**AFSCME / MAPE STRIKE**

We are delighted and excited to welcome back our entire RCTC family to their work areas at UCR and Heintz Center.

State negotiators and union leaders concluded talks this past weekend and reach a tentative agreement on Sunday, October 14, 2001. It was the first formal talks since AFSCME and MAPE employees went on strike Monday, October 1, 2001.

Now that the strike has concluded it is imperative that everyone remember his or her role and responsibility of maintaining a respectful work environment. In order for us to move forward in accomplishing our mission and vision, everyone needs to feel respected, supported and trusted. Harassment and retaliation of any kind will not be tolerated.

The extra efforts and support of our faculty, staff, and students during the last two weeks have been very much appreciated. However, it is wonderful having all members of the RCTC community back home. Your continued efforts in making **RCTC THE BEST IT CAN BE** and a good place to learn and work continues to be appreciated!!!!!

**NOTE FROM RCTC LEADERSHIP**

Thanks very much for your extra efforts these past two weeks, which has helped assure continued quality learning and student services at RCTC. Our top priorities continue to be the safety of our students and staff and our assurance that students continue their education without disruption.

Please know that everyone at RCTC is respected, appreciated and valued by our students and the RCTC leadership team. We continue to ask for your patience and contribution to our goal of maintaining a climate of respect for one another during this difficult time.

RCTC Strike Committee
MSCF Meet and Confer Minutes

Rochester Community and Technical College
Minnesota State College Faculty (MSCF) Meet and Confer
Minutes for Tuesday, September 25, 2001 – 2:00 p.m. – Presidents’ Room

Present: Administration Harris, Sheehan, Supalla, Swenson, Thompson
Facility Shafer, Hill, Israelson, Wright
Recorder: Judy Kingsbury

ITEM 1 (A) FY02 Budget – Swenson presented the latest FY02 budget, which reflects the projected enrollment increase. The non-personnel budget remains the same as last year, but a 7% increase was added to personnel to cover salaries/fringe. Questions should be directed to Gary Swenson. Additional resources were added to cover anticipated utility cost increases. ACTION: Information Only.

ITEM 3 (F) Plan for Strike and ITEM 3 (A) Intent to Strike – Sheehan shared a draft memorandum that will be sent to all non-represented employees, and employees in bargaining units who have not filed a notice of intent to strike. The state is requiring daily attendance reports, which includes faculty. Supalla met with MAPE and AFSCME representatives and it was agreed that the picketing would be done at the entrance of the buildings. (Note: This decision was changed prior to the strike.) Supalla reiterated every effort will be made to provide services and continued operations during a strike, and faculty will be expected to do whatever is necessary to ensure instruction is maintained. Harris added distance education is a concern, and discussions are being held with TeachNet to investigate options available. ACTION: Information Only.

ITEM 1 (F) Administrative Merit Pay – Shafer indicated the faculty association does not have a concern with the legality of administrative merit pay, but questioned why the information was not shared last spring during the budget review process. Supalla responded personnel expenditures were not line-itemed, but the figures were included in the budget materials. Shafer questioned if the dollars could have been used for other purposes if not distributed through the merit pay, and Supalla confirmed unspent merit pool dollars could be spent in other areas. Shafer questioned how much was distributed, and the criteria for the merit increases. Sheehan reported approximately $20,000 was added to base salaries and approximately $7,000 was provided in lump sum compensations. Supalla explained the criteria used is a three-pronged approach (information obtained through assessment surveys mailed to peers, co-workers, and community members; self assessments; and a performance assessment is conducted by himself for each of the Leadership Cabinet members.) Supalla added any special accomplishments (positive audits, construction projects, etc.) are also taken into consideration. Supalla concluded by stating because the Vice President of Academic Affairs supervises the Deans, the merit pay analysis for those individuals is conducted together through collaborative discussions with Harris. Shafer again stated the legality of the merit pay is not in question, but noted the morale of the faculty may have been affected knowing last spring budget cuts were being considered and layoffs discussed while merit increases were being processed. Shafer questioned if the merit pay could have been sacrificed for the good of the College. Sheehan clarified there are no automatic step increases for excluded administrators, as there are for classified and faculty employees. The administrative increases for FY01 compare favorable with faculty increases. Supalla added it is a necessary process to recruit and maintain administrative leaders. Supalla stated the concerns were understood and a point well taken. Sheehan requested Shafer assist the faculty in understanding the merit pay process is the only way for administrators to progress up the salary scale. ACTION: Information Only.

