Memorials and Tributes

**RCTC Policies:** It is every RCTC employee's responsibility to familiarize themselves with, and adhere to, state, system, and college policies. All RCTC policies may be accessed through the RCTC website or by going directly to the following website: [http://www.rtc.edu/policies/](http://www.rtc.edu/policies/). To find a policy, type a keyword to search or choose from the list of categories provided.

The website is intended to function as a convenient reference. Although the site is updated regularly, it is impossible to guarantee complete accuracy at all times. In the event of any discrepancy between the policy documents formally approved and the policies listed on this website, the former shall be the governing version.

---

### All-College Staff Development Days

See attached agenda for more information. A more detailed agenda will be available Thursday, August 21 at the Regional Sports Center Performance Court.

---

### Public Affairs Program "Spectrum" to Broadcast

On Monday, August 11 the University Center Rochester partners RCTC, the University of Minnesota Rochester and Winona State University - Rochester Center launched a new public affairs program called "Spectrum". The show will be produced monthly and will broadcast on public access channel 20 on the Charter Communications cable system in Rochester. The show will broadcast daily at 6:30 am, 12:30 pm, 7:00 pm and 10:30 pm.

Spectrum will feature the UCR partners and highlight the spectrum of learning opportunities, the students, faculty staff and alumni, and the exciting events happening on campus. The show will blend news, feature stories, did you know fast facts and other interesting aspects of the campus.

---

### Meeting minutes

Meeting minutes for contractual committees (Academic Affairs and Standards, AFSCME Labor/Management, Faculty Shared Governance Council, and MAPE Meet and Confer) are published in the College Crossings upon official approval by the Chairs. These minutes, as well as all other minutes for all-college committees are also available for viewing on the RCTC Intranet Web Site. Please visit this site on a regular basis to keep abreast of what is happening at RCTC. For your convenience a link with the site will be at the bottom of each weekly Crossings. (See link on left.)
Weekly funny…

"I've got a high-speed, Internet connection. And when I say high-speed, I'm not joking."

GODDARD LIBRARY, LIBRARY TECHNOLOGY CENTER, AND DIGITAL MEDIA CENTER HOURS – August 16-24, 2003

Saturdays and Sundays – CLOSED
Monday-Friday - 8:00 AM-4:00 PM
Hours are Subject to Change

Thank You
My RCTC Family, I am not sure of where I would be without the support and caring thoughts from all of you. I certainly want you to know how much Gary and I again appreciated the generous gift of money. I honestly cannot put into words the gratitude that I am feeling. I am truly overwhelmed!

Patty Stevens

Upward Bound Silent Auction
Upward Bound will once again feature a booth with a silent auction during Fall Fest. All proceeds from this auction benefit the Upward Bound students. As follows is a listing of auction items this year:

1. Autographed picture of Tom Landry
2. Fall Decoration
3. Framed Farm Scene Cross Stitch
4. Family Membership to the Rochester Art Center
5. The Power Principle, Influence with Honor by Blaine Lee, Covey Leadership Center
6. Gift Basket
7. Popcorn and $20 in Chateau Movie Tickets
8. Basket of Halloween Treats
9. Las Vegas Collection: Hard Rock Café Sweatshirt, etc.
10. Bird Lovers Collection

Parking Permits
Just a reminder that permits for parking for the 2003-2004 school year will be available for purchase in the Cashier's office starting Monday, August 18, 2003. We will also have a booth available at the staff development day, August 21, 2003, with the annual drawing (for staff who have purchased their permits then or prior to August 21, 2003) for one Annual and one Fall semester permit free on Thursday, August 21, 2003, noon. Annual Permits can be purchased for $97.00. This permit will be good from August 25, 2003 through August 15, 2004. We encourage all full time staff to complete the form and submit for payroll deduction. Payroll deduction forms are available in the cashier's office. You need to complete a new payroll deduction form each year. Permits should be placed in the lower left hand corner of your windshield. Prices are for one permit, one (only) additional permit can be purchased for the price of $5.00.

