Mailroom Updates
Starting Monday, August 25th, we will once again do a Heintz mail pickup at 10:00 am and 2:00 pm.

Also, the Post Office has chosen to change our mail pickup time on the boxes in front of the Atrium. This has been changed to 3:40. Please have absolutely all mail to me by three so I have time to run the mail through the machines. Any mail after this will go the next morning.

Just a reminder that Fed Ex mailing needs to be to me by three o'clock.

Food Service Hours
YellowJacket Café (UCR Main – College Center Building)
7:30 am to 1:30 pm

Cafe Express (UCR Main – Rockenbach Gym Lobby)
8:30 am to 6:15 pm

Heintz Center Café (UCR - Heintz Center)
7:45 am to 1:00 pm

The Express Café has new extended hours as you will note above! They are now offering Espressos, Lattes, Cappuccinos and Mochas, fresh baked cinnamon rolls, pecan caramel rolls, muffins, bagels and Fresh Fruit.

You’re Invited!
Student Support Services
“Welcome Back” Open House
Wednesday, Sept. 3, 2003 from 11:30am to 1:00pm in SS160

The SSSP staff invites you to kick off the school year with treats and to say “hello” to new and returning students.

Janell • Sara • Sharon • Jennifer
Carrie • Deb • Teresa
**Weekly Funny**

"You once said you wish you lived on a lake so you could do more fishing. I solved that problem. However, your water bill might be a little higher this month."

**RCTC Recognition**

Attached to this week’s Crossings is a list of the staff recognition that was awarded on Staff Development Day.

**Thank You Cards**

Thank you so much to all my co-workers and friends for your kind words, wishes, cards, gifts, etc. in response to my retirement. I must admit that while I won’t miss the many years of increasing daily stress that came with the combined growth of RCTC, I will greatly miss the camaraderie and friendships that also came with that growth. A special thanks to Sue and Dori for the beautiful reception they organized for me. It was obvious that a lot of effort, time and planning went into what was a lovely party. I wish all the best to RCTC and Choices in these troubled economic times and will keep in touch.

Sherry Lecy

RCTC Administration, Faculty and Staff: Thank you for the balloons and cute bears for Easton and Emma. The twins have been a wonderful addition to our family. Thanks again!

Tara, Joel, Easton and Emma Hammill

**Campus office hours**

**August 25-December 19**

**Duplicating**

Monday 7:30am - 6:30 pm  
Tuesday 7:30am - 6:30 pm  
Wednesday 7:30am - 6:30 pm  
Thursday 7:30am - 6:30 pm  
Friday 7:30am - 4:00 pm  
Saturday 8:00am - 11:00am

**Goddard Library, Library Technology Center and Digital Media Center**

Monday-Thursday 7:30 am – 10:00 pm  
Friday 7:30 am – 4:30 pm  
Saturday 9:00 am – 5:00 pm  
Sunday 1:00 pm – 5:00 pm*

*Digital Media Center CLOSED

(Hours are Subject to Change)

**Information Meeting on Campus**

Earn a K-8 Teacher License with three face to face meetings per year. Informational meeting at Rochester Community and Technical College, 851 30th Ave. SE, Rochester, MN on November 25th at 6:00 p.m. in Room AT103.

Call Audrey Lidke (285-7469) for information and reservations.

**Features of the program include:**

* student-selected teacher-mentors who work exclusively-in real classroom settings-with one student in the program.
* on-line learning using WebCT, Bemidji State University's instructional management system.
Supalla’s Scribblings
Welcome back! Although it’s too early to tell exactly what fall semester enrollments will be, it’s certain that enrollments will be at an all time high. When the final numbers are in, we anticipate a 7-9 percent enrollment increase. The large enrollment increase, coupled with decreased state funding, will definitely make for a challenging year. All areas of the college will experience reductions. Instructional reductions include less special assignment and release time, limited summer library hours, and fewer department chair summer days. Administrative reductions include administrator and classified staff unpaid leave, fewer professional development dollars, reduced contribution to the Student Life budget, fewer counselor summer days, elimination of the Bee Line Shuttle, Business Office reorganization, elimination of overtime and intermittent help, and not filling vacant positions. Additional savings will come from the decision of the three UCR partners to close UCR-Main and Heintz Center from December 24 through January 4. In addition, we’ll spend down reserves by almost $250,000 and use up some of the Pepsi exclusive contract money. But the biggest contribution will be the 15 percent tuition increase students will pay. The tuition increase will contribute more than $1.7 million to helping balance RCTC’s $2.7 million gap. The budget is always fluid as final numbers will be impacted by contract settlements, health premium and utility increases, and the November state budget projections. I’ll keep you posted on budget developments via Scribblings, e-mails, and RCTC forums.