ITEM 2 (F) Food at College Meetings – Shafer shared rumors that food was still being provided at college meetings, and questioned if the suggestions from the Budget Advisory Task Force last spring were being implemented. Harris responded that she personally provided the treats at the last Program Leaders meeting. Harris also noted similar rumors exist that departments were using staff development dollars for lunches at departmental meetings. Supalla agreed that what is good for the college should also be good for the departments and will discuss the issue further with the Leadership Council. ACTION: Information Only.

ITEM 4 (F) Faculty Office Assignments – Shafer questioned how office assignments are made, and indicated a policy may need to be drafted to establish priority for office assignments. Harris responded a proposal was submitted through the Facilities, Safety, Security and Grounds Committee (of which faculty members serve) and then forwarded to the UCR Council for approval by the UCR partners. Both Shafer and Harris agreed that the proposals should also be brought to Meet and Confer for discussion, but because the decisions are made during the summer months, often Meet and Confer doesn’t meet. Harris also noted some departments worked with her to coordinate adjunct office use, and encouraged other departments to do so as well. Supalla noted additional office space would be available upon the physical education departments move to the sports center. Shafer requested RCTC faculty be placed on the priority list for consideration of the soon to be vacant physical education offices. ACTION: Supalla will add RCTC faculty to the list of possible tenants for the physical education department office space.
ITEM 2 (A) Program Suspension – Harris updated the faculty on the status of the Phlebotomy program suspension, reminding the faculty that it was competing with the Mayo Clinic Phlebotomy Training Program. Harris also announced two other programs will be placed on suspension for next year: Engineering and Medical Assistant. Harris announced the engineering suspension would not affect any faculty layoffs, but that the medical assistant program would. Engineering students would still be able to obtain an associate of arts degree and transfer to another institution, or take the MN Transfer Curriculum and move on to Mankato or the University of Minnesota to pick-up the engineering sophomore level courses. Current engineering students will be offered arranged classes this spring. A discussion was held on the Program Review process and the outstanding job Marj Reif has done with the medical assistant program, however, Harris noted the program suspension decision had nothing to do with instruction or the program, but rather the lack of students. Harris added Mayo Clinic is not currently hiring employees with the medical assistant title. Additional discussions will be held to see if there is a way to bring medical assisting and phlebotomy into certificate programs under a broader umbrella. ACTION: Harris will continue to work with the medical assistant instructor to see if additional licensures are an option to continue employment.

ITEM 5 (F) 2002-2003 Calendar and ITEM 5 (A) 2002-2003 Academic Calendar Proposals – Shafer and Wright agreed either calendar was workable, but will bring back to faculty senate for final consideration. Thompson requested special consideration be given to Proposal B, which would allow for better service with the additional time between semesters for students to modify their schedules after the holidays. Additional discussions were held on the pros and cons of having a break the day before and the day after Veteran’s Day. ACTION: Kingsbury will share the electronic versions of the calendar with Shafer and Wright. The faculty will report back their recommendation at the next meeting.

ITEM 6 (F) Teaching and Learning and ITEM 7 (F) Academic Standards – Shafer suggested the Teaching and Learning Committee function as a subcommittee of Curriculum Council in order to allow faculty the opportunity to have a position on an issue, hence protecting the exchange of view process. Shafer also suggested the recommendations from the Teaching and Learning Committee follow the proper faculty channels by first being presented to Faculty Curriculum Committee before being shared at a meet and confer meeting. Shafer noted the faculty also took a similar position that the Academic Standards task force belongs as a subcommittee under Curriculum Council. Harris agreed about the Academic Standards task force, but questioned how the Teaching and Learning Committee could be a subcommittee of Curriculum Council if it’s charge is also to take over the responsibility previously handled by the Innovative Design Committee. ACTION: Harris, Wright, and Shafer will further discuss and the faculty will share a committee structure with administration before returning to meet and confer.

ITEM 4 (A) 2002 Capital Bonding Update – Supalla announced the approved MnSCU Capital Bonding requests are established, and UCR will have no building projects included. Included in the MnSCU request will be $100 million HEAPR request with dollars for UCR. ACTION: Information Only.