Condolences
It is with sorrow that we announce the passing away Joseph A. Michalek (father of RCTC Retiree Joyce Wood.) Joseph A. Michalek was 90 years old, and passed away on Sunday, July 20, 2003. The funeral was held on Friday, July 25, in Binghamton, New York. Condolences are extended to Joyce and family.
For those of you who’ve enjoyed some extended time off this summer, WELCOME BACK! May to August has been busy as good numbers of students enrolled in summer semester, applications and registrations to taxed ISRS, remodeling at Heintz Center continued as the Horticulture Technology project comes to an end, work on a new roof and skylights for the East Building progressed, beautiful flower beds adorned the grounds, and the college took another step on the AQIP accreditation journey as it completed the required Strategy Forum. All this and more…. and the best is yet to come.

The start of another academic year seems like the perfect time to look at concerns affecting higher education. The Association of Governing Boards of Universities and Colleges has published a list of 10 public-policy issues that higher education will need to address in the next two years. The top-ten list, compiled by national higher education and policy experts, includes:

1) Homeland Security  2) Affirmative Action  
3) Deteriorating Fiscal Environment  4) Surging Numbers of Diverse Students  
5) Rapid Tuition Increases  6) Reauthorization of the Higher Education Bill  
7) Federal Tax Policy  8) Assessment and Accountability  
9) Scientific Research  10) Intercollegiate Athletics  

Budget crunches, war in Iraq, homeland security demands, soaring enrollments—a near “perfect storm” of challenges—demand new advocacy efforts.

Campus Compact is a national coalition of more than 900 colleges and universities (RCTC is a member) committed to the civic purposes of higher education. The Compact conducts an annual member survey to track trends in campus-based service. Results show a steady increase in the institutionalization of service learning. Campuses report that 11% of faculty integrate community service with academic study. Thirty-three percent of students on member campuses were involved in service-related initiatives, an increase of 68% over the past two years. Eighty-seven percent of member institutions offered service-learning courses, up from 79% in 2001; 7,600 faculty reported teaching such courses, up from 5,090. Each campus has an average of 30 courses that integrate service and academic learning, compared with 27 courses per campus in 2001. Faculty cite promoting engaged learning, facilitating student learning of course content, and developing critical thinking skills as key incentives for integrating service with academic study. Seventy-five percent of campuses report that administration provides support for community service on their campus. In 2002, 33% of students on member campuses were involved in service projects, up from 28% in 2001. Fifty-nine percent of campuses report an increase in the number of students participating in service learning. What are you doing to incorporate service learning in your courses?

The Community College Survey of Student Engagement has launched a new web site, aimed at promoting public understanding of the work of community colleges, supporting institutional improvement, and advancing public discussion about new ways of defining and examining quality in higher education. The web site, http://www.ccsse.org, is a primary vehicle for reporting survey results and putting them in context. The site provides in-depth information about student engagement and invites visitors to view survey results. Results from the 2002 CCSSE survey confirm a changing profile for the American college students and draw a picture of “going to college” that departs significantly from traditional expectations. Entitled Engaging Community Colleges: A First Look, the report is based on responses elicited from 33,500 students enrolled in community and technical colleges in 22 states (including RCTC). The report provides a first-ever look at educational quality in the open-access, community-based institutions often dubbed “the people’s colleges.” Almost half of the undergraduate students in U.S. public colleges and universities are now enrolled in community colleges. Typically older than the traditional 18-22 year-old college student, most community college students are juggling their college studies with other responsibilities to jobs and families. Over 20% of the students surveyed have children living at home; and even among students taking a full load of classes, 45% work more than 20 hours per week. Most are financially independent of their parents, and 40% of surveyed students report that paying for college is a significant issue for them. Highlights of the 2002 CCSSE survey results:

- Students have varied and multiple educational goals—58% plan to transfer to a four-year university; but nearly as many (54%) say their primary goal is obtaining job-related skills. Eleven percent take classes at more than one institution simultaneously, and 20% have already earned some kind of postsecondary credential.
Despite the challenges they face, community college students express a high degree of satisfaction with their educational experience. Ninety-four percent would recommend their college to a friend or family member, and 86% rate their overall educational experience at college as good or excellent.

73% of students indicate their college encourages them to spend significant amounts of time studying.

49% of respondents indicate that they have often or very often worked harder than they thought they could to meet an instructor’s standards or expectations.

60% report that they have asked questions in class or contributed to class discussions either often or very often.

35% of full-time students report that they have written five or fewer papers or reports during the current year.

Half of students have very often or often worked with other students on projects during class. But less than a quarter have worked with classmates outside of class to prepare class assignments.