It’s with many thanks and much regret that I’ve accepted the resignations of Dan Thompson and Judy Harris. Both Vice Presidents have served RCTC well and are moving on to wonderful professional and personal opportunities. Dan will be leaving September 19 when he’ll become the Associate Vice President of Academic and Student Affairs at Minneapolis Community and Technical College. Judy will remain on board until the end of the calendar year when she’ll retire to lakeshore living, grandchildren, gardening, reading, and other relaxing activities. I wish both Dan and Judy all the best in their new adventures!

During staff development activities, we recognized dozens of employees for hundreds of years of quality service to students and colleagues. If you question the accuracy of the award you received, or didn’t get recognized and you think you should have, please contact Beth Arntson, HR Director, ASAP.

Several things that’ll make you go “hmmm”…
- Kids, ages 6 through 17, were asked: “What medium would you choose if you could only have one?” Thirty-three percent chose the Internet, 26% chose television, and 1% chose a newspaper.
- The number of Americans who owned a cell phone in 1985 was 300,000. Today, 128.4 million own a cell phone. It’s estimated that 1.9 billion people worldwide will own a cell phone by 2006.
- The total number of SPAM messages received in 2001 equaled 206 billion with an estimated global cost of $8.6 billion. The number of SPAM messages continues to increase dramatically.
- TIME magazine’s Man of the Year in 1982 was the computer.
- Eighty-two percent of American adults claim to “fully understand” how to operate their television.
- In 2002, the electronic games software market totaled $17.5 billion worldwide – almost equal to the box-office earnings of the film industry.
- Monday logs in as the day of the week with the heaviest Internet usage; Saturday, the least.
- Our brains take in more information in one day than the largest computer does in years.

Any wonder why Web-based classes are in such demand, cell phones are ringing in our classrooms, and you open your e-mail to more SPAM messages than the real thing? What’ll things be like in 2010?

Joke for the week…
Hear about the teacher who was in a car wreck? He was grading papers on a curve.
Best wishes for a wonderful first week of school. And, only grade papers in your office.

Don
Retiree Information
In case you missed the announcement in the Post Bulletin this weekend, Ed and Patricia Krautkremer celebrated their 50th Wedding Anniversary in Woodbury Minnesota with an open house hosted by their children and grandchildren. For those of you that remember, Ed was a long-time RCC History instructor who retired in 1994 after dedicating 29 years to education.
Rochester Community and Technical College
AFSCME Labor/Management
Minutes for Thursday, August 7, 2003 – 10:00 a.m. – AT109

Present: Administration: Arntson, Hansmann, Supalla
AFSCME: Kiehne, Martin (Business Agent), O’Dea, Tucker
Guests: Erv Berg
Recorder: Kingsbury

ITEM 1 (AFSCME) and ITEM 1 (Admin) Budget – Hansmann announced non-personnel budgets were finalized and individual cost centers were available on the “J” drive for review. Hansmann also reviewed the parking account spreadsheet data (previously distributed with the July minutes). Tucker questioned if the Security Department would continue to monitor the same radio frequency as the Maintenance Department, suggesting they have their own phone number to distinguish the two departments. Hansmann will remind all employees at staff development that extension 7262 is to be called for emergencies and not work order requests or other non-emergency inquiries. Action: Hansmann will evaluate the benefits of assigning a separate phone number/frequency for the Security Department.

