Open Forums - REMINDER
The RCTC Leadership Cabinet will be holding an **RCTC Open Forum** on Monday, September 8. These forums are an opportunity for employees to discuss concerns and share ideas and information with the Cabinet in an informal setting. Specifically, the UCR Winter Break Closing and Administrative Reorganization are two current issues that will be addressed. The forums are scheduled for **11:30am in HB117 and 3:00pm in CF206/208.**

Please Join Us in Getting Our Ducks in A Row…..
The Assessment of Student Learning Committee will meet every 4th Tuesday September 2003 – April 2004, from 2:30-3:30 p.m. Everyone is welcome to participate.

**AGENDA - September 23, 2003**
- Overview Annual Assessment Plan
- Discuss General Education “Critical Thinking” Pilot
- Highlight Summer Program Pilots

**Future Meeting Dates:**
- Tuesday, October 28, 2003
- Tuesday, November 25, 2003
- Tuesday, January 27, 2004
- Tuesday, February 24, 2004
- Tuesday, March 23, 2003
- Tuesday, April 27, 2004

Faculty should contact Gregg Wright or Ed Shafer if interested in joining.

Flu Shots
This year, the Department of Employee Relations is sponsoring the "Fight the Flu" campaign from October 6 - November 20. Free flu shots will be available at a variety of state agency locations for all State employees who present a State of Minnesota health insurance card. Without an insurance card, the cost of the shot is $16. All flu shot clinics are on a "walk-in" basis. **The Rochester flu shot clinics are Monday, November 3rd here at RCTC from 1-4pm, or the Department of Transportation on Friday, October 31st from 4-5pm.** For more information on the "Fight the Flu" Campaign or to find Flu Shot Clinics in other communities, please visit:

http://www.doer.state.mn.us/ei-sehpp/Flu/Flu.asp
http://www.doer.state.mn.us/ei-sehpp/Flu/Flu.asp
Up to Speed

It won’t show up in our FTEs. Yet on Sept. 3rd brought 72 new students, one new teacher and one part-time administrator to RCTC. The students are high school students from John Marshall, Century and Mayo High Schools. They are at Heintz Center because they are interested in medical careers. During this academic year, the 72 students will be learning about potential health care careers, actually spending time in a health care facility, using RCTC’s nursing lab at Heintz Center, and if they choose, taking a nursing assistant course and skills for up to three college credits. If the students continue at RCTC and take an additional 3 credits, they are eligible for a Nurse Assistant Certificate, the first step in a career path that will allow them to work as a nursing assistant or to continue their education.

The joint CARE Project (Collaboration Among Rochester Educators) is the first of several partnership projects being planned to bring Rochester high school students to RCTC. The benefits are many: a sharing of resources, an opportunity for high school students to learn about occupational programs (Century HS has no auto shop, for instance), actively using our articulations with high schools for “Tech Prep” credits, developing closer relationships with our high schools including curriculum sequencing.

In preparation for this project and other collaborative planning, Randy Nelson, Craig Sheets, Mo Amundson, Sandy Sullivan from District 535 and Dale Amy, Jay Lee, Nirmala Kotagal, Dan Thompson and I have met monthly for the past two years. We visited Anoka Technical College’s STEP High School, a high school within the college.

Spring semester two sections of auto mechanics students from the three Rochester High Schools will be joining the Health Care Careers classes at RCTC. Next year one or two more programs will be added. We’re excited about the opportunity to create interest about occupational and technical programs. Please welcome Ms Fuerstneau, Ms. Barnett and the Medical Careers students when you see them at Heintz Center.

Thank You

Thank you for the beautiful floral arrangement you sent to my Dad's funeral. We appreciated everyone's prayers and thoughts at this difficult time.