Only 17% of students report having often or very often discussed ideas from their readings or classes with instructors outside of class, and 43% have never engaged with faculty in that way.

I will share RCTC survey results in a future Scribblings. In the meantime, I encourage you to check out details of the national survey at the CCSSE Web site.

Did you know…

At the Minnesota Online Council meeting July 17, Judy Gust was elected to be the faulty representative on the Executive Board of the Council for the 2003-04 academic year. Judy will represent both MSCF and IFO faculty on the Council.

Sheriff Steve Borchardt recognized Jean Musgjerd for her service to the Southern Minnesota Canine Search and Rescue team. Jean and her dog log numerous hours of training time in preparation for their service. This summer their training was put to use in a real-life search that assisted the victim’s family and friends.

Congratulations to Rosemary Hicks and the Financial Aid staff who achieved a clean audit. The auditor found RCTC’s administration of the Minnesota State Grant Program to be in compliance and as a result, the college has no requirements or recommendations to implement.

Wrestling USA Magazine named Chuck Siefert “2003 State Man of the Year”! Chuck was recognized for his work bringing the NJCAA National Championships and the Super Duals Clash featuring 20 of the top high school wrestling teams in the nation to Rochester.

The Center for Teaching and Learning funded Coralie Fiegel’s proposal on how eFolio Minnesota could be integrated into a course, program, or project. Coralie’s proposal, one of 20 out of 49 applications selected, will find a way to integrate eFolio into RCTC’s new BTEC 2880 Developing an Electronic Portfolio class.

Michelle McGarry, author of a new book called TRAIN AT HOME TO WORK AT HOME, has highlighted two RCTC programs. Congratulations to Kevin Dobbe and the Web Design and Digital Arts faculty for the recognition these programs received in the book. Judy Harris has already had conversations suggesting the McGarry include other RCTC offerings in the next edition.

Special thanks to Jay Lee who worked to assure that many RCTC programs were listed in District 535’s new “Course-to-Career Resource Guide.” RCTC is the only higher education provider specifically listed in this planning guide.

Governor Pawlenty has appointed former Student Senate President Tyler Despins to the MnSCU Board of Trustees. Tyler, currently an education major at WSU, will assume his two-year appointment beginning with the September Board meeting. Tyler’s step-father was the late Joel Swisher and his mother Barbara serves on the RCTC Foundation Board. Congratulations, Tyler!

There’s a principle in business that… “People do business with people they know. People do business with people who do business with them. People do business with people their friends talk about. People do business with people they read about.” -- Patricia Fripp Does this imply that… “Students do business with colleges they know. Students do business with colleges their friends talk about. Students do business with colleges they read about.”

Thoughts for a New Academic Year…

“After every difficulty, ask yourself two questions: ‘What did I do right?’ and ‘What would I do differently?’”
– Brian Tracy

“Learn how to separate the majors and the minors. A lot of people don’t do well simply because they major in minor things.”
– Jim Rohn

This year is bound to be one of major and minor opportunity. Best wishes for a terrific year!
Acknowledgement of Significant Events

RCTC is a family, and throughout the year significant events occur in the lives of our family members. This may include the birth or adoption of a child, hospitalization of an employee, or a death of a loved one. The Office of the President, in accordance with MnSCU Expense Allowance Policies, wants to acknowledge these events and respectfully requests your assistance.

Understanding the receiving of news or acknowledgments of significant events is a college-wide process, the Office of the President requests employee's receiving information of such events notify Judy Kingsbury either via telephone (x7216) or e-mail (judy.kingsbury@roch.edu), including logistical details (i.e. occasion, hospital, funeral home, etc.). Upon confirmation of the information, appropriate arrangements will be made to acknowledge the event. Thank you for your cooperation.

All-College Committees:
The RCTC All-College Committees are recruiting memberships for the 2003-2004 academic year. Memberships are determined annually and include faculty, staff, and student representatives. Please visit the RCTC Intranet Website at: http://www.adm.roch.edu/rctc/html/all-college_committees.html for more information on each of the committees:

General College Committees:
- Facilities, Grounds, Safety, and Security Committee (although a contractual committee, membership is expanded to include representatives throughout UCR)
- Fiscal Committee
- Employee Relations Committee

Faculty/Academic Committees:
- Assessment/Institutional Effectiveness Committee
- Academic Standards Committee
- Technology/Distance Education Committee
- International Studies/ESL Committee

PARTICIPATION IN ALL-COLLEGE COMMITTEES: Non-faculty members interested in serving on one or more of these committees should contact Judy Kingsbury. Faculty members interested in serving on one or more of these committees should submit their names through either Gregg Wright or Ed Shafer.