ITEM 2 (AFSCME) and ITEM 1 (Admin) Closing of UCR Main/Heintz (12/24/03-1/4/04) – Supalla announced the consensus of the three UCR Partners is to close the campus (with the exception of the Sports Center) from December 24, 2003 through January 4, 2004. Supalla requested AFSCME’s assistance to ensure the process for a campus closing is handled in the least disruptive manner, thus providing employees ample time to evaluate their choices and/or plan holiday trips. Supalla also announced if employees swap their Veteran’s Day Holiday and utilize their Alternate Holiday during the closing, staff ultimately have four or five days remaining to either work, use annual leave, comp time, or leave without pay. Martin questioned the status of the Veteran’s Day swap agreement. Supalla responded the January 2003 AFSCME Labor/Management Meeting Minutes state an agreement was reached with the local union. Arntson will follow-up to ensure a written agreement is on file. Tucker questioned if the closing would affect accruals, and Arntson responded, under the voluntary reduction in hours legislation, holiday pay and accruals are protected. Arntson also announced administration has agreed to pay the employee and employer MSRS contributions for those voluntary reduction employees in their high-five years before retirement. Martin questioned contributions for the non-high-five employees, and Arntson responded legislative language indicates employee/employer contributions are discretionary, and RCTC has only agreed to pay for the voluntary reduction employees in their high-five years. Martin reminded Administration that employees that want to work will have to be given the opportunity to work, but they do not have to be assigned their normal jobs. Berg announced work would still need to be completed in the Sports Center during the closed period, hence not all employees would be able to be gone during those days. Hansmann proposed that a list of jobs and hours of work be compiled, and those employees that prefer to work during the closing be reassigned to one of the necessary jobs. Martin concurred with Hansmann’s recommendation, stressing the importance of notifying the employees that the work assigned may include GMW tasks, weekend and/or evening shifts, and, more than likely, not their normal business as usual tasks completed during breaks. Arntson also announced employees assigned alternative tasks would continue to be paid at their normal wage. Martin also encouraged Administration to determine early who will be off and who will be working so necessary tasks (i.e. payroll) can be assigned to either the regular employee, or ample time is given to train another employee. Martin also reminded Administration that those employees working a different shift would need the contractual 14 day notice for the change. Kiehne announced the closing of UCR during a period when faculty aren’t scheduled to work appears to send the message that AFSCME is being penalized. Kiehne also questioned if the announcement to the employees that they may be doing other jobs during the break may appear as a threat. Supalla responded business is not “as usual” and everyone is being requested to contribute during the fiscal crisis (students with a tuition increase, administration with 12 days of unpaid leave, and faculty with the suspension of low enrollment programs and layoffs.) Martin agreed, noting employees need to realize the alternative could be laying off AFSCME employees. Tucker shared his appreciation with Administration for working with AFSCME in providing the employees with numerous options. Kiehne questioned if employees completing regular tasks during the break (i.e. placement on payroll, purchases, etc), would be allowed to complete those tasks. Supalla responded only essential jobs would be completed.
during the break and the faculty and staff need to plan their work around that assumption, hence some jobs will either have to be done before December 24, after January 4, or not at all. Arntson added even faculty would need to plan accordingly, noting purchases may not be made and duplicating may not be completed, hence everyone is being inconvenience and will need to understand the extenuating circumstances. Martin also suggested that the closing announcement to the employees stress that the number one priority of administration is to close the campus for cost savings, reiterating only essential tasks would be completed. **Action:** Arntson will confirm an official written agreement is on file allowing AFSCME employees the right to swap Veteran’s Day for either December 24 or December 26, 2003. Administration will 1) identify essential tasks (by September); 2) officially announce the closing period to all employees (ASAP); 3) request employees notify their immediate supervisors of what options they will take during the closing (by November 10); 4) compare a list of those employees planning to work during the campus closing period with the list of essential jobs that need to be completed (by December 1); and 5) work out any problems that may transpire with more or less workers than jobs needed. Administration will also conduct a staff open forum to answer any questions that may arise from the UCR Campus Closing.

**ITEM 2 (Admin) Staffing** – Arntson announced there are currently no layoffs planned and numerous vacancies exist with no immediate intention of filling the positions (with the exception of a College Lab 1 - Computer Applications). Arntson also announced the Academic Affairs area will be making some reassignments (no reallocations), and a meeting is being scheduled with appropriate personnel to discuss those issues. Hansmann announced the third shift GMWs will return to their regular shift beginning August 24, and along with cost savings, the temporary shift change allowed for teamwork growth within the department. Martin thanked Administration for allowing the piloted switch during the summer months, and encouraged administration to continue to review the benefits and consider the temporary shift assignment again next summer. Tucker agreed the change was positive, allowing employees to spend time with their family during the summer and providing an opportunity for employees to learn new tasks and better acquaint themselves with the campus. Berg agreed the temporary shift change was successful during the summer, but shared his concerns with the shift change during the regular academic year, specifically during the winter months. Berg questioned the contract language for allowing an employee to remain in their summer assignment if mutually agreed upon by the two employees. Martin responded contract language (seniority) would need to be followed for assignments; hence the position would need to be opened and bid by seniority. **Action: Information Only.**

**ITEM 3 (Admin) Electronic Timesheet Update** – Arntson announced (after visiting with auditors, the Department of Employee Relations, and other state agencies) leave slips are not required to be on file with the Human Resources Office. Arntson will continue to investigate legal ramifications before implementing a new process for leave slips at RCTC. Arntson also announced a break out session would be held during the August Staff Development Days to allow employees the opportunity to learn and set-up individual electronic timesheets for implementation in the fall. Kiehne encouraged special consideration/attention be given to those employees with limited access to a computer (3rd shift maintenance). A brief discussion followed on the necessity to submit completed timesheets prior to the conclusion of a pay period. Arntson agreed the timeframe for timesheet submission would be reviewed after the electronic timesheets are implemented. A discussion occurred on the reporting process for unplanned absences (specifically instructional secretaries). Further discussions will be held to clarify the proper procedures. Kiehne raised a concern about the process for returning copies of the leave slip to the employees. Arntson responded an employee must obtain an approved supervisor signature on the leave slip and the supervisor shall be responsible for returning a copy of the leave slip to the employee, however each work unit functions differently, and each department may work out their own processes. **Action: Information Only.**

Adjourned at 11:35 pm

**NEXT MEETING:** To Be Announced