Campus Closing
Just a reminder to all employees at University Center Rochester, the campus will be closed during the semester break: Closing - December 23 at 5 PM - Opening - January 3 normal business hours.

For RCTC employees normally scheduled to work during this period, but who wish take leave, you have the option to:
1. take vacation days
2. use compensatory time off
3. take leave without pay

Please submit leave requests to your supervisors by November 1st. If staff do not submit leave requests by November 1st they will be assigned to work in the Regional Sports Center during the break.

Notice to AFSCME Employees
Recently Rochester Community and Technical College and AFSCME Council 6/Local 4001, AFL-CIO completed a Memorandum of Understanding. The statement reads:

- The parties agree to the following terms:
  1) Employees may choose to observe Veteran's Day and/or President's Day as outlined in Article 7 of the bargaining contract.
  2) Employees who choose to work on Veteran's Day and/or President's Day shall have the number of holiday pay hours, for which they would otherwise be eligible under Article 7, Section 7, credited to either their vacation leave or compensatory time balance (at the employee's option) in lieu of holiday pay. The Work on a Holiday language of Article 7, Section 8 of the Master Agreement shall not apply.
  3) Employees will notify their supervisor in writing if they choose to work on the holiday(s) no later than twenty-eight (28) days prior to the holiday(s). Employees who fail to notify their supervisor in writing twenty-eight (28) days prior to the holiday(s) will observe Veteran's Day and President's Day on the days specified in the contract.
  4) This agreement may be terminated by either party with thirty (30) days written notice.

Although the Memorandum of Agreement states a 28 day notice prior to the holiday, the May 20, 2004 AFSCME Labor/Management Meeting Minutes reflect "Final consensus was reached to change the wording to 28 days with agreement that exceptions would be made on a case-by-case basis."

If you are interesting in utilizing this agreement, please notify your supervisor in writing immediately.
Weekly Funny

Marketing Fact
When are most students in class at RCTC?
Mondays and Wednesdays at 10am with 88 simultaneous sections in session! 10am and 8am classes together account for almost 24% of all sections offered!

CROSSINGS CLASSIFIEDS

FOR SALE: Full-size bed headboard; green king duvet coverlet; octagon chandelier with down light; crib bumper pad liner – Marilyn Etbauer (H) 289-9541; (W) 281-7771.

NOTICE: The Country Inn and Suites, Rochester South (across from Fleet Farm) is having a Halloween Party for special needs children and their families at the Country Inn South on Sunday, October 31 from 4 to 7 p.m. If you know of any families with special needs children, please invite them. There will be games, activities, a magic show at 2 different times, 5 and 6 pm from Dr. Don Campbell, Chester the Dragon from Chateau Theater will be there and Geoffrey the Giraffe from Toys R Us will be there as well. This is jointly sponsored with The Dressbarn, Think Federal Credit Union and the March of Dimes. If you have questions, please call the Country Inn at 507-287-6758. – Dera Johnson

NOTICE: Trick-or-Treat. If you’re looking for a spooky stop on the trick-or-treat trail, consider a visit to McGurren Mortuary and the Graveyard of Lost Souls. We will have a collection barrel on site for donations to the Channel One food shelf and non-perishable goods will be appreciated. For more information, click on the link located below: http://www.roch.edu/staff/jmcgurren/webpages/Halloween2.html. – Jenee McGurren

Thank You
Thank you for the basket of magazines and get well balloon. I'm home healing and gaining strength before my second surgery, which is scheduled for next month (November). I appreciate your cards and notes of cheer and concern.

Sondra Bentz
Supalla’s Scribblings

The rhetoric on the presidential campaign trail has stepped up a notch or two (if that’s possible) in the last week. Expect more personal bashing, commercials and candidate visits in the last couple weeks of the campaign. Once again this week, Rochester and RCTC has been the focus of several political events. The University Center has been home to three political debates this week—County Commissioners, City Council, and State Representatives. Wednesday President Bush made a noon appearance at Rochester International Airport and carried on a dialogue with several constituents. One of the conversations was with Michele Clements, Law Enforcement student, who is making a major career change through a dislocated workers retraining program. Several times during their conversation, Michele mentioned RCTC and the training she’s enrolled in. Later in the afternoon, the UCR Atrium played host to a Women for Kerry rally featuring none other than General Evelyn Foote, former Mayor of Little Rock Lottie Schalekford and Congresswomen Jan Schakowsky, Eddie Bernice Johnson, and Betty McCollum. One might wonder…who’ll make the next UCR appearance?

Barb Mollberg and the officers of Phi Theta Kappa planned a wonderful ceremony for 61 new inductees. The new inductees varied greatly in age and gender, some represented several generations of PTK or RCTC students, they are enrolled in a wide variety of programs, and included both local and international students. The purpose of PTK is to recognize and encourage scholarship among two-year college students and RCTC’s Omicron Chapter was the first Minnesota chapter. Many thanks to Barb Mollberg for her many years of serving as chapter adviser.

