Best Bee of the Month Award
Nominate your co-workers today! It's easy. It's fun. Follow this link, http://www.rctc.edu/hr/bestbee/nomination2.php, to nominate someone today! Nominations received by the 15th of the month are eligible for consideration of the following month’s award. Are your colleagues or co-workers demonstrating extra effort, exemplary service, or demonstrated expertise in your department or on a committee? Are they working on a special project for their job, department, and college or in the community? Please briefly explain the project or work performed and why the nominee(s) merit being named employee or work team Best Bee(s) of the month.

Recognitions
The Employee Relations Committee (ERC) has implemented a process to recognize and reward employees for outstanding job performances. Awarded recognitions:

Work Team Recognition
Recognition would include committee work, community service work, and department achievements and could highlight something new the group has done or is working on. Work Teams who receive this award are recognized through publicizing the award in the Crossings, on a "recognition" web site, possibly on our digital wall, their very own "pizza party,” and gifts.

Individual Recognition
This is a modified reinstatement of the "Bee Award" started by Bonnie Mercer. Recognition would include committee work, community service work, and individual achievements, extra effort, exemplary service or demonstrated expertise in their field. Individuals who receive this award will be recognized through publicizing the award in the Crossings, on the "recognition" web site, possibly on our digital wall, and gifts.

Personal Notes
All employees are encouraged to write notes of recognition and appreciation to their colleagues and co-workers. This simple gesture has a positive effect on the sender and receiver.

Guiding Principles
Anyone can nominate an employee or work team. The nomination remains active indefinitely. Complete this form and include a narrative of why the nominee(s) merit being named employee or work team or department Best Bee(s) of the month based on criteria that you feel is relevant. The nominee(s) may be any employee of Rochester Community and Technical College. Nominations received by the 15th of the month are eligible for consideration of the following month’s award.
Weekly Funny

"First of all, how do you know we'll be off this island by Friday? And secondly, was it wise to use the last of the cell phone battery on making a tee-time at a golf course?"

Weekly Stakeholder and Market Fact
Per the Campus Quality Survey administered last spring, 77% of faculty and staff report being satisfied or very satisfied with their employment at RCTC. Additionally, 71% rate their overall perception of quality at RCTC as good to excellent. Seventy-three percent would recommend RCTC as a place to work.

Combined Charities Campaign
“Now More Than Ever” - 2003 Minnesota State Employees - Combined Charities Campaign
...working and investing together for a better Minnesota
http://www.charities.state.mn.us

Monday, October 27 ~ Friday, November 7

“Never doubt that a small group of thoughtful, committed people can change the world. Indeed, it is the only thing that ever has.”
-Margaret Mead

Watch your mailbox next week for campaign pledging information.

Cheryl Morgan - Campaign Coordinator

RCTC Asian Student Organization Wins Grant
The Rochester Asian Student Organization (ASO), an officially sanctioned student club at Rochester Community and Technical College, has been awarded a second grant to fund their student mentorship program. The St. Paul Foundation is providing $5000 to help fund a mentoring program with Asian students from John Marshall High School. This is the second grant award for this project. In May the Asian Student Organization won $7,500 from the Rochester Area Foundation for the same project.

“These resources will allow our group the ability to really make a difference to high school students at J.M,” said Kim Sin, a founding member of the ASO. “The administration at JM is very supportive of our efforts to help stem the tide of truancy and quitting school that is plaguing Asian high school students. We can now double our efforts and extend the program.”

The mentoring program will begin this month, with training for the RCTC students who are volunteering to become mentors. John Marshall High School students have already been identified and the program will officially kick-off in November.
Supalla’s Scribblings

Now more than ever, there are less fortunate in our communities that need our assistance. Plans are well underway for the 2003 State Employees Combined Charities Campaign. From October 27 to November 7, employees have a once-a-year opportunity to strengthen charitable activities of their choice through payroll deduction. Last year, the Campaign generated over one million dollars of donations from generous Minnesota employees for charitable causes. This year, Cheryl Morgan is serving as the coordinator for Rochester Community and Technical College. In the weeks remaining before the campaign begins, all of the local campaign coordinators across Minnesota will be studying the new materials for this year's campaign and finalizing campaign preparations at the local level. During the campaign, they will be contacting employees with information on the campaign and making sure every employee has adequate information to take advantage of this opportunity. Every charitable investment, small or large, makes a difference. Please join with me in giving generously to this important program. Together, we can make a difference in our communities!

The following message arrived today from Sally Grans, MnSCU’s Director of Facilities Planning and Programming…

Just wanted to thank you for the excellent presentation and dinner you gave the House Higher Education Finance Committee, Representative Stang and his staff! Touring the space (Rockenbach Gym), and seeing it first hand is very important for the committee. Your presentation was good (and I) believe that all were convinced of its worthiness.

