Inside this Issue
Parking Permits – Pg 2
Student Life Events – Pg 4
Up To Speed – Pgs 5-6

Event Schedule – see web
http://www.roch.edu/rctc/about/html/weeklyschedule.htm

Attachments
- Staff Development
- Student Life Events
- CTL
- Honors
- Service Learning
- Writing Center

ENJOY THE SUMMER!

All-College Staff Development Days
See attached agenda for more information. A more detailed agenda will be available to pick up on Thursday morning at Heintz Center.

Acknowledgement of special occasions
Throughout the year significant events occur in the lives of our employees. This may include the birth or adoption of a baby, hospitalization of an employee, or a death of a loved one. The Office of the President, in accordance with the MnSCU Expense Allowance Policy, want to acknowledge these events and respectfully requests your assistance.

Understanding the receiving of news or acknowledgments of special occasions is a college-wide process, the Office of the President requests employee’s receiving information of such events notify Judy Kingsbury either via telephone (extension 7216) 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.

Recipients for vacation donation program
Listed below is the new individual who has been approved as a recipient for the vacation donation to the sick leave account program. This individual may have already or will be exhausting all paid leave time and will be losing health insurance coverages. State employees may donate up to 12 hours (per recipient) per fiscal year to one of this individual or any other recipients on the sick leave account. More details regarding this individual and forms to donate leave are available from the human resources office.

Bruce MacKenzie - St Cloud State University

COMING THIS FALL!
“That 70’s Room”
Grand Opening Celebration in September
Get out that leisure suit and those 70’s tunes.
Watch for the events to follow.
Parking permits
Annual and Fall Semester Parking Permits are now available for purchase in the Cashier's Office (Room: SS124). Employees may also send their checks, made payable to Rochester Community and Technical College, to the Cashier's Office, Attention: Ellen Browning, and the permit will be forwarded to the employee via intercampus mail. These permits must be displayed in your vehicles by September 3. The first 150 employees purchasing their permits will receive a prize from the Business Office!

The parking rates for 2002-2003 are calculated at $2.50/credit. Rates for full-time employees equate to:

Fall Semester= $37.50
Spring Semester = $37.50
Summer Session = $25.00

Full-time employees may purchase an Annual Permit at $90.00, thus saving $10.00. Full-Time employees are also encouraged to utilize payroll deduction. Payroll deduction forms must be submitted to the Human Resources Office by 4:00pm on September 6. (payroll forms are available from the Cashier’s Office)

Permits for part-time employees are calculated by the number of hours worked per week for staff and the number of credits teaching per semester for instructors. (i.e. An employee working 30 hours per week would be assessed $28.13/semester; an instructor teaching 6 credits would be assessed $15.00/semester.) If you need assistance in calculating your parking permit rates, please contact Ellen Browning (Cashier's Office) at extension 7311. another mutually agreed day/time by the members.

Congratulations!
We are delighted to announce the arrival of Mark Russell to the family of Marty and Ann Leonard. Mark was July 22 at 1:42 p.m. and weighed in at 8 lbs. 15 oz.

Condolences
Bill Knutson's sister (LaVonne I. Bolster) passed away on Sunday, August 4, 2002, of natural causes. She was 59 years of age. Our thoughts go out to Bill and his family during this loss.

Condolences also to Linda Kline whose granddaughter, Mikenda Rose Janvrin (daughter of Mike and Brenda Janvrin) passed away recently. Mikenda was born on Friday, July 26.
Supalla’s Scribblings
For those staff that have enjoy some time off this summer…WELCOME BACK! Those of us that have spent most of the past three months on campus are looking forward to seeing you and the new players who are joining the RCTC team. New staff orientation days are scheduled for August 20 and 21 and the pre-college staff development days for all employees are scheduled for August 22 and 23. Some very educational, interesting and fun-filled activities have been planned. I’ll see you there!

