Thank you

Thank you to all who participated in the 2002 Commencement Ceremony on Friday, May 10, 2002. A lot of time and effort is put into organizing the evening for our students, and the attendance by the faculty, staff, and administration is greatly appreciated by those students.

We were very pleased to have almost 400 of the eligible 900 candidates participate in the first official event at the UCR Regional Sports Center. It was especially appropriate having Governor Arne Carlson as the keynote speaker for the evening.

Special thanks to the Office of the Vice President of Student Affairs (Dan Thompson and Audrey Clausen), along with the other members of the commencement task force, for all the work they did to ensure a successful evening for our graduates!

Summer shuttle service

We will offer a shuttle service between the UCR site and Heintz Center starting on Monday, May 13, 2002. Departure site at the UCR site is in the front Atrium area, departure from the Heintz Center will be at the West Side Main Entrance.

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<tr>
<th>Leave RRTC</th>
<th>Leave Heintz Ctr</th>
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<td>8:30 am</td>
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Arrangements after 3:00 each day can be made by calling the Business Office at x7472.

Way to go!

The President's Office received the following letter from Governor Arne Carlson: Thank you ever so much for a most wonderful visit to Rochester Community and Technical College. I thoroughly enjoyed each and every event and was deeply touched by everyone's kindness. I thank you so much for your leadership and for all that you have done to improve the lives of your students.

Warmest regards,
Arne H. Carlson
Weekly funny…

"I'm not like the other dogs in the neighborhood. And to prove that, I'd like to give you a big hug."

RCTC Basketball Camps
Looking for a fun activity for kids this summer? Check out the "Dale Amy's RCTC Basketball Camp" brochure attached to this week’s Crossings.

CAD Training at RCTC in June
What is CAD? Computer Aided Drafting! If you've ever had the desire to learn CAD there will be two wonderful opportunities at RCTC during June. If you complete the classes you will receive the software for your home use FREE! You don't have to be an instructor to take the classes.

RCTC, Quannon CAD Systems Inc. and Autodesk Inc. cordially invite you to participate in our innovative, hands-on Teacher Training Program, where you will learn about the features and functions of selected Autodesk software products. Best of all, you'll receive your own instructor's copy of the featured Autodesk software product - FREE.

* This product is not for institutional or commercial use. Attendees will be required to sign a license agreement prior to receiving the software. You must attend the training to receive the software license.

**AutoCAD 2002 Intermediate**
June 19 & 20  (9am - 4pm) $300
Rochester Community & Technical College
Heintz Center Campus Rm HB131
Contact: Julie A. Tanner at Quannon CAD Systems Inc.
952-935-3367 Ext. 128
PDF Registration forms attached to this week’s Crossings.

**ProDesktop Training**
3-D modeling software
June 26, 27 and 28  $250.00
There might be grant funds to cover tuition available from Tammy Lee.
For more information go to the following website
http://www.ptc.com/for/education/schools/admin/programFAQ.htm

Congratulations!
Congratulations to Christy Connelly, adjunct biology instructor, and her husband, Joe, who had a baby girl on Tuesday, May 7, 2002. The baby, named Elsie, arrived in at 8 lbs. 2 oz.

Congratulations also to Chad Israelson and his wife, Elizabeth who had a baby boy on Friday, May 10th. Garrison weighed in at 8 lbs. 1 oz, and was 20 inches long.
Supalla’s Scribblings

With just two days before the statutory end of the legislative session, conference committees continue to debate several bills that have an impact on higher education. The biennial budget bill appears to have been resolved with MnSCU and the University of Minnesota both suffering significant rescission. MnSCU’s $22.5 million cut for 2002-03 will have a negative impact on budgets at the campuses as well as the Office of the Chancellor. RCTC will deal with next year’s rescission by reducing expenditures, spending 1 percent of our 5 percent reserve, and increasing tuition and fees. It appears that next week the MnSCU Board of Trustees will approve a RCTC tuition/fee increase recommendation of 12.2 percent. With the economy continuing its sluggish recovery, projections for future higher education reductions appear likely for the next biennium. I’ll provide a legislative summary in the next edition.

Thanks very much to everyone who played a role in making this year’s commencement ceremony one of the best ever. Considering it was the first event held in the new Sports Center field house, things went very smoothly. The Commencement Planning Task Force has already debriefed and has some improvements planned for our next ceremony. Governor Carlson was most pleased to be invited to address the graduates and indicated he had a fun time. If you have some suggestions to share with the Planning Task Force, please communicate them to Audrey Clausen. I, and the students, appreciated your presence and active involvement.

