Class cancellation/absence Line – 280-3145

All faculty and staff in the Academic Affairs unit are asked to call the RCTC Class Cancellation/Absence line (280-3145) to report absences due to illness or other unanticipated reasons. This dedicated voice-mail line is checked by 7:00 a.m. and on a regular basis throughout the day for messages related to class cancellations. Please do NOT leave class cancellation messages on personal voice mail as they may not be retrieved in a timely manner.

Whenever possible, absences should be called in before 7:00 a.m. to allow for early notification to the appropriate faculty secretaries, division coordinators/program leaders and deans so that classrooms are posted for faculty absences and backup coverage for other staff can be arranged in a timely fashion. It is important for faculty and staff calling this line to indicate the date(s) of the absence and the reason for the absence, and faculty should indicate in their message, what times their classes meet and the rooms their classes meet in. The class cancellation/absence line is located in the human resources office. Any questions should be directed there (285-7125 or 280-5007).

Baldrige Banterings

Last Friday we submitted our Baldrige-based self-assessment to the Minnesota Council for Quality. A team of evaluators will conduct a site visit RCTC on October 24 - 26. Their subsequent feedback will help us as we journey toward NCA accreditation and continuous institutional improvement. Your input to the self-assessment document (viewable at http://www.adm.roch.edu/rctc/html/nca_baldrige.html) is still welcomed since we will continue to update it until we submit it to the NCA later this year.

Don’t forget to sign up for an all-college committee. Contact Judy Kingsbury if you would like to serve.

RCTC Chiropractic Clinic

Open Tuesdays from 2-6 pm. Call us at 529-2736 or stop in and see us in C211.

WHO’S WHO UNDER CHIROPRACTIC CARE

ENTERTAINERS    RECORDING ARTISTS    SPORTS
Mel Gibson        Travis Tritt        Tiger Woods
Richard Gere      Madonna            Mark McGwire
David Duchovney   Bon Jovi           Emmett Smith
Weekly funny...

“Aside from complaining about hair in their food, the patrons are wondering if you can make anything that doesn’t contain tuna.”

Yellowjacket Homecoming

Come Celebrate at McMurphy’s – Saturday, September 23, 2000
Pre-Game Get Together from 11:00am-1:00pm

COST is $25.00 and includes: Lunch, Beverages, Door Prizes, Game Ticket and a Donation to the Champa/Kereakos Scholarship Fund.

RCTC vs. Central Lakes - 1:30pm - Century High School

Phone (507) 281-7771 for more information or to R.S.V.P.

Scholarship opportunities

Please inform students that the Rochester Rotary II Club is offering a $500 scholarship to a student in a technical training area. The award will be given at their October meeting. The recipient will be asked to attend the meeting for the award presentation. Criteria and application schedule are listed below:

Criteria: The award is available to a student in the second year of any two-year vocational/technical training area at Rochester Community and Technical College. Selection criteria should include financial need, good academic standing, demonstrated leadership, community involvement, and high ethical standards. Preference would be given to a "non-traditional" student. Application Process/Deadline: A short application form is available for students to pick up in the Foundation Office, Heintz Center -C120 or from the Counseling Office at the UCR campus SS133. Completed applications can be returned to the same locations on or before Friday, September 29, 2000 at 3:00 p.m. Applications received after the deadline will NOT be considered.

This is a great opportunity with an easy application process. Please encourage students to apply. Questions can be directed to Judy Bird or Marilyn Etbauer in the RCTC Foundation Office X7770 or x7771. Thanks

Attached is a list of all scholarships that are available for fall semester.

Program Leaders’/Division Coordinators’ Meetings

2:00 – 4:00 p.m.

September 5, 2000    HB 117
October 3, 2000    SH 110
November 7, 2000    HB 117
December 5, 2000    SH 110
January 2001    no meeting
February 6, 2001    SH 110
March 6, 2001    HB 117
April 3, 2001    SH 110
May 1, 2001    HB 117
2000-2001 All-College Committees
The RCTC All-College Committee memberships for the 2000-2001 academic year are being compiled. The Contractual Committees remain the same with membership being submitted via the Local Unions.

