Employee Recognition - June 2004

Congratulations to Sharon Oliver for being named RCTC's Best Bee of the month for June 2004!!! Sharon retired on June 1 after a long career at RCTC and many years as the secretary to the Dean of Allied Health Sciences and the Nursing department.

Here’s what Sharon’s nominator had to say about her: Sharon is a master "multi-tasker" with exemplary expertise in many areas. Despite the fact that she will soon be leaving RCTC and will no longer stand to gain personally, she is making an exceptional and inspiring effort to train in her replacement to insure a smooth transition and continuing excellent support to the Nursing and Allied Health Sciences administrators and students. After so many years in her position, Sharon has extensive knowledge and understanding of her area which would be lost if she did not have such determination to it pass on. She is spending her last days at RCTC training in her successor and putting together a desk manual explaining her various duties, which are extensive and complex. This will immensely improve the chances for little interruption in support for her areas. Sharon is not required to do this. In fact, I have been at RCTC for many years and in many different areas and have neither received nor seen such excellent training given by an individual to a successor. Sharon's dedication to RCTC has benefited the college during her many years of employment, and, because of her determination to pass on her expertise gained from those many years, her dedication will benefit the college far into the future, long past the time when she will receive any personal compensation. She has gone above and beyond her duties in serving RCTC, its administrators and students. Sharon has a wonderful sense of humor to uplift her work team on any given day and has a well developed art of flexibility for all the various projects and deadlines that have come her way. We will surely miss her RCTC wisdom and wish her well on her next exciting journey of retirement.

Thank you Sharon and congratulations on being named the "Best Bee of the Month"!

Crossings Summer Publication Dates
July 19th and August 16th

Please submit all items to be published to Jenee McGurren via e-mail by 3:00pm the preceding Thursday.
Weekly funny...

Thank You
Friends at RCTC: Thank you so much for the adorable stuffed puppy and balloon that helped welcome Caleb home. I am very thankful to work with such caring people.

Nikka, Will and Caleb Harris

Congratulations!
Congratulations to Steve and Teresa Cole on the arrival of Natania Joy to their family. Natania arrived on Wednesday, May 26, weighing in at 8 lbs. 9 oz and 21 inches long.

Congratulations also to Chris and Sara Wolf who welcomed Brock Michael to their family. Brock arrived Thursday night (June 3) weighing in at 6 lbs. 5 oz and 20 inches long.

Conrad’s List – Spring 2004
Excellence in scholastic achievement is recognized each semester by compiling a Dean's List. Students successfully completing at least 12 credits, with a minimum term grade point average of 3.00 or better, qualify for the Dean's List. These lists are posted in the Admissions and Records area and also at Heintz Center. The listing can also be downloaded by going to: http://www.rctc.edu/html/enrolled.html and clicking on the "Dean's List". Letters of congratulations are sent to students receiving a GPA of 3.5 and above. Congratulations to all who made the list!

There are 1,346 students who made the Dean's List for Spring, 2004.
* 4.0: 302 students
* 3.5 - 4.99: 423 students
* 3.0-3.49: 621 students

Perennial Plant Drive on Campus
If you're in the process of dividing up your perennials, bulbs, shrubs, etc., OR have excess landscaping materials such as black felt ground cover, fencing, decorative rocks, etc. please consider donating some of them to the Adopt-A-Plot Program. This is a group that consists of UCR employees who are interested in beautifying our campus in light of budget constraints. If you would like to donate OR become a part of this group, please contact Roxy Roadway (x7127), Jenee McGurren (x7270), Judy Kingsbury (x8216), Jenny White (x7571) or Craig Knox (x7262).

Condolences
Condolences to the following RCTC Family who lost loved ones recently: Patricia Pacyna whose mother-in-law, Gertrude, passed away on May 25th. Anne Benson, whose mother, Anne Nelson, passed away on June 4th. Linda Kline whose brother, Bradley, passed away on June 12th.

Our thoughts are with you and your families.
Supalla’s Scribblings

Legislators went home in mid-May…and so far they haven’t returned to St. Paul. Frankly, with each passing day it appears less likely that Governor Pawlenty will call a special session. Without a special session, the UCR Health Science capital bonding project, local sales tax language change, and local sales tax extension legislation gets delayed at least one year. Next year, legislators will have to decide whether or not to take up both a bonding and biennial budget bill or simply delay bonding action until 2006, the next regularly scheduled capital investment session. Please continue to urge the Governor to call a special session and legislators to get back to St. Paul and finish their work.