Congratulations to Marilyn Treder who has agreed to serve on the national Test Development Subcommittee for the Student Math League. Once again, another RCTC leader has been recognized nationally. Way to go, Marilyn!

Chancellor James McCormick has appointed Ellen Nelson to the Customized Training/Education advisory team, effective July 1, 2002. The team is chartered to provide critical communication links among college and university customized training programs throughout the state and with the Office of the Chancellor. Congratulations, Ellen!

Former Vice President Kathy Schatzberg was quoted in the latest issue of the Community College Journal. She responded to the question…”How do international students broaden or enhance the campus experience at your institution?” In part, Kathy wrote…”International students bring the world to the doorsteps of our students, our faculty, our communities.” Kathy was instrumental in growing RCTC’s international student population, and both students and staff benefit from her efforts. Kathy is president of Cape Cod Community College in Massachusetts.

A recent survey of high school seniors by Noel-Levitz, an enrollment-consulting company, found that, when asked what features had most struck them during their most productive perspective campus visit, here’s what they said…

<table>
<thead>
<tr>
<th>Feature</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Largeness of campus</td>
<td>24%</td>
</tr>
<tr>
<td>Landscaping</td>
<td>24%</td>
</tr>
<tr>
<td>Friendliness</td>
<td>15%</td>
</tr>
<tr>
<td>Level of Activity/Traffic</td>
<td>14%</td>
</tr>
<tr>
<td>College Town’s Atmosphere</td>
<td>6%</td>
</tr>
<tr>
<td>Cleanliness</td>
<td>24%</td>
</tr>
<tr>
<td>Architecture</td>
<td>20%</td>
</tr>
<tr>
<td>Smallness of Campus</td>
<td>14%</td>
</tr>
<tr>
<td>Ease in Getting Around</td>
<td>11%</td>
</tr>
<tr>
<td>Living Arrangements</td>
<td>5%</td>
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</tbody>
</table>

Nearly half of all full-time students work 25 hours a week or more, and students who work that much are far likelier than their peers to see their grades suffer, a new report says. The document, released by the Public Interest Research Group Higher Education Project, suggests that students are being hurt by a combination of high tuition and inadequate federal financial aid. Twenty-five hours appears to be a turning point in the relationship between work and grades, the report asserts.

Thought for the week…Hope (or wishful thinking) is NOT a strategy!

Take some time to relax and refresh this summer. Enjoy family, friends and new acquaintances

Don
Thank you notes
"On behalf of the entire Reif family, I would like to thank all of you for your support and caring in the loss of my father-in-law, Bob. While the loss has been especially difficult, your assistance covering classes, kind words, prayers, cards, memorial gifts to RCTC Foundation, and flowers were all so greatly appreciated. Each of you has helped to take a bit of the "sting" away and I am so grateful to be a part of such a supportive and caring "RCTC Family".

- Marj Reif

Upward Bound Summer Program 2002
The Upward Bound Summer Program will run June 17 – July 18. Our program is grant-funded through the Department of Education to serve first generation, low income high school students. During the summer, our fifty students take supplementary courses at UCR to better prepare them for college. Upward Bound students are very motivated and come from diverse backgrounds; they share the common goal of entering post secondary education. Please feel free to introduce yourself this summer, as our students are very amiable and curious. Also, we at Upward Bound would like to thank UCR for its continued support. Feel free to call our office if you have any questions about Upward Bound (280-5002).

Explore Your Opportunities
Student Life will be hosting an informational table during the STAR sessions this summer. The theme will be, “Explore Your Opportunities.” Directional arrows will be rockets pointing the way to the STAR session, computer registration, and student ID cards. Posters and banners will advertise the “Launch Schedule” which will be the Orientation Day, Friday, August 23 and Jamboree Day, Saturday August 24.

All staff are welcome to stop by, enjoy a snack, and visit with the freshmen at the Student Life Table.