Using Your Personal Vehicle for State Business

From Risk Management - Vol. 7 No. 2 Summer 2003: A basic concept of auto insurance is that "coverage follows the vehicle." Therefore, when a state employee uses their own vehicle for state business, their personal liability insurance limits are at risk. In fact, they are primary (first to respond in event of a loss). The state's liability insurance is excess of the employees. With respect to damage to the employee's own vehicle, all losses are solely the employee's responsibility."

- RCTC Business Office (Ruth Siefert)

Admissions and Records Office hours
Effective 8-18-03, the Admissions and Records Office hours will be: Monday through Thursday from 8:00am - 6:00pm and Friday from 8:00am - 4:30pm.
Academic Calendar
Attached to this week’s Crossings is a complete 2003/04 academic calendar. The calendar may also be accessed via the intranet site at: http://www.roch.edu/rctc/intra/html/academic_calendar.html

Birth Announcements
We are delighted to announce the arrival of Nicholas George Casper to the family of Ruth and Jerry Casper. Nicholas arrived on July 23rd at 6:44 pm, weighing in at 9 lbs, 14 oz! Congratulations, Ruth and Jerry!

We are also proud to announce the arrival of twins to the RCTC family. Easton James and Emma Marie were born on Friday, July 25 to Tara and Joel Hammill. Tara is a BTEC adjunct faculty member, and Joel is an RCTC nursing graduate. Easton arrived first, weighing in at 5 lb 14 oz (19 3/4 inches long) and Emma Marie came one minute later weighing in at 5 lbs 11 oz (18 1/4 inches long). Congratulations to the Hammills!

Scheduling Needs
Mona Permann, UCR Scheduler, will be working 11:00am to 7:00pm on Monday and Tuesday, August 25 and 26, and also Tuesday, September 2, and Wednesday, September 3, for your scheduling needs. If anyone has scheduling problems or questions before 11:00am, please contact: Rachelle Splittstoesser at 285-7234, mornings, for assistance.

Thank You
Thank you so much for the bear and balloon upon the arrival of our son, Nicholas. It was the first stuffed animal in his room…maybe he'll keep it there until he's a graduate of RCTC! Thanks again,

Jerry and Ruth Casper

Condolences
Judy Savage's father (Allen Cords) passed away on Monday, June 2, 2003. We apologize for the delay in acknowledging this loss.

It is with deep sorrow that we also announce the passing away of Francis Barnes, father of Pat Wolfgram, on Monday, August 11, 2003.

Our thoughts are with these employees and their families.
Rochester Community and Technical College
Minnesota State College Faculty (MSCF) Faculty Shared Governance Council
Minutes for Wednesday, June 25, 2003 – 2:00 p.m. – AT109

Present: Administration Hansmann, Harris, Supalla
Faculty Guenette, Hill, Israelson, Shafer, Wright (Chair)
Recorder: Kingsbury

ITEM 2 (A) Health Science Project Update – Hansmann and Supalla reported the Health Science Project remains on the MnSCU Capital Bonding Requests for FY04. Supalla also reported the sales tax language change did not get approved during the 2003 Legislative Session, but local legislators will work to change the UCR language in 2004. In the meantime, Hansmann announced the necessary schematic design dollars would be spent from RCTC funds and reimbursed back to the account when the funding is received. Supalla announced eleven firms bid on the schematic design and it has been narrowed down to three who have been invited to present to the Design Selection Board. The award will be made on July 1, 2003. ACTION: Information Only.

ITEM 3 (A) PAC – Supalla requested feedback from the faculty on the President’s Advisory Council proposal shared at the May meeting. ACTION: Faculty will forward feedback directly to Supalla.

ITEM 4 (A) Possession or Carry of Firearm Policy – Supalla and Hansmann announced several questioned arose on posting signs at UCR, however, because UCR is a public institution, the College can not prohibit legally licensed non-faculty, non-staff and non-students from carrying a firearm on campus. ACTION: Information Only.