On June 16, the Board of Trustees approved tuition and fee increases for students attending MnSCU institutions. Students will pay an average of 12.3 percent more to attend MnSCU institutions next year. Each of the 32 state colleges and universities proposes its own tuition and fees for approval by the Board of Trustees. RCTC tuition will increase by 15 percent, slightly more than the 13.6 percent average of all two-year colleges. The combined tuition and fee increase for RCTC resulted in a 13.7 percent increase, versus an overall two-year college average of 11.9 percent. “The public needs to know that many of our students cannot continue to bear the burden of rising tuition and fees,” said Board Chair Jim Luoma.

Special thanks to the Jennifer Haug and the HR staff who did an excellent job coordinating searches that resulted in filling more than 50 positions. Included in this edition of CROSSINGS is a Search Update that highlights new hires, searches still in process or pending, and failed searches. The quality of the candidates I visited with was superb and I look forward to meeting the new members of the RCTC team during orientation. Many thanks to all who served as search committee chairs or members…your work was outstanding.

The National League of Nursing Accreditation Evaluation Panel reviewed both the Associate Degree and Practical Nurse February on-site visitation team reports and voted unanimously to recommend a full eight-year accreditation for their programs! This is the maximum accreditation extension allowed. The panel’s decision is a real tribute to the quality of the program faculty and staff. Congratulations!

President Robert Bruininks has named Dr. E. Thomas Sullivan as the new senior vice president for academic affairs and provost at the University of Minnesota. Sullivan replaces Christine Maziar, who has resigned to accept the position as vice president and associate provost at Notre Dame. Dr. Maziar understood the unique UCR partnership, GRAUC, and worked to build bridges between the University’s main campus and Rochester. I look forward to meeting Dr. Sullivan, orienting him to the campus, and visiting about this unique partnership.

A recent report from the American Council on Education noted…The demographic characteristics of American college students have shifted dramatically over the last 15 years. Only one in six undergraduates is a “typical” 18-year-old who enrolls at a residential campus, stays four years, and graduates with a baccalaureate degree. Adult students (25 years of age and older) are becoming the new majority on campuses across the nation, and many of these students, particularly those who are low-income face multiple challenges and barriers to academic success. Recognizing the importance of a college education for improving their lifestyles, many low-income workers have begun seeking some type of college education. Forty percent of adult students, or approximately 2.5 million individuals, have annual incomes less than $25,000. Low-income adults enter college with a mix of family and work responsibilities…as well as personal and academic challenges…that make it difficult for them to succeed without highly supportive institutional and public policies. Currently, campuses and students are often hindered by public policies that do not support educational attainment for low-income students.

“The leap into new places is never made in comfort.” - Marvin Weisbord

I hope that you’re finding rest, relaxation, and just a bit of discomfort this summer.

Don
CROSSINGS CLASSIFIEDS
WANTED: Used cartridges and cell phones. This year America's landfills will end up with laser, inkjet, fax and copier cartridges & cell phones which are recyclable. Help save the environment and raise funds for a local non-profit by sending your items for recycling to: Roxy Roadway-Box 3.

Please be sure you do not send RCTC laser printer cartridges as the College currently recycles those.

GODDARD LIBRARY,
LIBRARY TECHNOLOGY CENTER,
AND DIGITAL MEDIA CENTER HOURS

June 7-August 13, 2004

Monday-Thursday  8:00 AM-8:00 PM
Friday           8:00 AM-4:00 PM
Saturday       10:00 AM-2:00 PM
Sunday         CLOSED

CLOSED: July 5 (In observance of July 4 holiday)
         (Hours are Subject to Change)
Rochester Community and Technical College  
Minnesota State College Faculty (MSCF)  
Faculty Shared Governance Council  
Minutes for Wednesday, May 5, 2004 – 3:00 p.m. – SS209

Present: Administration Hansmann, Mercer, Supalla  
Faculty Guenette, Hill, Wright (Chair)  
Recorder: Kingsbury  
Guest: Beth Arntson

ITEM 2 (A) Search Committee Update – Supalla announced several faculty searches have been completed with new hires over the last few days, along with the recommendations for the Vice President of Teaching and Learning. Two faculty posting waivers were submitted for consideration to MnSCU and MSCF with anticipated approval by the end of the week. Guenette questioned if the search process for next year could begin sooner. Supalla agreed noting, however, that some delays are a direct result of late retirement announcements. ACTION: Information Only.