Mark Your Calendars NOW for the
Eighth Annual Yellowjacket Golf Outing
Friday, June 14, 2002- Willow Creek Golf Course
1700 48 Street SW – Rochester, MN 55902
• Put together your own foursome, or let us pair you up with a group.
• Join old teammates and friends for a fun outing.
• If you’re not a golfer, join us for the buffet and fellowship.
• Registration forms will be coming soon.
• Spread the word! For information, call 507-285-7204

SEE ATTACHMENT TO CROSSINGS FOR REGISTRATION FORM.
All proceeds support the Champa/Kereakos Scholarship Endowment Fund
Go Yellowjackets!!
Duplicating Summer Hours
May 20th - August 24th, 2002

<table>
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<tr>
<th>Day</th>
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<tr>
<td>Monday</td>
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<td>Tuesday</td>
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<td>Friday</td>
<td>8:00am - 4:00 pm</td>
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<td>Saturday</td>
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Cafeteria Summer Hours
The UCR Campus Cafeteria will be OPEN 8 to 1 Mon - Fri. offering most menu items made to order. Closed Holidays.
Catering available

Admissions and Records Summer Hours
June 10-August 16: 8:00 AM-4:30 PM Monday through Friday
Beginning August 19: 8:00 AM-8:00 PM Monday through Thursday 8:00 AM-4:30 PM Friday

Minutes – Pages 6 through 10
Rochester Community and Technical College
AFSCME Labor/Management
Minutes for Wednesday, April 10, 2002 - 11:00 a.m. - Presidents Room

Present: Administration: Harris, Siefert, Supalla, Sheehan, Swenson, Thompson
AFSCME: Braa, Kiehne, O’Dea, Martin (Business Agent)
Guests: Berg
Recorder: Kingsbury

ITEM 1 (AFSCME) – Crisis Plan Implementation – Martin questioned how floor wardens were being identified, Kiehne requested all employees be reminded of the proper process to follow in a crisis situation, and Braa shared concerns with the expectations of the maintenance staff during a crisis. Berg and Supalla reiterated the instructions shared with the maintenance staff at a recent staff development session, stating the decision to get involved was a personal choice and there was no expectations being made and no retaliations would occur if an employee chose not to get involved. Although the Facilities, Safety, Security and Grounds Committee is charged with security on campus, everyone agreed a “review” or “debriefing” session should occur immediately following any crisis situation, and the session should include the Crisis Management Team and individuals involved in the particular situation. Supalla concluded by stating the plan is a working document and every situation generates an on-going learning process.

ACTION: All staff will receive training in the future, with special attention to those employees at a higher risk level of involvement.

ITEM 1 (ADMIN) – Access/Parking Fee – Supalla announced the college was considering a formal security program on campus, and shared the Student Senate’s endorsement of a “security fee” to assist in the plan. In addition, Supalla noted the parking fee at RCTC has remained the same since its inception in 1996, and with the need for repairs in the East Parking Lot and additional parking for the Sport Center, the funds were not adequate to meet the increasing costs, and an increase in parking fees was being considered. Martin reminded everyone that security must be provided to employees automatically, and there is a definite distinction between security and parking, however a portion of the parking fee can and should be used to assist in security. Supalla noted the College would continue to utilize the law enforcement students in the plan, but the new “security” position would be an AFSCME classification, and would be appropriately trained and utilized for patrolling the campus, coordinating in-house safety training session for employees and students, and providing coordination of the parking program on campus. Martin saw no problem with increasing the parking fee, but would like to see a five year plan developed and have the increase be gradual over the next couple of years. Action: Supalla will provide a budgetary plan for campus parking expenses.

ITEM 2 (AFSCME) – Job Coach Update – Berg and Sheehan reported the Job Coach was only utilized the first couple of months, and currently the employee is working out great. Berg added the extra supervisory attention needed for the employee was only equating to approximately 1 ½ hour a week. Action: Sheehan will forward a copy of the Post Bulletin article to Martin.

ITEM 3 (AFSCME) – Pay Stub Changes – Martin questioned what steps were being made to assist employees in accessing pay stubs information once hard copy pay stubs were eliminated on July 12th. Sheehan responded all employees currently have access to a computer with internet connection, and the Human Resource Office will disseminate information and be available to assist those employees having difficulties. Action: Information Only.

ITEM 4 (AFSCME) Testing Changes – Sheehan reported licenses and software were purchased, but had no additional information on the process. Action: The item will be placed on the agenda for the next meeting.

ITEM 5 (AFSCME) Committees – Kiehne indicated some AFSCME employees felt their supervisors discouraged them from participating on committees, and requested supervisors be reminded of the importance of all-college participation. Action: Kiehne will share more details with Supalla.
ITEM 1 (ADMIN) – Sports Center Work Area – Sheehan reported two full-time and two part-time GMW positions would be hired for the newly constructed sports center facility. The sports center will be designated as a separate work area. ACTION: Information Only.