MnSCU at a Glance
- Serve over 125,000 FYE (165,000 headcount) students in credit courses annually
- Serve over 240,000 students in non-credit instruction and continuing education courses
- Provide services to over 6,900 Minnesota employers through contract training
- Graduate 27,000 students annually
- Offer 3,500 degree programs at 27 colleges and 7 universities located on 53 campuses in 46 communities
- Produce the largest share of the state’s new teachers, accountants, police officers, nurses, computer professionals, firefighters, technicians, trades people and others from a broad range of disciplines
- State appropriations comprise 49% of the system’s total revenue with other major funding sources coming from tuition, fees, and federal and state grants
- Ninety percent of the state appropriation is allocated directly to the 34 colleges and universities
- All tuition and fee revenue generated by the colleges and universities remain with the institution that generated them
- Compensation accounts for more than two-thirds of the MnSCU total expenditure
- Faculty comprise slightly less than half of the 10,377 MnSCU FTE employees, 42% are staff and professional employees, and 11% are administrative

Did you know?
- Fall semester enrollments, trending above last year numbers all summer, have slipped a bit in the last week and it now appears we could start the year with enrollments very consistent with FY02 numbers. Application, assessment testing, and registration activity has been hectic the last few days which might still push FY03 numbers ahead of last year. Stay tuned!
- MnSCU’s Academic Program Review and Approval staff recommends the Office of the Chancellor approve RCTC’s request to offer a new AAS Cardiovascular Invasive Specialist. The 67-credit program is designed to prepare the graduate to work under the supervision of physicians to assist with and perform diagnostic and therapeutic invasive cardiology procedures such as balloon angiography, angioplasty, or cardiac catheterization. The program is a collaborative program between RCTC and Mayo Clinic School of Health Sciences.
- The Higher Education Services Office, which administers Minnesota’s student financial aid programs, missed financial projections and has found itself in dire financial condition. Legislation forces HESO to make the distribution of state grants a priority so this year there will be no Minnesota work study funding, no Alliss Grants for fall semester, and very limited child care grant funding. Preliminary reports indicated this would reduce state financial assistance to RCTC students by more than $230,000. Because students need the financial help and RCTC needs the work study assistance, we have joined many other MnSCU institutions and transferred $100,000 from the general operating budget to the institutional student help account. In an effort to more effectively use our student help funds, this year Rosemary Hicks will be responsible for the coordination of both work study and institutional student help assignments.
- The Bush Foundation has awarded MnSCU a three-year, $1.6 million grant to fund an innovative faculty development initiative called From Learning by Doing to Learning that Lasts. The project will increase students’ active learning experiences as it establishes new structures for faculty development and campus-based peer support of faculty. The Learning that Lasts project will expand MnSCU’s Learning by Doing program and will encourage long-lasting change at the institutional level, focusing faculty, staff, and students on the goals of learning – learning that students can demonstrate in their coursework and in their work lives. The project will improve teaching and learning and will foster a common, learner-centered culture.
- MnSCU launched “Minnesota’s Electronic Portfolio” at http://www.efoliomn.com These electronic portfolios are for anyone, child or adult, who is a Minnesota resident. E-folio is a place on the Internet where you can store and showcase your documents, pictures, audio files, and other items related to career or school. Check it out…it’s very user-friendly!
The Relay for Life cancer fundraiser held on campus this summer exceeded its target and raised more than $124,000 for cancer research. Many thanks to Carol Naatz and Ruth Seifert who serve on the Relay’s Planning Committee and to the many staff who worked to make the event a terrific success. We’re planning to do it again in the Summer of ’03.

The Good Samaritan Dental Clinic, which will provide basic dental services, such as fillings and tooth extractions, is expected to open on September 18. The clinic is a large-scale collaboration of Rochester organizations and individuals, including RCTC. Dental professionals volunteering their time will treat patients who have low incomes or are on Medical Assistance or MinnesotaCare. Anne Niccolai and Nirmala Kotagal have been very involved in the project and would be happy to share more information about this much needed new service.

MnSCU has determined that the UCR Campus, managed by RCTC, has a total official acreage of 481 acres. Only two other institutions manage more acreage…St. Cloud State University (919.7 acres) and Central Lakes College (721.9). Our grounds crew…Craig Knox, Ken Hackenmiller and Jim Schunke…maintains 182 of our acres. This summer they have initiated a long-term campus beautification plan. Thanks guys!