ITEM 1 (A) Travel/Professional Development Form Update – Arntson distributed the latest draft proposal for a combined travel and professional development request form. Hansmann noted the “reimbursable expenses” chart should not be specific because it varies by union contracts. Wright questioned if duplicate steps, including signatures, could be eliminated. Supalla agreed the process will be further reviewed for repetition. ACTION: Arntson will finalize the forms and anticipates sharing the new forms at the August Staff Development Day.

ITEM 1 (F) Placement on Payroll – Arntson announced that stakeholders and needs have been identified and the next step is to complete process mapping. Arntson added all the information for placement on payroll is available in the master schedule and the information can be downloaded to eliminate duplicate entries. ACTION: Information Only.

ITEM 2 (F) Disbursement of Capital Funds and ITEM 3(A) FY05 Budget – Hansmann and Supalla announced a budget retreat has been held by the Leadership Team and a FY05 budget was built using a 15% tuition increase and last year’s allocation figures. The preliminary review reflects no funding for extra positions. Supalla announced the Leadership Team has been charged with reviewing the non-personnel and capital equipment requests. Supalla proposed $350,000 be used from auxiliary enterprise to support student life activities, which ultimately will free up money for other uses. The rationale for the student life funding decision was based on the fact the funds generated from the bookstore are revenue from the students and should go back to the students. Wright questioned if the process will include input from the faculty fiscal committee. Hansmann announced the All-College Fiscal Committee will be consulted, but there are no plans for a separate faculty fiscal committee meeting. Hansmann suggested the faculty work through their respective Deans for capital equipment requests. Both parties agreed to review the budget process for FY06. ACTION: Information Only.

ITEM 3 (F) and ITEM 4 (A) Fitness Center – Supalla announced the Wellness Committee Chair was consulted about subsidizing the fitness center fees, but indicated no interest. After reviewing the concerns expressed by the faculty, administration has agreed to lower the fee to $25/semester for users. Wright shared his appreciation to administration for listening to the faculty concerns and compromising on the fee. Wright noted the faculty concern wasn’t whether it was a “good deal,” but rather a solid formula was being used to calculate the cost, along with the faculty feeling that they are being “nickel and dimed” for everything. Supalla indicated his understanding of the faculty concerns, adding faculty and students both need to directly inform their legislators that higher education can not continue to sustain programs/services without increased state appropriations. ACTION: The Fitness Center fee will be assessed at $25/semester for all users of the Fitness Center beginning Fall Semester 2004.
ITEM 5 (A) Strategic Planning – Supalla announced the current strategic plan runs through June 30, 2005, however a finalized master facilities plan needs to be completed by December of 2004. Because of the unique setting at UCR, it was decided that the master plan needs to be for UCR, not just RCTC, and a campus planner will be hired to work with UCR faculty, staff and community representatives. ACTION: Information Only.

ITEM 6 (A) Winter Break Closing – Supalla announced the UCR Campus (with the exception of the Regional Sports Center) will be closed beginning at midnight on December 23, 2004, and remain closed through January 2, 2005. Anyone needing access to the campus and their offices can obtain a security code. ACTION: Hansmann will forward information about obtaining a security code to all employees during Fall Semester. The academic calendar will be updated to reflect the campus closing from December 24, 2004-January 2, 2005.

ITEM 4 (F) Year-Long Calendar and ITEM 7 (A) Full-Year Course Schedule – Mercer distributed a sample of room scheduling prepared by Jay Lee, noting the necessity to utilize the space efficiently between the prime hours of 9:00am and 2:00pm. Guenette suggested special considerations be taken into for specific courses and discipline needs. Wright noted there appears to be two issues (1) maximize room usage and (2) year-long schedule. Supalla responded the issue of a year-long schedule is being addressed while maximizing room usage. Supalla added that MnSCU space utilization reports indicate that faculty drive schedules. Academic leadership will work to develop a year-long schedule, maximizing room usage. The result might be that faculty may not be able to choose when they teach. Wright suggested Lee share his recommendation at an upcoming Faculty Senate meeting. ACTION: The Vice President of Teaching and Learning will be charged with continuing the work Jay Lee has begun on a year-long schedule.