- Marilyn Ethauer
Supalla’s Scribblings

Although the turnout was light, the first DISCUSSION DRAFT of a possible leadership reorganization plan was shared. A copy of the proposal is included in this issue of CROSSINGS for your review and comment. The proposal organizes academic leadership with four deans and the directors of workforce development and continuing education reporting to the Vice President of Teaching and Learning. Included in this proposal is the potential moving of some functional areas (library, faculty office assignments and Foundation/alumni) and the changing of some administrative work titles. Please take a few minutes to review the proposal and share your thoughts with a member of the Leadership Cabinet. I’d appreciate an e-mail, note, telephone call or visit. Faculty and staff have another opportunity to review the proposal and provide feedback at next Monday’s RCTC (Rumor Control Through Communication) Forums at Heintz Center (11:30 a.m. in HB117) or UCR-Main (3 p.m. in CF206/208). Your thoughts and suggestions will be discussed at next Wednesday’s Cabinet meeting.

Dan Thompson, Vice President of Student Affairs and Institutional Advancement, will be leaving RCTC on September 19 to assume a similar role at Minneapolis Community and Technical College. I am pleased to announce that Dr. Bonnie Mercer has accepted an interim appointment as VP of Student Affairs. Bonnie has served in this capacity prior to Dan’s appointment so she brings recent relevant experience to the position. Bonnie will transition with Dan the week of September 15 and will assume sole responsibility for the Student Affairs function on September 22. Dr. Mercer will not be a candidate for the permanent position; returning to faculty responsibilities next year. I thank Bonnie for agreeing to assume this interim role. Please help me welcome her back from sabbatical when she reports on the 15th. Please join me at a thank you reception for Dan from 9-11 a.m., Friday, September 19, in the third floor Atrium lounge.

RCTC was recognized at the August 14 Workforce Development, Inc. Annual Meeting as the “2002-2003 Training Institute of the Year.” A beautiful plaque thanks RCTC “for coordination and delivery of high volume, high quality training for the dislocated workers in our area.” Last year RCTC delivered more than $600,000 worth of retraining and upgrading to dislocated workers referred to us by WDI. Thanks to the faculty and staff who worked hard to deliver quality services and education to this important stakeholder group.

Last year, former MnSCU Trustee Robert Erickson, raised more than $79,000 in scholarships for part-time MnSCU students by collecting pledges as he biked to each of the System’s 53 campuses. Bob will repeat his trek this year and is scheduled to arrive at UCR from Winona State at 11 a.m. on Wednesday, September 24. Please join the welcoming party in the Atrium and thank Bob for his contribution to providing financial help to this special group of students. I encourage you to visit http://www.mnscu.edu/bikechallenge/index.html for more information. There, you can find the pledge/contribution form and I encourage you to make a gift to the RCTC Foundation.

Did you know…

- **Kevin Dobbe** was named by statewide MSCF leadership to meet with other music and theatre faculty and representatives of the Office of the Chancellor to resolve transfer issues. As a facilitator at this meeting, he provided valuable insight into drafting a discipline-specific work plan to address strategies, action items, timelines, and responsibilities. Thanks for sharing your expertise and experience, Kevin.

- **Peter Erspamer**, adjunct English instructor, was recently honored in the Rochester Sesquicentennial Authors Recognition. He is the author of THE ELUSIVENESS OF TOLERANCE: THE “JEWISH QUESTION”
FROM LESSING TO THE NAPOLEONIC WARS (University of North Carolina Press, 1997), a book for which he received the Choice Outstanding Academic Book Award. Way to go, Peter!

- New deadlines set by the Minnesota Legislature require students to submit applications for the State Grant Program within 14 days of the beginning of their college term, or they lose financial aid eligibility for that term. If you have questions about this significant change, please contact Rosemary Hicks, FA Director.

- Appropriation reductions have caused the closing of six of the 12 state-funded displaced homemaker programs. The good news is that funding for RCTC’s CHOICES program was reduced only slightly and CHOICES will continue to serve displaced homemakers in Southeast Minnesota. Don’t hesitate to contact CHOICE’s Director Susan Valvoda-Swanson if you’d like more information about this important program or want to offer your assistance.

- It seems like I’m finding more and more RCTC-All e-mails in my mailbox that would more appropriately be directed to an individual or small group of colleagues. Has anyone found useful information on e-mail etiquette they are willing to share?