Pam Wheelock, Commissioner of the Minnesota Department of Finance, recently sent a memo to all state agency heads regarding preparation of the next biennial budget. MnSCU has not determined how it will react to the budget-building directive. In part she wrote…

The outlook for preparing the next budget is not encouraging. The backdrop for preparing the FY04-05 budget is a projected $1.6 to $2.7 billion shortfall for the states general fund. Preliminary data for fiscal 2002 year-end revenues through June 30 were $212 million below end-of-session estimates, indicating that potential problems for the current biennium might not be over. Finally, the gubernatorial and legislative elections now assure that a transition in administration will be a certainty. These circumstances call for a different approach to developing the upcoming biennial budget. Agencies must begin by preparing a ten-percent reduction from current spending levels. Cuts totaling at least ten percent of the total agency expenditures must be submitted. In addition to the ten-percent reduction, agencies must plan to absorb potential labor contract increases and other inflationary pressures with their budget. The financial outlook clearly suggests that agencies should not be spending time developing new initiatives.

“Quote for the week (from John McKay)…”

“I am a big believer in the ‘mirror test’. All that matters is if you can look in the mirror and honestly tell the person you see there, that you’ve done your best.”

Did you pass the mirror test? I look forward to visiting with you during orientation and workshop days? Don

---

**Upcoming Student Life events**

**Freshman Orientation:** Friday, August 23, 9 am – 2:30 pm, Theatre. The Student Leaders will be presenting the Freshman Orientation Day Program.

**Freshman Jamboree:** Saturday, August 24, 8 am – 8 pm, Cedar Lake Day Resort. The Student Leaders and freshman will enjoy a day away from campus, having fun and making new friends.

**Brian Brushwood, Entertainer, Bizarre Magic!:** Tues., Aug. 27, 11:30-1 pm, South Room

**Fall Fest:** Wed., August 28, 10-1pm - Outside Atrium
Dunk Tank, Walk Around Performer
Tarot Cards, Music on Wheels
Body Painting, Bunge Run and other attractions
FREE PICNIC LUNCH & MORE!

For more upcoming student life events, see attachment to this week’s Crossings.
Up to Speed
What a great year we are going to have! More parking spaces. Exiting new faculty and staff. Re-energized returning faculty and staff. Beautiful ground. Eager students.…

We have much to talk about. Most urgent for faculty is the completion of course syllabi. In order to keep us all on the same track, I want to review some spring/summer changes that impact faculty plans for fall. The first changes result from an agreement last spring between administration and faculty regarding the calendar. Because the contract was not settled, each college was charged with reaching agreement about the 2002-03 academic calendar. We did. Here is a review of the results:

Length of Semester:  
- Fall semester: 78 teaching days
- Spring semester: 78 teaching days

Last year we had five more teaching days. Please be aware of this change.

Final exams: Because of this change in the number of teaching days, we all agreed that we would no longer cancel classes for final exams. Faculty will hold classes until the last day of the semester (fall: Dec. 20th; spring: May 13th). If you wish to administer a final exam, you may do so during your regularly scheduled class time during the last day (or days if you need more than your regularly scheduled class time). Teaching days, then, go right up to the last day of the semester. Exceptions to classes meeting other then scheduled times occur 1) with the written approval of the VP of Academic Affairs or 2) upon completion of the appropriate HR leave form if you will be away from the college.

Duty Days: Part of this agreement also includes two types of duty days.
- Faculty Duty Days: The agreement includes nine paid faculty days to be used for faculty development and college work that an individual faculty member determines. These nine days are in addition to the 78 assigned teaching days. Unlike past years, faculty are not required to submit forms indicating what their faculty duty day activities.
- Administrative Duty Days: A second kind of duty day is assigned by administration. This year we will have six duty days including the November 12th Career Day. Faculty are required to participate in administrative duty day activities. Administrative Duty Days are: August 22 and 23, Nov. 12, Feb. 18, March 7, and May 14th.
- Adjunct and Part-time faculty: Please note that part-time faculty teaching five credits or more are expected to participate in administrative duty days in proportion to their assignment. Adjunct faculty, those teaching less than five credits, are welcome and encouraged to participate.

Revised Board Syllabi Policy: Board Policy for Minnesota State Colleges and Universities has clarified some issues surrounding syllabi. It has always been a Board requirement that faculty provide students with a syllabus the first week of classes. The change is that faculty must also provide the administration with a copy of their syllabi. At RCTC, we begin that process last year. We will continue the same procedure this year. Please submit a copy of a syllabus for each class that you teach this fall by Sept. 15, 2002 to my office. Electronic versions of the syllabus are encouraged.