CONTRACTUAL MEET AND CONFER FOR 2000-2001:

<table>
<thead>
<tr>
<th>CCFA Meet and Confer</th>
<th>UTCE Faculty Senate</th>
<th>Curriculum Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities, Grounds, Safety and Security</td>
<td>AFSCME Labor Management</td>
<td>MAPE Meet and Confer</td>
</tr>
</tbody>
</table>

The All-College Committees will also remain the same. Please review the list of committees and task forces below, and if you are interested in serving on one or more of these committees/task forces, please contact Judy Kingsbury either by e-mail or at extension 7216. UTCE and CCFA faculty wishing to volunteer should contact their appropriate presidents (either Gregg Wright or Ed Shafer).

ALL-COLLEGE COMMITTEES FOR 2000-2001:

- Teaching and Learning
  - Suggested Task Forces
    - Academic Standards
- Innovative Design (comprised from members of the other All-College Committees)
- Student Stakeholder Relations
  - Suggested Task Forces
    - Food Service
    - Student Life
    - International/Global Education
    - Commencement
    - Enrollment Management
    - SOAR Planning
- Employee Relations
  - Suggested Task Forces
    - Affirmative Action
    - Retirement/Social Planning
    - Staff Development
    - Wellness/Alcohol and Other Drug Abuse Prevention
- Technology

MEETING SCHEDULE FOR 2000-2001:
The Common Hour on Tuesdays from 2-4pm will continue to be utilized for as many meetings as possible.

1st Tuesday
Faculty Curriculum (2:00 p.m.)
Division/Department Program Leaders (3:00 p.m.)
*All-College Committees and Task Forces

2nd Tuesday
Curriculum Council (2:00 p.m.)
*All-College Committees and Task Forces

3rd Tuesday
Faculty Senate (2:00 p.m.)

4th Tuesday
Fall Semester: CCFA Meet and Confer (2:00 p.m.)
UTCE Faculty Senate (3:00 p.m.)
Spring Semester: UTCE Faculty Senate (2:00 p.m.)
CCFA Meet and Confer (3:00 p.m.)
*All-College Committees and Task Forces

5th Tuesday (October 31, 2000 and January 30, 2001)
All-Staff Meetings/Workshops

*All-College Committees and Task Force meetings may be scheduled on the 1st, 2nd, or 4th Tuesday of each month, or at another mutually agreed day/time by the members.
Supalla’s Scribblings

Thanks to all who took time out of very busy schedules to help me celebrate my appointment. I appreciated the many colleagues and friends who stopped in Thursday to wish me good luck, congratulations, or condolences. I’ve enjoyed each of the roles I’ve played during my 28 years at the college and look forward to working with you and our friends as we continue to build on RCTC’s reputation of educational excellence.

Congratulations to Jim Pehrs and Gary Swenson on their recent ’76 Lions Club election victories. Jim was elected Vice-President and Gary was named to the Board of Directors. Two more examples of employees involved in civic organizations providing much-needed community service. Way to go, guys!

The final piece of a $1.4 million co-developed athletic field puzzle fell into place Wednesday with the announcement of receipt of a $100,000 State grant. The grant will complete the youth athletic field project on campus. When finished, the complex will include seven soccer fields, six football fields, and six baseball and softball fields. Work on the soccer fields is nearly done, grass is growing and the fields will be playable next spring. Other fields will be phased in next year.

University Center Rochester provided the land and funding came from youth sports associations, City of Rochester and Rochester’s three Rotary Clubs.

Construction on the first phase of the intercampus road projects is complete and the roads are drivable. If you haven’t taken the scenic route between UCR and Heintz Center, check it out. The roads certainly open up the campus, the ponds add to the beauty of the area and the roundabouts make for some interesting navigating. In the next couple of weeks, bids will be opened on completion of the practice football field area and the final segment of road connecting UCR Drive and Heintz Center. The contractor is placing utilities in the area of the new Sports Center, will fence the construction site soon and then work on the building will begin. Final plans are being drafted for the Technology Center and work on that project will progress over the next 18-24 months. Last week I joined Vern Bushlack, Robin Fruth-Dugstad, Gary Swenson, Barry Schaub (MnSCU) and Horticulture Technology Center architects touring state-of-the-art greenhouse and retail sales facilities in the Metro Area. If things go as scheduled, plans for the new horticulture facility will be completed in the next few months and bids let in early 2001. In an effort to keep students, staff and other interested persons updated on the campus construction projects, a web site that will provide both picture and text updates is being planned.

