J Harris expressed concerns regarding the learning outcomes and a need for them to be more specific. **Action:** Approved with revised common course outlines to be submitted.

Proposal 156, Computer Aided Drafting Technology, diploma, program revision
ENGL 1108 is now MNTC general education and could/should be listed under A. **Action:** Tabled.

Proposal 157, MATH 1030, Principles of Technical Math I, course deletion
**Action:** Approved.

Proposal 158, MATH 1032, Principles of Technical Math II, course deletion
**Action:** Approved.

Proposal 159, MATH 1031, Principles of Technical Math, new course
**Action:** Approved.

Proposal 160, SPAN 2500, Advanced Spanish I, new course
It was noted that this course is needed for the Costa Rica trip. It was agreed that although this is a one time offering which would normally be numbered as an 1192, it would be given a higher number to reflect sophomore level course work. The Academic Affairs office will assign the number. **Action:** Approved as noted.

Proposal 161, SPAN 2501, Advanced Spanish II, new course
**Action:** See Proposal 160.

Proposal 162, Medical Transcription, certificate, program revision
**Action:** Not discussed.

Proposal 163, Class sizes for ENGL, policy revisions
**Action:** Not discussed.

Proposal 164, Health Unit Coordinator, program revision
**Action:** Not discussed.

Proposal 165, ENGL 0730 (formerly 0900), CELT score, policy revision
**Action:** Not discussed.

Proposal 166, ENGL 0720 (formerly 0970), CELT score, policy revision
**Action:** Not discussed.

Proposal 167, ENGL 0710 (ENGL 1102), CELT score, policy revision
**Action:** Not discussed.

Proposal 168, ENGL 0830 (formerly ENGL 1103), CELT score, policy revision
**Action:** Not discussed.

Proposal 169, SOC 1612, 1614, 1914, 1616, 2612, 2618, 2625, 2627, 2630; (prerequisite) course revisions
**Action:** Not discussed.

Proposal 170, BTEC 2460, Computer Voice Technology, course revision
**Action:** Not discussed.

Proposal 171, HUM 2963/BIOL 2963, Evolution, new course
**Action:** Tabled.

Proposal 172, Intensive Care Paramedic, AS degree, program revision
**Action:** Not discussed.

Proposal 175, ART 1124, Graphic Design I, course revision
The new course outline is consistent with MNTC. **Action:** Approved.

Proposal 176, ART 1130, Computer Graphics I, course revision
The new course outline is consistent with MNTC. **Action:** Approved.

The meeting adjourned 3:30p.m.