ITEM 5 (A) AQIP Update – Supalla outlined the priority list for the higher learning commission accreditation as established at a recent strategic planning forum. Supalla encouraged the faculty to visit with the faculty representatives for more information. Shafer questioned if this process would be less costly than the traditional self-study process. Supalla responded cost savings would be difficult to determine until a full cycle is conducted, but based on initial calculations the cost should be comparable if not less. Further discussions were held regarding the need to rectify concerns addressed by the Higher Learning Commission and Minnesota Council for Quality with regard to the aging faculty/staff and diversifying the employee population to meet the diversity of the student population. ACTION: Information Only.

ITEM 6 (A) Student Communication Procedures (1st Reading) – Supalla requested the draft procedures for the Student Communication Policy be reviewed for a first reading. ACTION: Wright will forward feedback directly to Thompson and the item will be brought back in July for a second reading.

ITEM 1 (A) Budget – Hansmann walked through the budget attachments, noting the information is also available on the MnSCU website. Supalla complimented the student representatives on their testimonials at the MnSCU budget hearing meeting. Shafer questioned why summer counselor reduction was listed under administrative reductions. Harris responded any area/department that is non-instruction is listed under administrative. Shafer also questioned the rationale for carrying forward the PEPSI funds. Harris responded the funds were being carry forwarded because of the uncertainty of the FY05 budget. Supalla announced the RCTC Leadership Council would hold a final budget retreat on July 15, and the final budget would be brought back to Faculty Shared Governance Council for discussion. ACTION: Results of the July 15th RCTC Leadership Council Budget Retreat will be shared at the next Faculty Shared Governance Council meeting.

Adjourned at 2:35 p.m.

Next Meeting: July 22, 2003 – 8:00 a.m. – AT109
Rochester Community and Technical College
Minnesota State College Faculty (MSCF) Faculty Shared Governance Council
Minutes for Tuesday, July 22, 2003 – 8:00 a.m. –AT109

Present: Administration Hansmann, Harris, Supalla, Thompson
Faculty Israelson, Shafer, Wright (Chair)
Recorder: Kingsbury

ITEM 1 (F) and ITEM 1 (A) Budget Update – Supalla announced the RCTC Leadership Council met to finalize the gap solution for FY04. Hansmann distributed a handout outlining the savings generation. Supalla questioned if it was necessary to call a meeting of the Fiscal Committee prior to the beginning of Fall Semester. Wright and Shafer agreed the Fiscal Committee could meet after classes resume. ACTION: Hansmann and Harris will notify the appropriate individuals overseeing cost centers that the budget is finalized.

ITEM 2 (F) POPs for Summer – Shafer announced two faculty shared concerns about receiving placement on payrolls after the summer session began. ACTION: Harris will visit with Arntson about the delays in placement on payrolls and respond back to Shafer via e-mail.

ITEM 2 (A) PAC – Supalla requested faculty feedback on the President’s Advisory Council proposal. ACTION: Faculty will respond to the PAC proposal at the next meeting.

ITEM 3 (A) Student Communication Procedures (2nd Reading) – Supalla requested faculty feedback on the Student Communication Procedures. Wright and Shafer supported implementation for Fall Semester 2003. ACTION: Student Communication Procedures are approved with implementation Fall Semester 2003.

ITEM 4 (A) Staffing – Harris announced a recent retirement in the Licensed Practical Nursing program, and requested support to offer the newly vacant position to one of the two finalized interviewed during the recent LPN search. Shafer supported Harris’ request. ACTION: Harris will offer the vacant LPN faculty position to one of the two finalists from the earlier search.

ITEM 5 (A) Laptop College – Supalla announced discussions have occurred with Winona State University on the possible implementation of a laptop college at RCTC, noting any implementation would be several years away. Shafer suggested a staff development session be organized to visit with WSU representatives on the positive and negative aspects of a laptop environment. ACTION: Information Only.

ITEM 6 (A) UCR Campus Closing During Holiday Break – Supalla announced serious consideration is being given to the possibility of closing the UCR Campus (Main and Heintz) from December 24, 2003 through January 4, 2004. Employees affected by the closing would be given the option of using vacation, compensation earnings, voluntary reduction in hours, etc., during the closing. Supalla added, however, that the Sports Center would not be closed because of the community events already scheduled in the facility during the winter break. Should a decision be made to close the campus, Supalla requested the faculty be encouraged to appropriately plan for the spring semester preparation work to ensure clerical support (typing and duplicating) could be completed in time for classes. ACTION: Information Only.