Special thanks to Nirmala Kotagal, Marilyn Hansmann and Dave Weber who so amply presented, toured and welcome our legislative guests in my absence. RCTC’s Health Sciences Building project will be the focus of a Senate Committee visit on October 22 and a visit from Ways and Means Chair Representative Jim Knoblach on October 30. During the afternoon of the Senate Committee visit, the UCR partners have been asked to share our collaboration partnership and Health Sciences project story with Governor Pawlenty’s legislative liaison, Susan Heegaard. These visits will provide on-site information for legislators who will be asked to support our $11.7 million project when the Legislature convenes in February.

Many thanks to all who worked very hard to plan for and deliver a very successful first Student Success Day. The feedback I’ve heard from presenter Mark Taylor, faculty, staff and students has been quite positive. I’m especially grateful to Jim Stegge, Dan Thompson, Judy Harris and Audrey Clausen for their work on this exciting project.

While legislators were learning about UCR and our exciting capital bonding project, Ellen Nelson, Michelle Pyfferoen and I were sharing information about Workforce Development’s “Online Skills Training for Rural Health Care Workers.” The presentation focused on RCTC’s partnership with direct care agencies in the design, development and delivery of 17 asynchronous Web-based courses. The presentation was one of many presented at the Rural Community College Alliance 2003 Conference in San Antonio. RCTC is a member of the Alliance as one of 36 rural colleges across the country involved in the Rural Community College Initiative (RCCI). The RCCI, supported by The Ford Foundation, sought to energize distressed rural communities and the local community colleges that serve them. RCCI is grounded on a philosophy consisting of five principles: rural America matters, healthy communities focus on their assets, change begins with self-assessment, effective change requires collaboration and equity and high expectations should undergird education and economic development goals. The RCCI member colleges and communities are focused on improving educational access, economic development and capacity building.

The number of minority students enrolled in college has more than doubled since 1980, according to an annual report released recently by the American Council on Education. But “there is significant progress yet to be made” in achieving educational parity among all races, according to William B. Harvey, the author of the report and the director of the council’s office of minorities in higher education. Mr. Harvey attributed increases in college enrollment among minority groups mainly to demographic changes – specifically, growing populations of minority youths – but also to efforts by colleges and universities to reach out to minority students. The council also found that:
The number of associate, bachelor’s and mater’s degrees awarded to minority students increased by 143, 164 and 180 percent, respectively, from 1980-81 to the 2000-01 academic year.

The six-year graduation rates for athletes in the NCAA’s Division I increased four percent from 1991 to 2001.

Nearly 2.3 million minority students attended four-year colleges in 2000, compared with roughly 2.1 million enrolled in two-year institutions that same year.

Congratulations to the RCTC golf team who finished the season with a second place Minnesota Community College golf tournament finish. The team was lead by Josh Bargfrede who won the State Championship! Josh, Joey Sieg, and Jeremy Dahlen all qualified for the National Junior College Championship Tournament in New York next spring. Thanks to Coach Anne Green who recruited and shepherded the team again this season.

E-mail Etiquette Rule #4…Respect other people’s time and bandwidth. When you send email or post to a discussion group, you’re taking up other people’s time. It’s your responsibility to ensure that the time they spend reading your posting isn’t wasted. Don’t expect instant responses to all your questions, and don’t assume that all readers will agree with – or care about – your passionate arguments. Today it’s easy to copy practically anyone on your mail as it is not to. And we sometimes find ourselves copying people almost out of habit. In general, this is rude. People have less time than ever today, precisely because they have so much information to absorb. Before you copy people on your messages, ask yourself whether they really need to know. If the answer is no, don’t waste their time. If the answer is maybe, think twice before you hit the send key.

The Minnesota Council for Quality and the Rochester Area Quality Council have agreed to an alliance that will better leverage their resources and increase the value to both organizations’ member base. Both organizations are exploring ways to better share information, to market each others’ services and to offer join programs and services. The alliance begins immediately and will last indefinitely. Thanks to Dave Weber for his work on this initiative. Don’t hesitate to contact Dave if you have questions regarding the Rochester Area Quality Council or the Minnesota Council for Quality.

Thought for the Week…

I find television very educating. Every time somebody turns on the set, I go into the other room and read a book.

– Groucho Marx

I hope that during the upcoming weekend, you take time to read a book or two. Enjoy the fall colors.

Don

Thank you
Thanks to all of you for the many cards, memorials, prayers, kind words of sympathy and support following the death of my Mother-in-Law, Lucille Kiehne. During this difficult time it means so much to be surrounded by such caring people.