ITEM 2 (ADMIN) – Work Area Reconfiguration After Renovation – Sheehan reported Jack Denny is currently reviewing the work areas and work factors after the technology center remodeling project is completed. The tentative timelines include a finalization of the work areas by April 30, and the employees will work the reconfigured areas beginning May 13th. Everyone agreed the previously established process would be followed for concerns not settled by the supervisor (that being Chas Martins and Erv Berg would review issues not resolved between employees and supervisors and come to a mutual agreement). ACTION: For Information

ITEM 3 (ADMIN) – Summer Work Hours (4 10s) – Supalla questioned if AFSCME would be submitting a request for four-ten hour day work schedules for the summer and, if so, requested AFSCME submit a proposal in writing with rationales. Action: AFSCME representatives will visit with the employees and forward any recommendations to Berg as soon as possible.

ITEM 4 (ADMIN) – Training Needs – Sheehan requested AFSCME continue to forward ideas for future training sessions to the Staff Development Committee, noting revisions are being made to the staff development guidelines to more closely align with college goals. Action: Information Only.

ITEM 6 (ADMIN) – Voluntary Reduction in Hours – Supalla indicated an interest in soliciting requests for employees interested in a voluntary reduction of hours, and requested feedback from AFSCME on the proper process to follow. Martins reminded of the necessity to not force employees to participate, but agreed a joint statement by AFSCME Leadership and Administrative Leadership would be a better form of communicating the College’s interest in volunteers. Action: Supalla and Sheehan will share any communication with AFSCME leadership before distributing to employees.

Adjourned 12:55 p.m.

NEXT MEETING: May 30, 2002 – 10:00 a.m. – Presidents’ Room
Rochester Community and Technical College

Minnesota State College Faculty (MSCF) Meet and Confer

Minutes for Tuesday, April 23, 2002 – 3:00 p.m. – Presidents’ Room

Present: Administration Harris, Supalla, Thompson
Faculty Shafer (Chair), Helmers, Hill
Guest: Berg, Gilsrud, Siefert
Recorder: Kingsbury

ITEM 1 (F) Campus Bus Route/Shuttle Services and ITEM 2 (A) Beeline Shuttle – Hill announced students were often tardy for classes because of the pick-up/drop-off times of the shuttle service. Helmers relayed that Brian Watters is suggesting that fees be charged to the outside entities that utilize the parking lots (such as the soccer association or weekend activities). Supalla responded that because the City of Rochester contributed to the fields and construction of parking lots near the ball fields, the College had an unwritten agreement with the City of Rochester not to charge parking, but the issue may be re-evaluated as future costs arise. Helmers also reported that Watters suggested 1) that enforcement of the no parking areas be stepped up and signs stating, "For the safety of our children, no on street parking is allowed," and 2) that security issue tickets on vehicles violating parking regulations, and that duplicate tickets be sent to the sponsoring organization requesting payment. Revenue could be used to repair areas damaged by illegal parking. Helmers suggested raising additional funds by using student workers to collect parking fees for weekend campus activities. Supalla announced that the College has provided a letter of authority for local law enforcement agencies to ticket on street illegal parking. Supalla also responded the utilization of the shuttle service by staff/students has been minimal, and requested feedback from the faculty about eliminating the shuttle service, which would generate a savings of approximately $35,000/year. Supalla added there are plans to construct additional parking on campus during the summer. ACTION: Faculty will report back to Administration their position on the elimination of the Beeline Shuttle.

ITEM 1 (A) Security/Access Fee – Supalla announced the college was considering a formal security program on campus, and shared the Student Senate’s endorsement of a “security fee” to assist in the plan. Supalla also noted the parking fee at RCTC has remained the same since its inception in 1996, and with the need for repairs in the parking lots and additional parking near the Sport Center complex, parking fee funds are not adequate to meet the increasing costs, hence a parking fee increase is also being considered. ACTION: Faculty will review request and forward comments back to Supalla.

ITEM 2 (F) Ice Removal – Hill shared concerns with the lack of adequate ice removal to the sidewalks and steps during the last ice storm. ACTION: Berg will visit with the Maintenance Staff.

ITEM 3 (A) FY03 Budget – Supalla shared the narrative and budget proposal that was submitted to MnSCU for FY03, noting, that RCTC’s 12.1% proposal is a percent higher than the MnSCU average. Last year RCTC tuition increase was a percent lower than the MnSCU average. ACTION: For Information.