ITEM 8 (F) Classroom Chairs/Desks – Shafer questioned when the College would replace some of the chairs in the classrooms to better serve adult students. Supalla responded there is some money available for replacement furniture and suggested the faculty identify those classrooms that have that greatest need. ACTION: The faculty will develop a priority list and submit to administration.

ITEM 6 (A) Grievance Representative – At the request of Harris to clarify a rumor, Wright confirmed that UTCE and CCFA will only utilize one grievance representative under MSCF and Jean Marconett has been identified as the individual. ACTION: Information Only.

ITEM 7 (A) Retiree Volunteers – Harris shared two ideas that would utilize retirees. The first would be to ask for volunteers to help rebuild bicycles that can be used for transportation between the UCR-Main site and the Heintz Center. The second ideas would be to utilize retirees as tutors to assist students and hopefully increase retention from one semester to the other. ACTION: The faculty will take the suggestions under consideration and bring back their recommendation to the next meeting.

ITEM 8 (A) Faculty Representation on Committees – Harris requested faculty representation on committees and task forces. Shafer noted the English Department had a success process in place to recruit members for committees, and suggested Harris contact other division coordinators and department chairs to follow a similar process. ACTION: Harris will contact the division coordinators and department chairs requesting they submit names of volunteers through Wright and Shafer.

Adjourned at 3:15 p.m.

Next Meeting: October 23, 2001 - 2:00pm - Presidents' Room
POLICIES

Employees are responsible for familiarizing themselves with, and adhering to state, system, and college policies. State laws and policies may be accessed through the state’s website at http://www.state.mn.us and/or the Minnesota Department of Employee Relations (DOER) website at http://www.doer.state.mn.us. MnSCU policies may be accessed on their website at http://www.mnscu.edu. All RCTC policies may be accessed through the RCTC website or by going directly to http://www.roch.edu/rctc/RCTCAbout/html/policies.html.

FUND-RAISING

The RCTC Policy on fund-raising and authority to approve and conduct fund-raising campaigns applies to all forms of fund-raising, whether conducted by the College, RCTC Foundation, support groups, or individuals or organizations outside the College. All fund-raising activities must conform with established RCTC programs and policies and a record of all solicitation must be maintained and reported in accordance with established procedures. Please review the fundraising policy and appropriate authorization forms before beginning any fundraising activity: http://www.roch.edu/rctc/policies/html/finance.html.

CHAMPA NAMED TO NJCAA FOOTBALL COACHES HALL OF FAME

Longtime RCTC football coach Cy Champa is one of eight men who have been inducted into the 2001 National Junior College Athletic Association’s Hall of Fame as selected by the Football Coaches Association. Champa is one of three coaches elected this year.

As head coach at Rochester Community and Technical College from 1968-1985, Champa, created a dominant football program compiling a 132-30-3 overall in the Minnesota Community College Conference (MCCC). He has been named the MCCC Football Coach of the Year, and was the NJCAA Region XIII Coach of the Year five times (1969, 1975, 1976, 1978, 1980). Champa coached 39 All-Americans, took seven teams to bowl games, won six Minnesota Community College Conference State Championships, and 16 MCCC Division titles and established a tradition of excellence at RCTC that continues today.

RCTC’S ANNUAL REPORT

RCTC’s first Annual Report has been completed. The report highlights RCTC’s accomplishment during the past year in the form of a 2001-2002 Calendar. This useful and informational tool is the result of the work and creativity of Jenee McGurren and Dave Weber. Copies of the Annual Report Calendar were placed in mailboxes last week. If you did not receive a copy, please contact Judy Kingsbury at x7216.

REQUEST FOR ROPOSAL

Two Requests for Proposals (RFP) are currently being accepted. Details of the two RFPs can be found on the intranet site http://www.adm.roch.edu/rctc
1. Request for Office Space – CF122-CF132 (currently occupied by the Health/Physical Education Department)
2. Request for Leverage Equipment Funds

UP TO SPEED

“Making Assessment Meaningful”: A Quality Conference
FREE – November 16 & 17, 2001

The Collaboration for the Advancement of College Teaching and Learning will be sponsoring their fall conference on November 16 and 17, at the Radisson Hotel Bloomington. The conference is free.