In the News…

“High school students are increasingly turning to the Internet to investigate their college options, but fears about transmitting personal information may be keeping a computer-savvy generation of students from applying to college online.”—New York Times, July 6, 2000

“Motivated by mission and market, colleges and universities are launching an increasing number of satellite sites to accommodate and attract working adult students.”—Baltimore Sun, March 26, 2000

“College enrollment will swell by some two million students…to 19 million…over the next 15 years, with black, Hispanic and Asian-American students accounting for 80 percent of the growth.”—New York Times, May 24, 2000

“A recent study suggests that sparsely populated Midwestern states are challenging the stereotype of the isolated rural school, leading the nation in the use of technology to connect classrooms to the nation and the world.”—New York Times, July 26, 2000

“Facing a changed marketplace, dwindling enrollment, years of fiscal neglect and immense pressure to raise academic standards and prepare students for college, vocational schools and programs across the country are struggling to survive and rushing to reinvent themselves. In every state, vocational schools…many of them no longer using the word vocational in their names…are in some phase of transition, either because of intense pressure to adapt to new demands or because educators have seized the moment as an opportunity to turn them around.”—New York Times, June 21, 2000

Congratulations to the Yellowjacket football team, ranked #9 in the nation in the NJCAA preseason poll!

Thoughts for the Week…Harvey Mackay

“Hard work often leads to success. No work seldom does. Optimists are right. So are pessimists. It’s up to you to choose which you will be.”

Get out and enjoy Southeast Minnesota’s beautiful fall season. Have a great week!
Upward Bound news

RCTC Upward Bound Program is currently recruiting tutors for the coming academic year. Please encourage your students to apply for Upward Bound tutor position.

Upward Bound tutors assist college-bound high school students with their daily homework in after-school tutoring sessions at their high schools (3 Rochester Public High School and St. Charles High School), 2-6 hours a week. Tutoring session hours are 3-5 PM, Monday through Thursday. We need tutors who have good communication skills, as well as expertise in Math (Algebra, Geometry and/or Pre-calculus) and/or Science (Biology and/or Chemistry). Current college students (UM, WSU, RCTC) or college graduates are encouraged to apply. The pay is $7.00 per hour. Applications are available in the Upward Bound office, SS156 or call 280-2917. Thank you for your assistance!

FYI

Upward Bound Program is a federally funded program designed to assist eligible high school students who met the income guidelines and/or have parents who do not have a four-year college degree in developing the academic skills and motivation necessary to succeed in high school and enter and complete college.

Currently, the RCTC Upward Bound program serves 50 students from Rochester John Marshall, Mayo and Century High schools and St. Charles High School.

TeachNet classes for September and October

<table>
<thead>
<tr>
<th>Date</th>
<th>Class</th>
<th>Time</th>
<th>Room</th>
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<tbody>
<tr>
<td>September 12</td>
<td>Dreamweaver 1</td>
<td>10 AM-12 PM</td>
<td>AT 210</td>
</tr>
<tr>
<td>September 14</td>
<td>MS Word 2000</td>
<td>2 PM-4PM</td>
<td>AT 210</td>
</tr>
<tr>
<td>September 19</td>
<td>Access 2000</td>
<td>10 AM-12 PM</td>
<td>AT 210</td>
</tr>
<tr>
<td>September 21</td>
<td>MS PowerPoint 2000</td>
<td>2 PM-4 PM</td>
<td>AT 210</td>
</tr>
<tr>
<td>September 22</td>
<td>GroupWise</td>
<td>1 PM-3 PM</td>
<td>HA 111</td>
</tr>
<tr>
<td>September 28</td>
<td>Open Lab</td>
<td>2 PM-4 PM</td>
<td>AT 210</td>
</tr>
<tr>
<td>October 5</td>
<td>MS Excel 2000</td>
<td>2 PM-4 PM</td>
<td>AT 210</td>
</tr>
<tr>
<td>October 11</td>
<td>Fireworks</td>
<td>3 PM-5 PM</td>
<td>AT 210</td>
</tr>
<tr>
<td>October 12</td>
<td>Web Enhanced Classes/Blackboard</td>
<td>2 PM-4 PM</td>
<td>AT 210</td>
</tr>
<tr>
<td>October 16</td>
<td>Dreamweaver 2</td>
<td>3 PM-5 PM</td>
<td>AT 210</td>
</tr>
<tr>
<td>October 25</td>
<td>MS Word 2000</td>
<td>2 PM-4 PM</td>
<td>HA 111</td>
</tr>
<tr>
<td>October 26</td>
<td>Open Lab</td>
<td>2 PM-4 PM</td>
<td>AT 210</td>
</tr>
</tbody>
</table>

If interested in any of the following classes, please contact Sarah Prigge (sarah.prigge@roch.edu) Class sizes will be limited.