ITEM 3 (F) Facilities and Grounds – Shafer announced the current procedures used by the UCR Facilities, Grounds, Safety, and Security Committee appears to be lacking the appropriate exchange of view process required by contract. Specifically, Shafer noted the current process of soliciting ideas campus wide does not adequately allow RCTC to be heard in the exchange of view process. Shafer suggested RCTC first hold a meet and confer discussion and then forward a RCTC recommendation (i.e. use of vacated space at UCR) to the appropriate decision maker (UCR Cabinet). Supalla supported the idea of consolidating RCTC recommendations as long as the process includes college-wide input (i.e. MAPE, AFSCME, MSCF, etc). ACTION: Shafer will draft a flowchart/process recommendation and share with Supalla.
ITEM 4 (A) Student Excused Absence Policy – Thompson announced that the revised policy wording of a two academic calendar day requirement for notice by the student may not be realistic when athletes only know hours in advance of rescheduled games. Shafer and Hill responded the intent of having a timeframe was to remind students of repercussions when they fail to follow-up with the instructors. Hill also requested students who are absent for legal reasons should be required to provide documentation (i.e. summons). ACTION: A requirement for documentation of legal absences will be added to the policy, and Thompson will reword the draft and share with the faculty at the next meeting.

ITEM 4 (F) Fiscal Committee – Shafer announced the Fiscal Committee has not been meeting, and requested regular scheduled meetings be held upon the arrival of the new Director of Finance and Facilities. Supalla responded Siefert will be available to meet with the committee once the FY03 budget requests are received. ACTION: Information Only.

ITEM 5 (A) Professional Development Plans – Harris announced not all faculty have professional development plans on file, and reminded everyone of the necessity to complete these forms. ACTION: Harris will send a notice to those faculty missing professional development plans.

ITEM 5 (F) Technical Support Staff – Hill distributed, in Israelson’s absence, a proposal for additional technical support in both the ITV and AV departments. In addition, Hill shared concerns with: 1) the delay in receiving answers to technical questions from the helpdesk; 2) the lack of adequate back up of the “F” Drive; and 3) who should be contacted for questions/problems related to software. Gilsrud responded software technical questions should be directed to Scott Sahs. ACTION: Gilsrud will follow-up with the technology department and report back to the faculty as soon as possible.

ITEM 6 (A) Space Use – Supalla announced adjunct faculty, from all three UCR partners, will utilize the previously occupied physical education office space. ACTION: Information Only.

ITEM 6 (F) Bookstore Refund – Hill questioned who was responsible for the expenses incurred when shipping books back to publishers. ACTION: Siefert will visit with the Bookstore Manager and report back to the faculty.

ITEM 7 (A) Staffing Update – The math search has been completed and the economic search recommendation should be received by the end of the week. Harris announced there is consideration being made to a full-time librarian position, business/marketing position (due to the expansion of e-commerce courses on-line), and a full-time CAD position. Shafer suggested a business law background be considered for any business position in the future. Thompson announced the Director of Finance and Facilities Search Committee would be forwarding recommendations to Supalla by the end of the week. Harris extended her appreciation to the faculty serving as chairs on the recent search committees. ACTION: Information Only.

ITEM 7 (F) Retraining Request – Wright has submitted via e-mail a request for retraining of a UTCE faculty member as a result of a lay-off notice. ACTION: Supalla will take the request for retraining under consideration.
ITEM 8 (A) International Studies and Business Proposal – Harris announced a proposal was received to create a new faculty position charged with the responsibility of coordinating international studies/trips, including coordination of travel logistics and connecting trips with field experience courses. Harris noted such a program would be funded the first year by the college, with the understanding the program would be self-sufficient by the third year. ACTION: Information Only.

ITEM 9 (A) Program Leaders – Harris questioned if old contract language should be followed regarding program leadership. Shafer responded the new contract probably wouldn’t be settled soon, hence old language should continue to be followed. ACTION: Harris will solicit names for Program Leaders by the May 1, 2002 deadline.

ITEM 10 (A) May and Summer Meet and Confer Meetings – ACTION: The May meeting will be held the 4th Tuesday at 2:00pm.

ITEM 11 (A) GRAUC Statement – Supalla shared a copy of a GRAUC statement of priorities and community proposals, which includes a recommendation that WSU-RC transfer management authority and responsibility for all graduate and professional degree programs to UMR. ACTION: Information Only.

ITEM 8 (F) All-College Committees – Shafer announced the faculty were still interest in reinstating a technology committee for in-house technology needs, and noted the current list does not reflect a Fiscal Committee. ACTION: Both faculty and administration will review the current committee structure/listing and schedule a meeting to review the list for 2002-2003.

Adjourned at 4:00 p.m.

Next Meeting: May 28, 2002 – 2:00pm – Presidents’ Room