Delores Kiehne & Family

Condolences
It is with deep sorrow that we announce the passing away of Laura Aune (Kay Aune's mother-in-law) on October 2nd. Laura was 102 years old. Our thoughts are with Kay and her family.
What’s New at Goddard Library

We now have a trial subscription to the Testing and Education Reference Center. This resource contains information on colleges, two-year programs, undergraduate programs, and graduate programs, along with online preparatory tests and test study guides. Some of the available online tests include the ACT, GRE, and the TOEFL. Our trial subscription to this resource ends November 15th.

To access this resource, from the Library’s homepage, scroll to Article Databases. When the middle box appears, scroll and click on the “Trials” link.
Rochester Community and Technical College
Minnesota State College Faculty (MSCF)
Faculty Shared Governance Council
Minutes for Tuesday, September 23, 2003 – 2:00 p.m. –AT109

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

ITEM 1 (A) Excused Absences – Harris announced the process for posting faculty absences has not been successful. Harris requested faculty consider posting names and not classes to better inform the students and improve the process. Shafer responded the request was reasonable and the request will be brought to the Faculty Senate for consideration. Harris also announced the listing of student excused absences has also been very difficult (often receiving the notices hours before the absence) and requested suggestions from faculty for a more efficient process. Harris suggested a website be developed that would list student absences, thus allowing faculty to access the website to confirm a student’s excused absence. ACTION: Shafer will bring back faculty feedback to the next meeting with regard to both posting faculty names during absences and the development of a website for the posting of excused student absences.

ITEM 4 (F) and ITEM 4 (A) Faculty Evaluation Process – Harris announced the faculty evaluation pilot concluded and the process was evaluated over the summer by both administration and faculty. The Distance Education Committee is reviewing a process for developing an alternative on-line evaluation for faculty teaching on-line courses. Scott Sahs is also working on an internal evaluation process using the Zoomerang software program. The faculty evaluation three-year cycle will be published on the Academic Affairs website. Harris announced, and Hill confirmed, that Appendix B and G of the policy/procedures should include a statement that denotes items marked “No” should be added as part of the next syllabus revision. ACTION: The denoted statement in Appendix B and G of the Faculty Evaluation Procedures (as stated above) will be added to the policy. The Distance Education proposal for faculty teaching on-line courses will be shared at the October meeting.

ITEM 3 (A) Overseas Travel – Harris announced several faculty have shown an interest in an overseas trip to Costa Rica and questioned how many trips could be financially supported by the college (including insurance requirements for college sponsored trips). Harris distributed a draft proposal form that would be used in evaluating overseas trip requests. Harris also announced Karin Wilking (through release time) would be responsible for the travel arrangements, brochures, etc, to ensure appropriate details are handled in arranging the trips. ACTION: Information Only.

ITEM 2 (F) On-line Course Development/Compensation and ITEM 6 (A) Procedures for Online Course Delivery – Harris outlined the problems that developed during fall semester regarding on-line courses and faculty overload issues. In order to avoid similar confusion in the future, Harris distributed a proposal that would be completed by faculty wishing to teach on-line. Shafer shared concerns with the faculty preparation portion of the form and Harris agreed to remove that portion of the request stating, however, that administration retains the right to assign courses. A brief discussion followed on teaching methodology and academic freedom. Harris clarified curriculum proposals do not question whether a course will be taught on-line or through traditional classroom methods adding, however, financial consideration will be made when approving on-line courses. Harris proposed if more on-line offerings were requested, then consideration be made to offering them with the full allotment of students. Gust questioned the policy/procedures faculty should follow for compensation of on-line course development. Harris responded there is no policy, but funds have either been FIDG grant dollars in the past. Harris suggested faculty review the Center for Teaching and Learning website (http://wwwctl.mnscu.edu/) to inquire about available grants, and also watch for announcement in Crossings articles for upcoming conferences and opportunities. ACTION: Harris will remove the “Faculty Preparation” portion on the Request to Teach Online form before distributing to the faculty.
ITEM 9 (A) Student Success Day – Harris announced that preparation for October 1st Student Success Day appears to be on track, hence the 5th Tuesday will not be utilized for preparation. ACTION: Information Only.

ITEM 1 (F) PSEO Counselor Involvement – Wright reminded Administration that the high school counselors were meeting on an annual basis to review the PSEO program, and questioned if RCTC counselors would continue to be invited to those discussions. Harris assured the faculty that the RCTC Counselors will continue to be invited to the meetings if they are scheduled. ACTION: Harris will visit with Mercer to ensure the RCTC Counselors are invited to the meetings.