Open Enrollment

Open enrollment is close at hand. Shortly, for those of you that have insurance benefits, you will be receiving your materials. DOER is again featuring Telephone Enrollment and Internet Enrollment as the methods by which state workers "sign up" for changes in their coverage under the State Employees Group Insurance Program (SEGIP). There will be a computer available in the Human Resources Office to use for the purpose of completing your SEGIP Internet Enrollment. There will be additional information regarding Open Enrollment coming out soon.
*** UPCOMING EMPLOYEE MEETINGS ***

**September 20, 2000**
Tax Sheltered Annuity Program (403b) with MET LIFE
  9:30 - 10:30am CF202
  2:30 - 3:30pm CF202
This is going to be an informational meeting on Met life's role in the TSA Plan. Question and Answer time.

**September 27, 2000**
OPEN ENROLLMENT
  1:30 - 3:30pm C-105,107,109
The insurance representatives will present the different changes that will be occurring for the upcoming year and what will be offered in October for Open Enrollment.

**October 3, 2000**
Long Term Insurance Seminar
  11:00 - 1:00pm CF206/208
Informational seminar about the new optional insurance that is offered during Open Enrollment regarding Long Term Care.

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**The Nuts and Bolts of TSA/403B Investing**

**Accumulation, Taxation, Distribution**

To:       All Staff
From:     Murry Resler
Re:       Workshop on TSA/403B investing

Are you interested in accumulating wealth, reducing current and future taxes and maximizing your retirement benefits?

If so you are cordially invited to attend a 1 hour workshop discussing your TSA/403B. You will be provided with information and materials to help you build your "Financial Safety Net" one thread at a time.

Murry Resler of Wenzel & Associates, a licensed MetLife Agent, will present the workshop.

The date for the workshop is Wednesday, September 20,2000. It will be held in room C.F. 202. The first session will be at 9:30AM and the second session will be at 2:30PM.

To reserve your seat please call Murry at 800-436-2615 by noon Tuesday, September 19, 2000. Or e-mail your response to: mdresler@onvoymail.com
Call for Honors courses 2001-2002

Who? Any RCTC faculty or guest lecturer(s)

What? One-credit Honors PODs course

PODS?! Pursuing ODysseyS are courses which provide students with intellectual stimulation on the annual PTK (Phi Theta Kappa, national community college Honor Society) study topic. This topic could also tie into the RCTC Common Book, and Visiting Speakers program.

For 2001-2002 the topic is: "Customs, Traditions and Celebrations: The Human Drive for Community"

When? Fall ’01 and Spring ’02 (your choice; we need one course each semester.)

Why? Here’s a chance to teach that more creative course which doesn’t fit your normal list of course offerings. Students are highly motivated and do their assignments! The concept of Honors courses is that the students read fewer, primary source texts, rather than survey-type materials, with a focus on being challenged to think more in depth or differently about an issue, rather than memorize facts. An Honors student expects not more work, but different work. These courses often offer the opportunity to participate in different activities such as attend theater or book signings.

Who has gone before? For more information contact any of the faculty who have designed an Honors POD, among them: Lynette Reini-Grandell (English), Terry Richardson (Art), Julie Rodakowski (English), Karin Wilking (Speech), Lynn Guenette (Social Science), Jean Marconett (Health, Physical Education), and Meg Vogel (Nursing). All disciplines are encouraged to contribute.

Ideology to reality? Brainstorm ideas, talk to colleagues in your department as well as in other departments, then please contact me, Jeremy Hanson, Honors Curriculum coordinator via e-mail, phone (285-7253) or my office, CC-110 (9 am daily, plus). Check out the Phi Theta Kappa website: www.ptk.org. A sample syllabus will be available on the Honors web page of the RCTC home page.

Deadline? Of course! Please let me know by mid-October if you are considering teaching a POD, or if you know someone who might be stimulating. Instructors & courses need to be finalized by end of first semester.