**Thought for the Week…**
The start of the academic year is always a good time for me to review a message that a mentor shared several years ago. “The Student Is…

- The most important person on campus. Without them, there would be no need for the college.
- Not a cold enrollment statistic, but a flesh and blood human being, with feelings and emotions like our own.
- Not someone to be tolerated...so that we can do our thing, for they are “our thing.”
- Not dependent on us; we are dependent on them.
- Not an interruption of our work, but the purpose of it. We are not doing them a favor by serving them; they are doing us a favor by giving us the opportunity to do so.

By next week I hope we’ll have some tenth day enrollment numbers to share. By all accounts, you’re serving more students than ever before. I appreciate your willingness to accommodate the special needs and flexibility so necessary to deal with start of school concerns. Keep up the good work.

*Don*

**Visiting Transfer College/Universities**

**SEPTEMBER**

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<td>Luther College</td>
<td>11:00-1:00</td>
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<td>Tuesday, Sept. 16th</td>
<td>MN. Private Colleges</td>
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<td>Thursday, Sept. 18th</td>
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<tr>
<td>Tuesday, Sept. 30th</td>
<td>Palmer College (Chiropractic)</td>
<td>10:00-1:00</td>
<td>Counseling Center</td>
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**OCTOBER**

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<tr>
<td>Wednesday, Oct. 22nd</td>
<td>UM-Twin Cities</td>
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**NOVEMBER**

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<td>DLITE</td>
<td>6:00-10:00pm</td>
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(Chiropractic)

For additional information, check with the RCTC Counselors:
Bob Ekstam - 285-7263; Jim Kehoe - 285-7231; Audrey Lidke - 285-7469; Karen Machlica - 280-5005 or Gregg Wright - 280-3515
ITEM 1 (A) Staffing – Supalla announced national searches would be conducted during the academic year for a Vice President of Academic Affairs, Vice President of Student Affairs, and Director of Nursing with an anticipated start date of July 1, 2004 for the new hires. During the interim, Supalla announced an internal appointment would be made for Thompson’s replacement, and an internal search would be conducted to replace Harris. Supalla added Bonnie Mercer has been approached on the possibility of a temporary appointment as the Interim Vice President of Student Affairs. Mercer has shown an interest in returning to the administrative position on a short-term basis if her sabbatical is postponed for one year, but she has no interest in applying for the position permanently. Supalla announced the departure of both Vice Presidents provides an opportunity for reorganizing the RCTC Cabinet functional areas and responsibilities. Shafer indicated that, although Mercer has been a fine instructor, faculty who have voiced problems working with her as an administrator should be consulted regarding her appointment. Supalla responded Thompson has been visiting with the Student Affairs leaders on the possible appointment. Supalla also noted any internal appointment would likely generate concerns by a member of the college community. Shafer questioned if consideration was being made to consolidating the two Vice President positions. Supalla responded MnSCU campuses that combine the two Vice Presidents generally reflect an organizational structure of a Senior Vice President and several other vice presidents (including a Vice President of Finance), hence resulting in no reduction of administrators. Supalla added discussions were held with the Office of the Chancellor Staff and, considering the size of RCTC and the added responsibilities that the UCR partnership brings, a joint academic and student affairs vice president doesn’t appear to be practical at this time. Wright asked how many new faculty were hired for Fall Semester. Harris responded she did not know the exact number, but Supalla added new employee orientation invitations mailed in August reflected numerous faculty hires but only one temporary staff hire, confirming the growth in enrollment is being handled with little additional support staff. ACTION: Harris will forward a new faculty hire report to Wright upon completion of placement on payrolls.

ITEM 2 (A) Student Success Day – Thompson shared his ideas for the October Student Success Day structure, which may include a presentation for everyone working with students and several breakout sessions. Thompson added the challenge being faced is building a day that reflects the different approaches departments take when working with students. Harris reminded everyone that September 30 is a fifth Tuesday and may be an opportunity to finalize the Student Success Day activities. Although presentations and breakout sessions are important, Shafer requested students be given the opportunity to meet with faculty throughout the day in order to meet the work schedules of many students. ACTION: Wright will be the faculty point person for the organization of Student Success Day on October 1, 2003.