ITEM 8 (A) Testing Center – Mercer provided a follow-up report on testing services for non-disabled students at other campuses, noting the majority of two-year institutions do not provide a testing center for non-qualifying students. Mercer added however, that the Student Support Services Program will entertain exceptions and are offering a proactive approach by offering workshops or brief sessions on test taking skills. Wright agreed the discontinuation of testing services for non-qualified students may be a reality that we have to accept. Mercer also reminded the faculty that accommodations are at the faculty discretion. ACTION: Information Only.

ITEM 9 (A) Legislative Update – Supalla shared a legislative update on both the sales tax extension and the health sciences bonding request. ACTION: Information Only.

ITEM 5 (F) Submitting Syllabi to VP of Academic Affairs – Wright expressed concerns by the faculty about the previously submitted syllabi being “lost” by the Office of the Vice President of Academic Affairs, adding some faculty question if their syllabi are secure. Supalla responded MnSCU Policy requires a copy of the syllabi for all courses be kept by the Office of the Vice President of Academic Affairs and, if the previous submission is misplaced or “lost,” syllabi need to be resubmitted. Wright recognized syllabi are public information, but reiterated the faculty concern of trust. Mercer added the situation appears to be one of employee performance and the misplacing of the syllabi was not done intentionally to disrupt or cause additional work for the faculty. ACTION: Supalla apologized for the misplacing of the syllabi in the Office of the Vice President of Academic Affairs and requested the syllabi be resubmitted to comply with MnSCU policy. Academic Affairs will review and, if necessary, implement new processes to assure the security of syllabi.

ITEM 10 (A) Summer Four-Day Work Week – Supalla announced preliminary discussions have been held with the UCR partners on the possibility of four-day work week next summer, noting several colleges, including St. Cloud State University, currently have four-day work weeks in the summer. The reduction of services would not be a reduction in hours, but rather utilizing four-10 hour days. ACTION: Wright will share the idea of summer Monday through Thursday work weeks with the faculty at the next Faculty Senate meeting.
ITEM 6 (F) Online Assessment – Wright announced the Distance Education Committee is reviewing the on-line assessment process, sharing his understanding that everyone who enrolls in on-line classes completes assessments, which doesn’t meet the language of the contract. Hill responded the creation of the online assessment was developed with faculty input. Wright responded it was the wishes of the faculty that the Vice President of Academic Affairs re-evaluate the online assessment procedures. Supalla questioned if the concerns/re-evaluation request was forthcoming from faculty or the Distance Education Committee. Wright responded the issue was an FYI at this point, but would be forthcoming from the Distance Education Committee. ACTION: Information Only.

ITEM 7 (F) Proposed Code of Conduct Prepared by Library – Wright announced that the Library staff have proposed a code of conduct change and will be sharing it with Mercer. Hansmann requested the faculty also share a copy with Security Officer Morris. ACTION: Information Only.

ITEM 11 (A) Student Conduct Policy Update – Mercer announced consideration is being made to updating the current Student Conduct Policy and feedback is still being obtained from students and staff before a draft will be shared at Faculty Shared Governance Council. ACTION: Information Only.

ITEM 12 (A) Employee Communication Policy (1st Reading) – Supalla announced an Employee Communication Policy was drafted to parallel with the student policy implemented last year. Wright questioned if e-mail would replace bulletin boards for official communication and if it could be used for elections of officers for MSCF. Supalla and Hansmann responded the intent is to have it in addition to bulletin boards. State statutes and policies restrict the “endorsement of political parties/candidates” remains in effect. Wright announced the faculty initially support the policy, expressing his own personal difficulties in communicating with adjunct faculty, but will share with the Faculty Senate and return with an official position. ACTION: Faculty will review and return with feedback at the next meeting.

ITEM 8 (F) Faculty Seniority Roster – Wright indicated the faculty seniority roster is not up-to-date. Arntson responded there were a number of challenges. ACTION: Arntson will finalize the seniority roster and share with Wright before posting.