Finally, despite continuing budget reductions, we have finalized a budget. To create that budget for Academic Affairs, the Academic Leadership Team (Barb Mollberg, Ellen Nelson, Nirmala Kotagal, and Jay Lee and I) read all of the continuous improvement plans that you submitted. We did our best to match them with RCTC, Office of the Chancellor, and MnSCU Board goals. From these, we identified priorities and were able to fund several. As a result, opportunities for faculty reassigned time are now possible. Additional Academic Affairs initiatives will be shared on August 22nd. Four opportunities and their descriptions are attached. They include reassigned time as CTL.
Coordinators (2), Service Learning Coordinator, Writing Center Coordinator, and Honors Coordinator. In order to make these available to everyone rather than some of you who may or may not have seen the opportunity over the summer, I am posting them now. Work will begin in September—reassigned time will be included in work loads for spring semester. I will ask our Division Coordinators and Program Leaders for volunteers to help the Deans and me recommend appointments to these positions. I hope that you will find these possibilities for increasing faculty leadership and faculty involvement exciting. I encourage you to read the position descriptions and apply.

Welcome back. It’s going to be a great year.

Judy Harris

---

| Center for Teaching and Learning Faculty Position: Opportunity for Application |
| Application deadline: September 3, 2002 |
| **Honors Coordinator: Opportunity for application** |
| Application due date: Sept. 3, 2002 |
| Position Announcement Sept. 6, 2002 |
| **RCTC Service Learning Coordinator: Opportunity for Application:** |
| Application Deadline: Sept. 3, 2002 |
| **Writing Center Coordinator Position: Opportunity for Application** |
| Application deadline: Sept. 3, 2002 |
| Application announcement: Sept. 6, 2002 |

See attachments for more details.
ITEM 1 (A) FY03 Budget Update – Hansmann reminded everyone the FY03 budgets were being reviewed and funded based on the continuous improvement process, adding the proposals were being reviewed by the Leadership Council during Strategic Planning Sessions. Hansmann also announced the Fiscal Committee plans to meet on a monthly basis beginning in August. Hansmann is encouraging volunteers from throughout the college to participate in the Committee, thus ensuring a broad based membership. ACTION: Information Only.

ITEM 2 (A) Repair and Replacement Update – Hansmann announced new furniture was being purchased for Room EA102, 103, 265, SH105, and 107 from TelePro funds, hence those existing tables/chairs will be available for those classrooms previously designated with high priority needs. Hansmann also announced chairs in the Singley and Memorial Hall lecture rooms have been replaced (moving front row to gap areas). ACTION: Harris will confirm the Singley Hall lecture rooms have a minimum seating for 96. Faculty will share any other repair and betterment proposals with Hansmann.

ITEM 3 (A) Pouring Contract Update – Hansmann announced the College has signed a letter of intent to negotiate with Pepsi Cola for an exclusive pouring contract, and meetings are also being held to renegotiate the Services for the Blind contract. Shafer questioned if the pouring contract would include funds for the general account. Hansmann preferred not to go into details until the negotiations were completed, but was confident there would be funds available for the general account. Hansmann also announced the number of vending machines would increase on campus (from 29 to 62), but all machines would dispense bottled beverages at a cost of $1.25/bottle (similar to vending machines at other MnSCU campuses.) ACTION: Information Only.

ITEM 4 (A) Contract Renewals – Hansmann announced the University of Minnesota Rochester contracts (Library, AV, etc.) have been renewed as status quo. Hansmann added WSU-RC students wish to utilize the sports center, hence discussions continue to determine adequate student fee charges for those students. Supalla noted the WSU-RC student fee was also an issue addressed during a recent Student Life Audit. ACTION: Information Only.