A few of the breakout session topics include:
• Using a Capstone Project to Involve Students in Assessing Your Program,
• Assessing Learning Strategies Across Cultures,
• Program Evaluation: Herding Cats and Departmental Evaluation, What Do They Have in Common?
• Involving Students in the Assessment Process,

Registration and other expenses will be paid from the assessment budget if you have used your staff development allocation already or when you use it later. November 17 may be used as a DD Day. For more information go to collab@collab.org
As I draft this Thursday morning, a mediator from the Bureau of Mediation Services is sitting down with AFSCME, MAPE and State representatives in an effort to reach a contract settlement. I appreciate your extraordinary efforts to assure that RCTC students continue to receive quality instruction and services. Thank you! RCTC Strike Headquarters will remain open 7 a.m. – 7 p.m. Monday-Thursday and 7 a.m. – 4 p.m. Friday for the duration of the strike. Please don’t hesitate to call 280-5088 if you have questions or need assistance. As always, help is also available by calling 285-7262.

Eight men, including RCC’s retired football coach Cy Champa, have been inducted into the 2001 National Junior College Athletic Association’s Hall of Fame selected by the Football Coaches Association. Of the eight, three are being recognized as coaches, three as players and two as contributors and supporters of two-year college football. As head coach at Rochester from 1968-1985, Cy’s teams compiled a 132-30-3 overall record. Coach Champa was named the Minnesota Community College Football Coach of the Year and was the NJCAA Region XIII Coach of the Year five times. Cy coached 39 All-Americans, participated in seven bowl games, won six Minnesota Community College Conference State Championship, and 16 Minnesota Community College Conference Division titles. Congratulations on this very prestigious and deserving honor, Cy!

Jim Kehoe was informed that the review committee for the Community Service-Learning and Campus-Community Collaboration grants has selected his grant proposal for advancement to the final application stage. Of 54 preliminary proposals submitted, 36 have been passed to the final stage. Eight to ten proposals will be funded. Congratulations on making the first cut, Jim. Full proposals must be delivered to the Minnesota Campus Compact by November 16. Good luck in Round 2. Staff from the TeachNet office recently submitted million-dollar grant applications to both the Coca-Cola and National Science Foundations. Both applications continue to move through the proposal selection/funding process.

The Yellowjacket women’s soccer team and men’s football team continue to post victory after victory. The volleyball team begins state tournament play soon and we wish them all the best in the well-balanced Minnesota Community College Conference. Congratulations to the men’s golf team who recently captured the MCCC Southern Division Conference Championship. Individual men and women played some excellent golf this season and several have qualified for slots at next spring’s national NJCAA tournament. As fall sports wind down, the winter season teams begin practice. Many thanks to the coaches, trainer, cheerleaders, mascot, volunteers and players who contribute so much time and effort to this important learning component. The players and coaches love it when staff stop by to take in a game and cheer on the Yellowjackets!

Several RCTC staff members and spouses joined Stephanie and me at last Friday’s Sorgenfrie/Zabel wedding. Cristina and Jeremy, both former Student Senate Presidents, met at RCTC. It’s not just classroom learning that occurs on campus. Best wishes for many happy years together, Mr. and Mrs. Zabel!

In the next few weeks I’ll share summary information gleaned from last spring’s student and staff satisfaction surveys. Following is the “Top Ten” list of items (in priority order) most important to RCTC students…

1. I am able to register for classes I need with few conflicts.
2. The quality of instruction I receive in most of my classes is excellent.
3. Classes are scheduled at times that are convenient for me.
4. I am able to experience intellectual growth here.
5. Program requirements are clear and reasonable.
6. There is a good variety of courses provided on this campus.
7. The amount of student parking space on campus is adequate.
8. The quality of instruction in the vocational/technical programs is excellent
9. Nearly all faculty are knowledgeable in their fields.
10. Faculty are fair and unbiased in their treatment of individual students.

Thought for the week… “Don’t ask yourself what the world needs. Ask yourself what makes you come alive, and go do that. Because what the world needs is people who have come alive.” - Gil Bailie, Theologian and Writer

May the skies be sunny, the winds blow gently and the temps be warm for those who have time away next week. Don