ITEM 13 (A) Summer Meeting Schedule – Supalla questioned if the summer meeting schedule would remain the fourth Tuesday of each month. Wright responded there was no need to officially schedule meetings in the summer, but rather he’ll work directly with Supalla when issues arise and then, if needed, a FSGC meeting would be scheduled. ACTION: No meetings are scheduled for the summer and the regularly scheduled fourth Tuesday meetings will resume in August.

Adjourned at 4:25 p.m.

NEXT MEETING: August 24, 2004 – 2:00pm – AT109
Rochester Community and Technical College  
AFSCME Labor/Management  
Minutes for Thursday, May 20, 2004 – 11:00 a.m. – AT109

Present: Administration: Arntson, Hansmann, Lee, Supalla  
AFSCME: Clark, Kiehne, Lunning, Martin (Business Agent), O’Dea, Staloch, Tucker  
Recorder: Judy Kingsbury

ITEM 1 (AFSCME) Stress Levels in Admissions and Records – Martin announced several concerns were shared by AFSCME employees regarding stress levels and morale issues in the Admissions and Records area, but the employees do not wish to have the details or names shared at this time. Martin suggested administration inquire within the departments to see if resolution can be found, and further suggesting administration contact the Employee Assistance Program for assistance to alleviate the tension. Supalla questioned if it was just Admissions and Records, or if other departments were expressing similar stress. O’Dea responded the issues relate to all areas with the exception of the Cashier’s Office. To assist in follow-up, Supalla questioned what the issues were. Martin reiterated the issues were confidential at this time, but would be willing to participate in a staff meeting with the employees and administration to see if some of the specifics would come forward at a meeting. Supalla thanked Martin for bringing the concerns to his attention and will work with Mercer to focus on what the specifics might be before contacting Martin about a formal meeting. Action: Supalla will share stress concerns with Mercer and contact Martin if AFSCME’s assistance is needed.

ITEM 2 (AFSCME) Human Resources Related Concerns – Martin reported a concern was raised by an AFSCME employee relative to the filling of a clerical position in the Dean of Allied Health Office. Martin noted the contract language was followed in the hiring process, but indicated the human relations aspect of handling the situation could be improved. Arntson responded the inquiry by a current employee for consideration of a retiring employee’s position was hand delivered to the Human Resources Office, and the practice of the Human Resources Office is to not send acknowledgements for hand delivered inquires. In addition, Arntson stated the current employee submitted her interest several (six) weeks before the retiring employee’s position was posted as vacant, hence resulting in a delay. Additional delays resulted from the necessity to contact individuals on the layoff list to see if they were interested in the position. Arntson noted the current employee was informed at the time she dropped off the letter that she would be considered if her resume was in the system and the process as outlined in the contract allowed for local consideration. Arntson noted the current employee, as well as other employees, often are not aware of the appropriate processes in applying and bidding for position and hopes to provide training at an upcoming staff development day. Martin agreed employees often are not aware of the proper processes for bidding and applying, but reminded Arntson that it was important to acknowledge an employee’s worth and avoid ignoring or overlooking them in the process. Arntson restated her intent to better inform employees of their bidding options and process, noting DOER has a publication that addresses the difference between transfers and bidding of position. Kiehne questioned where openings were posted; noting she never saw a posting for the position. Kiehne also stated the problem wasn’t the posting, but rather the fact the employee felt she was treated inappropriately, expressing her wishes that a similar situation not happen again. Supalla questioned if the retiring employee was upset because the current employee did not get the position. Kiehne responded it was the process that needs to be improved, including the lack of follow up by the Human Resources Office. Kiehne further stated the current employee felt the lack of communication gave her the impression that she wasn’t “fit to apply” for the position. Arntson responded her office did or said nothing that would imply the individual was “unfit” for the position. Lee stated it was his belief that the retiring employee was frustrated because she wanted to train the new employee before her departure. Martin agreed the retiring employee has taken time to prepare transitional information for the new employee and was frustrated that there wasn’t an adequate transition period to train in the new employee. Hansmann acknowledged it is a luxury to have a transition period, but it is not always fiscally, logistically, or physically possible. Arntson stated that there appears to be an assumption by some employees that the new employee wasn’t qualified for the position because she was on a layoff list, corrected that assumption, and reiterated the employee was qualified for the position. Martin concurred there is often misconceptions about layoff. O’Dea stated a portion of Article 12 was negotiated because of a situation with the DNR in Rochester several years ago and the agreement by the union was first priority should be to help laid off employees find a new position.
before hiring from the outside or allowing transfers within the state. Tucker agreed, stating the contract language for laid off employees is the fairest for all involved. Kiehne questioned what options a dedicated and qualified employee has to advance at the College. Supalla responded the state of Minnesota is a large organization and other openings are often available for employees, adding RCTC has often promoted within when possible. O’Dea concurred with Supalla’s statement. **Action:** The contract language was followed for the posting and filling of the vacant position in the Dean of Allied Health Office.