ITEM 5 (A) Facility Report (Space Use) – Supalla, Harris, and Hansmann provided an update on available space, noting the former fitness center would be converted to a student lounge with the theme of “That 70s Room,” utilizing outdated furniture found around the campus. Taher has requested the use of the “Out of the Way Café” to provide sandwiches, soup, and salads beginning Fall Semester. Adequate facilities have not yet been determined for a relocation of the ECHO Office. Harris announced a proposal was also being considered to start-up a “Writing Center,” (with release time assigned to a faculty member) which is a proposal that aligns with the College’s continuous improvement plans. Supalla stated the vacating of District 535 from the Heintz Center would generate at least five additional classrooms. Shafer suggested consideration be made to utilize the five classrooms for a “college within a college” program on campus, noting it could generate positive results for both students and the college. Hansmann provided an update on the parking lot improvements. In order to obtain the increase in faculty/staff stalls, the plan splits the East Parking Lot north and south with a concrete barrier (student lot on the west with metered and guest parking and faculty/staff on the east). The permit for constructing a 300-stall temporary lot near the Sports Center is being processed. Wright shared positive comments with the Administration on the beautification of the campus grounds this summer, and requested those comments be shared with the Grounds Crew on campus. ACTION: Administration will take into consideration the “College Within a College” proposal.
ITEM 6 (A) Staffing Update – Supalla distributed updates of the search processes noting the ESL finalist has declined the position and the other semi-finalist will be reconsidered for the position. Supalla requested Faculty contact Sheehan if they have any questions regarding the staffing update. ACTION: Information Only.

ITEM 7 (A) Student Excused Absence Policy (4th Reading) – Hill and Shafer announced the faculty had no concerns with the latest Student Excused Absence Policy. ACTION: Administration approved the final draft of the Student Excused Absence Policy with an implementation of Fall Semester 2002.

ITEM 1 (F) TeachNet – Hill questioned if the TeachNet facilities would be available during evening hours. Harris responded the ultimate goal is to have it open during the same hours as the Library, but staffing has been an issue this summer. Harris also noted arrangements would be made to accommodate faculty with special projects. Supalla announced the UCR Associate Provost for Information Technology and Distance Learning position has been eliminated, and the employee (Michael McKee) has since been hired exclusively by UMR as a Program Director of Special Projects. Some of the UCR funds previously used for the Associate Provost position will be utilized to hire technical/developer positions. ACTION: Information Only.

ITEM 2 (F) Fitness Center – Hill questioned if the faculty/staff locker room facilities were available to all faculty/staff or just those faculty under the physical education department, noting there was a recent conflict when a non-physical education faculty member tried to use the facilities. Hill also questioned if the fitness center would be available during the evening hours. Supalla thought the faculty/staff locker rooms were available for all employees. Supalla questioned what the faculty position was on the issue. Shafer responded his position would be for equality, and all faculty should be treated equally throughout the college. Due to the lack of workstudy help, Thompson was not aware of the evening schedule for the fitness center, but would investigate. Hansmann announce that when the Sports Center is being used for community events, faculty/staff may be required to show an employee ID or pay admission to access the building. ACTION: Supalla will investigate the faculty/staff locker room usage policy and Thompson will investigate the hours for the fitness center during the academic year. Both issues will be reported back to the faculty.

ITEM 8 (A) Community College Survey on Student Engagement and ITEM 9 (A) Student/Staff Survey Preliminary Report – Supalla distributed copies of the preliminary results of the Community College Survey on Student Engagement and Student/Staff Survey. More detailed results of the survey will be shared at the August Staff Development Days. ACTION: Information Only.

ITEM 10 (A) Staff Development Days – Supalla distributed a tentative agenda for the August Staff Development Days. ACTION: Information Only.

ITEM 11 (A) On-line Course Tally Max – Harris requested some feedback from the faculty on the tally max calculation for on-line courses, noting equality and budgets are an issue, but adding she understood some on-line courses can’t manage the same tally max as classroom courses. ACTION: Faculty will respond back at the next meeting. Harris will also forward the on-line course tally max issue to the Distance Education/Technology Committee for consideration.
ITEM 3 (F) Summer Teaching Load Equity – Shafer requested a report of the summer school enrollment, and requested consideration be made when developing future summer class schedules to ensure fairness for all faculty when determining which courses are offered and how the courses are set-up. ACTION: Harris will forward a report to Shafer for review. The item will be brought back to the next meeting for further discussion.

ITEM 12 (A) Next Meeting – Supalla questioned if the next meeting will return to the regular schedule.  ACTION: The meetings will return to the 4th Tuesday of each month from 2:00 p.m. – 4:00 p.m.

Adjourned at 8:55 a.m.

Next Meeting:
August 27, 2002 – 2:00 p.m. – Presidents’ Room