ITEM 7 (F) Class Schedules for Spring Semester – Harris announced the Spring Semester schedules will be distributed to faculty the end of September. Wright questioned if the schedules could be made available earlier than the November 3 announced date in order to ensure adequate time for the student services departments to process the applications and registrations. Harris responded an earlier date is not realistic with the limited staff in her department. Harris also announced the Resource 25 software program will be utilized for the first time Spring Semester, hence faculty must indicate what needs they have for courses in order to ensure the software program places classes in adequate rooms. Wright reiterated his desire to have a goal set in the future for an earlier schedule distribution to ensure enough processing time for the student services areas. ACTION: The spring schedules will be available on November 3, 2003.

ITEM 2 (A) UCR Campus Posting Policy (1st Reading) – Hansmann announced the Facilities, Safety, Grounds and Security Committee have reviewed previous practices/policies with regard to campus posting, and request faculty feedback on the 1st draft of the policy. Wright responded campus posting have become less of an issue for faculty since electronic communication (e-mail) has replaced bulletin boards on campus. ACTION: Faculty will forward comments to the UCR Campus Posting Policy directly to Hansmann. The policy will return for a second reading in October.

ITEM 3 (F) Placement on Payroll – Wright announced several faculty have indicated they have not yet been placed on payroll for their summer and assignments. ACTION: Wright, Shafer, and Guenette will meet with Supalla and Arntson to follow-up on the specific situations that have not yet been resolved for placement on payroll.

ITEM 5 (A) PAC Proposal – Supalla requested feedback from the faculty on the PAC Proposal presented at the May 2003 meeting. ACTION: Wright will schedule a meeting with Supalla to discuss the faculty position on the proposal.

ITEM 5 (F) STAR Sessions – Israelson suggested STAR sessions not be scheduled one week prior to the first day of classes in order have adequate time to secure adjunct faculty. Wright added this request coincides with earlier reports that students are less likely to succeed if they start late. Supalla responded establishing a “cut-off” for applications is easy when enrollment is up (as it has been for the last several years), but if enrollment begins to decline then we may have a different philosophy about deadlines. ACTION: Administration will take an “application cut-off deadline” under consideration.

ITEM 7 (A) Reorganization Update – Supalla announced, after considering the faculty and staff feedback, the Dean position will be posted only for Distance Education, leaving the discipline open to candidates with expertise and experience in many disciplines. The library function will remain in Academic Affairs, the assignment of faculty offices will move to the Director of Finance and Facilities, and the Foundation will reported directly to the President. ACTION: The revised Reorganization Chart Proposal will be shared with the faculty/staff for additional feedback.

ITEM 6 (F) Abusive Student-Safety Issue – Wright indicated concerns were raised by faculty with regard to safety when situations develop with abusive students in the classroom, questioning what proper procedures should be followed. Mercer and Supalla responded student discipline would be handled according to the Student Conduct Policy, but at the time of a situation faculty and staff should immediately contact 911 or Security (7262). ACTION: Hansmann will work with Security to address safety issues in the classroom at an upcoming staff development session.
ITEM 10 (A) External Audit – Hansmann announced the Institutional External Audit (financial statements) would include fieldwork by the auditors during the week of October 13-17, 2003. ACTION: Information Only.

ITEM 8 (F) Faculty Leave Slips – Hill indicated concerns were raised by faculty with regard to the processing of faculty leave slips in a timely manner, requesting assurance that the issue will be resolved. ACTION: Supalla will meet with Arntson regarding the delay of leave slip processing and this concern will be shared at the meeting with Wright, Shafer, Guenette, Arntson, and Supalla.

ITEM 9 (F) Staff Parking Lots – Faculty shared concerns with RCTC vans and other state vehicles taking parking spots away from the faculty in the faculty/staff parking lots. ACTION: Supalla and Hansmann will review options available for state vehicle parking on campus.

ITEM 11 (A) Fitness Center Proposal – Hansmann announced a $30/semester fee is being considered for employees utilizing the fitness center. The fee will be used for equipment repair and replacement and extending hours. Hansmann also announced, because of insurance issues, only employees and students are able to use the center. ACTION: Hansmann will forward an electronic copy of the proposal to Wright and Shafer. Faculty are requested to forward comments/concerns directly to Hansmann.

ITEM 8 (A) 2004-2005 Academic Calendar Proposal – Although the October 1st Student Success Day will be assessed before further implementation in future academic years, a draft 2004-2005 Academic Calendar was shared. ACTION: Supalla will forward a copy of the proposed calendar to Wright and Shafer and the 2004-2005 Academic Calendar will be finalized at the October meeting.

Adjourned at 3:15 p.m.
Next Meeting: October 28, 2003 – 2:00 p.m. – AT109