ITEM 1 (F) Room Assignments – Shafer reiterated his beliefs that the assigning of rooms for classes continues to be unfair, specifically noting a faculty member housed at UCR Main is teaching at Heintz Center with no office/space to utilize during the breaks between her classes. Harris responded the new scheduling software doesn’t allow the Scheduler to choose a specific room, but is based on criteria needs for a class (i.e. computer lab, special equipment, etc). Harris added discussions have been held with WSU-RC to utilize a laptop computer cart for classrooms that need minimal computer access. Supalla requested more details on the specific concerns/problems that have been experienced by the faculty. ACTION: Shafer will request faculty members share specific details with room assignment problems directly with their Division Coordinator and Dean.

ITEM 3 (A) UCR Winter Break Closing – Supalla announced ramifications will exist for everyone when the UCR Main and Heintz Center campuses close during the winter break. Specifically, faculty are being requested to plan early for purchases, duplicating, audio visual requests, etc. prior to the December 24, 2003 closing. ACTION: Information Only.

ITEM 4 (A) PAC Proposal – Supalla requested feedback from the faculty on the PAC proposal shared at the May, 2003 meeting. ACTION: Wright and Shafer will forward comments to Supalla.

ITEM 5 (A) Capital Equipment – Hansmann explained the definition of capital equipment and announced another call for equipment needs was forwarded to RCTC-All for equipment requests, and the additional requests will be sorted by academic departments, reviewed, and brought to the Finance Committee for consideration. ACTION: Information Only.

ITEM 2 (F) Parking – Shafer questioned if the $5 charge for additional parking stickers was discussed through the meet and confer process, adding the charge should be removed until the issue is addressed. Hansmann responded the charge of $5 for additional stickers was implemented...
because of additional costs associated with the new stickers. Hansmann reminded everyone that the $5 charge is only assessed to individuals requesting the convenience of more than one sticker. Hansmann added that the new cling sticker can easily be removed from one vehicle and placed on another vehicle for those individuals driving multiple vehicles. Wright asked for reconsideration of the $5.00 charge for a second sticker. Shafer questioned the unilateral decision to charge a late fee for those individuals that haven’t purchased their parking sticker by a specific deadline. Hansmann reminded the faculty that students cannot be charged a late fee if state employees aren’t charged the same fee. Hansmann also noted several employees are billed three or four times before finally purchasing parking stickers, which generates additional work for the Business Office. In addition, Hansmann noted the issue also addresses fairness for individuals that purchase parking stickers on time. Shafer responded it is a process issue, and future changes to fees need to be brought to Faculty Shared Governance for discussion. Supalla noted future issues will be brought to Faculty Shared Governance for discussion before implementation. A question was raised on whether all faculty pay for parking (i.e. faculty that teach only on-line courses.) Hansmann responded if a faculty member has office/work space on campus, then the employee pays for parking. ACTION: Supalla will reconsider the $5.00 charge for additional stickers.

ITEM 6 (A) Student Satisfaction Surveys – Weber distributed a Stakeholder Research Summary, listing the status on current survey projects. Weber announced findings from these reports will be shared through upcoming issues of Crossings, and specific summary briefings will be shared with appropriate committees on campus working on related issues. Supalla announced positive feedback is being received from the students on the relationships with the faculty, and the faculty should be commended for the efforts they’ve made in assisting students. Supalla also thanked the faculty for a great start to a new academic year. Harris shared her gratitude to the faculty and division coordinators for their extra efforts in securing sections and making changes at the last minute to accommodate the additional student growth. Thompson thanked the faculty and staff in student affairs for successfully handling the additional number of students with basically the same amount of staff, specifically thanking the counselors for their cooperation during the process. Wright concurred, noting RCTC definitely did “more with less” this past summer, however, at some point “less will be less.” Wright added Student Services cannot continue to serve more students with the same number of faculty/staff, noting services are diminishing. Supalla added the community is already feeling the pinch with budget reductions and enrollment growths when several individuals complained because they weren’t able to enroll in the courses they wanted because they waited until the end of August to apply. Supalla added consideration is being given to setting an application deadline of mid-August in the future. Wright agreed a deadline would be beneficial for a number of reasons; noting that the Admissions Office has statistics indicating the success rates of students enrolling late is lower than those students who apply early. ACTION: Information Only.

Adjourned at 3:00 p.m.

Next Meeting: September 23, 2003 – 2:00 p.m. – AT109