ITEM 7 (A) Fees – Hansmann announced several fees were recently approved by the MnSCU Board of Trustees, including a 25-cent per credit parking fee (equating to a $7.50 annual increase per full-time employee); a late fee, and a payment plan fee. Hansmann also announced consideration is being given to charging a fitness center fee to be collected from those employees and students that utilize the Fitness Center at the Sports Center. Any funds generated from a fitness center fee would be used to replace equipment and provide extended staffing. ACTION: Information Only.
ITEM 8 (A) Learning Grant – Harris announced that Jim Stegge will be provided release time to work with faculty on issues surrounding training and development, while Kathleen Dahl will continue to lead the Center for Teaching and Learning program. ACTION: Information Only.

Adjourned at 8:33 a.m.

Next Meeting: August 26, 2003 – 2:00 p.m. – AT109
Rochester Community and Technical College
Administration and MAPE Meet and Confer
Minutes for Tuesday, July 22, 2003 – 11:30 a.m. – AT109

Present: Administration Arntson, Gilsrud, Hansmann, Supalla, Thompson
MAPE Charon, Dougherty, T. Kromminga, Krusmark, Rogne, Soukup
Chair: Krusmark
Recorder: Kingsbury

ITEM 1 (M) Seniority Roster – Krusmark indicated the seniority roster has not been updated in several years. Arntson confirmed, by contract, the seniority roster is to be updated twice a year (November and May). Action: Arntson will update the seniority roster within the next month.

ITEM 2 (M) Timebooks/Leave Slips and ITEM 2 (A) Electronic Timesheets – Krusmark questioned the rationale for the new leave slip process. Arntson responded the electronic timesheet process would eliminate the purchasing of time books, which will generate both a cost and time savings. The Department of Finance is also investigating the possibility of electronic timesheets, with statewide implementation within the year. Arntson also announced the new process for the submission of leave slips was implemented for timesavings and accuracy. Arntson will be meeting with state auditors in the next couple of weeks to confirm the necessity for leave slips on file and for signatures on timesheets. Action: MAPE supports the implementation of electronic timesheets. Arntson will report back her findings with regard to electronic timesheet signatures and leave slip submissions.

ITEM 3 (M) Performance Evaluation and ITEM 3 (A) On-Line Evaluations – Krusmark questioned who selects the evaluators in the on-line evaluation process. Arntson responded both the supervisor and the employee mutually agree upon the evaluators. Charon question if an evaluator could respond more than once to a survey, and Arntson confirmed the program only allows one submission per respondent and the responds are confidential and anonymous. Supalla announced AFSCME has agreed to a pilot on-line evaluation with a minimum of 10% participation. Krusmark announced MAPE supports full implementation of the process for their members. Action: Arntson will implement the on-line evaluation for all MAPE employees.

ITEM 4 (M) Supervisor Duties – Krusmark announced complaints have been raised in the Media Services/ITV department with regard to the assigning of tasks during an absence of an employee, specifically noting the current process requires an employee to find their own back-up coverage in their absence. Krusmark added this procedure is very difficult when the other employees are already assigned jobs for other events. Supalla was not aware of the scheduling problems and requested an opportunity to review the issue more carefully before responding. Hansmann responded if the overload work was generate from special off-campus events, then the College has the option to hire out the work and bill back to the renting organization. Action: Supalla will review the situation and respond back to Krusmark.

ITEM 5 (M) December Campus Closing – Krusmark questioned the status of the possible closing of UCR during the holiday break. Supalla confirmed serious consideration is being made to the closing of UCR from December 24, 2003 through January 4, 2004, which actually equates to six workdays. Supalla noted affected employees would have four options should a closing occur (vacation, comp time use, floating holiday, or voluntary reduction in hours). Charon questioned what options an employee on probation would be able to use. Arntson responded the contract remains in affect, however recent legislation does allow provisions for unpaid leave before and after a holiday, as well as employee/employer retirement contributions for those employees in their high five years of service. Hansmann and Arntson reiterated that voluntary reduction in hours is at an employee’s discretion. Supalla added, although RCTC is one of the most efficient colleges in MnSCU, increased enrollments accompanied with the Governor’s unallotment and Legislation budget reductions is requiring RCTC to not operate under “business as usual.” Action: A final decision on a closing of the campus over the holiday break will be made in the next couple of weeks. A meeting will be scheduled with MAPE to work out issues that may arise from a closing.
ITEM 6 (M) Layoffs – Krusmark questioned if layoffs would occur with the budget situation. Supalla responded no layoffs resulting from budget reductions were being considered at this time. However, if enrollment projections aren’t met or contract settlements are costly, layoffs may have to be considered. Action: Information Only.