**ITEM 1 (Admin) Summer ’05 Schedule** - Supalla announced consideration is being made with the UCR partners on the possibility of four-day work weeks next summer, noting several colleges in the system have or are going to similar schedules. Kiehne questioned if employees’ hours would be reduced. Supalla responded nobody would be forced to reduce hours, but rather work four 10 hour days or make other arrangements. Martin expressed his appreciation for bringing the idea forward early enough to communicate to the public and work out issues with the unions before implementing, acknowledging there is often cost savings with utilities with the four-10 work week plan. Kiehne questioned if any requests for leave savings were denied for this year. Hansmann acknowledged some requests were denied, and noted that if the entire college closed one day a week next summer, then there would be no need for back filling of responsibilities. **Action:** The possible Summer ’05 schedule will be brought back to future meetings for updates.

**ITEM 2 (Admin) Memorandum of Understanding (President’s and Veteran’s Day Holidays) –** Martin shared a few comments/concerns on the draft Memorandum of Understanding for President’s and Veteran’s Day Holidays. Martin requested: Number 1 may be deleted because by contract employees automatically observe the holidays unless they initiate the MOU; Number 2 should reflect the credit to vacation or compensatory is the employee’s choice; Number 3 should have the first sentence reworded to reflect “employees who exercise the option will notify their supervisors” and Number 4 should be reworded to say “This agreement may be terminated by either party with thirty (30) days written notice. In addition, Martin questioned why the employee would have to forward a copy to the Human Resources Department, stating if the employees are working with their supervisors, then the supervisor should have the responsibility to notify the Human Resources Department. Further discussions occurred on the length of the notice. Final consensus was reached to change the wording to 28 days with agreement that exception would be made on a case-by-case basis. Martin also suggested that the President of RCTC be included in the signatures for the MOU. **Action:** Arntson will rework the draft document and forward to Martin by the end of the day.

**ITEM 3 (Admin) Maintenance Survey** – Hansmann announced the supervisors of the Maintenance Department wanted to hear from both students and staff on the services and “curb appeal” of the campus, hence an on-line assessment survey was conducted. Martin concurred the physical appearance of campuses is very important to both students and visitors at a campus. **Action:** Information Only.

**ITEM 4 (Admin) Staffing Update** – Arntson and Supalla provided updates on recent searches and hires throughout the college. They included two general maintenance workers, intermittents for the Maintenance Department, Dean of Allied Health Secretary, student life appointments, academic advisors, Director of Nursing, etc. Lee added two new Vice Presidents will begin on July 1, 2004, and the Dean of Distance Education search continues. Arntson concluded by stating interviews were being held for a clerical position in the Human Resources Office. **Action:** Information Only.

**ITEM 5 (Admin) Winter Break Closing for 2004-05** – Supalla announced a decision has been made to close the buildings (with the exception of the Sports Center) from December 24, 2004 through January 2, 2005. Hansmann plans to share through e-mail and College Crossings the steps needed to obtain a security code for employees wishing to access the campus or their offices. Hansmann announced the need for employees to notify their supervisors early of their intent to work or take leave during the closed period in order to plan work accordingly. Martin agreed employees should have a timeline set to share their intent with the supervisors, suggesting the deadline be after Veteran’s Day in
order to know how many people utilize the MOU. Action: The Winter Break Closing discussion will be placed back on the agenda for the next meeting.

**ITEM 6 (Admin) Fitness Center Fee** – Supalla announced, after further discussions with the faculty and the Wellness Committee Chair, the fitness center fee will be assessed at a $25/semester rate for users. Action: Information Only.

Adjourned at 12:35 pm

| NEXT MEETING: Thursday, August 12, 2004 – 11:00 a.m. – AT109 |