ITEM 1 (A) Budget – Hansmann outlined highlights of the budget handouts distributed with the agenda. Supalla indicated one visible side of the administrative reduction in hours will be seen with no administrative weekend and evening coverage for the next year. Action: Information Only.

ITEM 4 (A) PAC Proposal – Supalla shared a proposal to create a President’s Advisory Council, with the intent to use the council as another avenue of communication with major constituency groups on campus. Action: MAPE will take the PAC proposal under consideration and if accepting of the proposal, forward the name of a MAPE representative to Supalla.

ITEM 5 (A) Possession or Carry of Firearm Policy – Supalla announced the Possession or Carry of Firearm policy has been approved by MnSCU. The University of Minnesota’s announcement that they are exempt from the state law may be challenged in court. Hansmann stressed employees are not expected to confront individuals, but rather contact the Security Officer, or call 911. Supalla announced training would be conducted during the August Staff Development Day, with additional training being planned for those individuals that may be more apt to have contact with individuals (maintenance, security, etc.). Rogne suggested signs be posted to make students aware that the new law does not allow students and employees to carry or possess firearms on campus. Although it is every employee/student’s responsibility to be aware of RCTC/MnSCU Policies, the possibility of a misunderstanding due to the change in state law may constitute special promotion of the firearm policy. Krusmark suggested information be made available through the TV monitors throughout the campus. Hansmann announced that the Floor Wardens (under the Critical Incident Response Plan) will not be associated with the firearm policy, but are only solicited for the assistance of evacuating people during an emergency situation. ACTION: A notice will be placed on the TV monitors reiterating the MnSCU policy on firearms on campus.

ITEM 6 (A) AQIP Update – Supalla outlined the priority list for The Higher Learning Commission accreditation as established at a recent strategic planning forum. Supalla announced that an annual report is required on the progress in each area and as one priority is completed, a new priority will be added. The on-site accreditation visits will be held to focus on the priorities and will not be a full self-study and on-site visit, as has been the practice in the past. ACTION: Information Only.

ITEM 7 (A) Draft Student Communication Procedures – Supalla announced electronic communication would be an official means of student communication on campus. Thompson added students will have a responsibility to manage their college accounts and only certain key generic information will be distributed to the students through this account. Thompson also noted the advantage of this new form of communication will be the timeliness of sending out notifications, but traditional communication will still remain in affect for issues relating to suspensions, disciplinary actions, overdue account balances, etc. ACTION: For Information.

ITEM 7 (A) Fees – Hansmann announced several fees were recently approved by the MnSCU Board of Trustees, including a 25-cent per credit parking fee (equating to a $7.50 annual increase per full-time employee); a late fee, and a payment plan fee. Rogne questioned if a late fee would be charged to students with a third party payment. Hansmann responded students have a responsibility to inform the Cashier’s Office if there is a third party payee, and those approved will not be assessed the late fee. Rogne announced that agencies have not yet been informed of the tuition rates, and Supalla responded the tuition information would be forwarded to Workforce Development, Inc. Hansmann also announced consideration is being given to charging a fitness center fee to be collected from those employees and students that utilize the Fitness Center at the Sports Center. Any funds generated from a fitness center fee would be used to replace equipment and provide extended staffing. Charon questioned if specific hours of use may be designated for employees. ACTION: Hansmann will forward tuition charges to the Workforce Development Inc. Thompson will consider the possibility of designating specific hours of use for the fitness center for employees only.
ITEM 8 (A) Future Meetings – Kromminga suggested future meetings be held every six month, with the exception of special needs (i.e. closing of campus issues). **ACTION:** Krusmark will work with the Office of the President to establish future meeting dates/times.

Adjourned at 12:54 p.m.

Next Meeting: To Be Announced