The official fall semester enrollment numbers have been released by MnSCU and RCTC’s enrollment once again exceeded the system average. RCTC’s official fall 2004 headcount was reported at 5,925, 78 more than 2003 and represents a 1.3 percent increase. Full-year equivalent students rose from 4,230 in 2003 to 4461 in 2004, a 5.5 percent increase. Comparatively, headcount at MnSCU’s two-year colleges decreased .6 percent and FYE grew by just 1 percent. Thanks to all who’ve worked very had to recruit and retain our students.

Congratulations to Dan Chick, other BUM faculty members, and the Building Utilities Mechanic students…all of the BUM 1 students (26) that could sit for the special boilers exam passed on their first attempt.

Kudos to Coralie Fiegel, BTEC faculty member, who was awarded the Minnesota Business Educators, Inc. Outstanding Post-Secondary Teacher of the Year Award. Coralie’s teaching experience at both the secondary and post-secondary levels, participation in local and state committees, her community service, and her quality teaching garnered her the recognition. Way to go, Coralie!

On Wednesday, the MnSCU Board of Trustees approved a budget request that seeks a $66.5 million increase for the 2006-07 biennium, the smallest request increase in system history. The request assumes tuition will rise four percent per year over the next two years, which would be the smallest tuition increase since 1999. Members of both the Minnesota State College Student Association and the Minnesota State University Student Association urged the board to freeze tuition at current levels. The students asked the board to request an additional $62.9 million from the Legislature to replace the tuition revenue. In the end, the Board voted 7 to 4 to support the proposed $66.5 million increase and the assumed four percent per year tuition increase. Some of the new dollars, if appropriated, would be used to increase educational programs that meet critical needs in nursing, teacher education, agriculture and small business management. The additional funding would be used to expand online courses and services, increase outreach and better serve students in groups traditionally underserved by higher education, create an innovations fund to meet the needs of Minnesota employers and provide for competitive faculty salaries in high-demand fields.

Many thanks to the VFW Post 1215 who furnished 180 American flags, one for every classroom at UCR. The project was initiated and organized by Representative Carla Nelson and Rochester resident Wayne Stillman.
Thought for the week…
“Personally, I’m always ready to learn, although I do not always like being taught.”
-- Winston Churchill

Enjoy the fall weather before we transition to days filled with sleet and snow.  

--- Don

Policy
It is every RCTC employee’s responsibility to familiarize themselves with, and adhere to, state, system, and college policies. Rochester Community and Technical College has recently approved and implemented a Military Credit Acceptance Policy. The policy reads:

Military Credit (RCTC Policy 3.15.5)

Part 1: Terminology:
Army/American Council on Education Registry Transcript System (AARTS)
Serviceman's Opportunity (SOC)
Sailor/Marine/ACE Registry Transcript (SMART)
American Council on Education (ACE)
Competency Based Education (CBE)

Part 2. Acceptance: Rochester Community and Technical College may award up to sixteen (16) semester credits to be designated military electives at the discretion of the faculty SOC liaison based on the service person’s AARTS or SMART transcript (ACE military experience/schooling).

If a U.S. military veteran wants to apply any of these credits toward specific RCTC courses, (ex. physical education, health, management, marksmanship, etc) to meet degree requirements, veterans may use the College’s CBE or Credit-By-Exam procedures, without payment of the normal processing fee (the College will cover the processing fee). In such a case, the veteran will take the CBE or Credit-By-Exam application to the Vice President of Teaching and Learning for approval.

If the veteran receives specific CBE or Credit-By-Exam credit for military experience/schooling, the number of credits thus received will be deducted from the overall amount awarded by the faculty SOC. In no case will such CBE/Credit-By-Exam and other general military electives equal more than 16 credits.

Part 3. Appeal: If such a student is dissatisfied with the evaluation (Faculty SOC liaison or CBE/Credit-By-Exam and/or faculty SOC liaison) a RCTC petition to the Academic Standards Committee can be pursued. If still dissatisfied, he/she can appeal to the RCTC Academic Affairs and Standards Council.

College credits earned by military veterans from on or off-base accredited colleges/branches with official college transcript, including the Community College of the Air Force, will be evaluated for possible transfer by the RCTC Admissions Office.
Rochester Community and Technical College
Minnesota State College Faculty (MSCF)
Faculty Shared Governance Council
Minutes for Tuesday, September 28, 2004 – 2:00 p.m. –AT109

Present: Administration Bequette, Cram, Supalla
Faculty Fruth-Dugstad, Gust, Israelson, Marconett, Watters, Wright (Chair)
Recorder: Kingsbury
Guest: Beth Arntson, Tim Gilsrud

ITEM 1 (A) 2005-2006 Proposed Academic Calendar – Wright announced several faculty will visit Century College to review their Student Success Day before announcing a final position. Supalla questioned the status of the faculty position on finals week and/or extending student contact days. Wright responded the issues are resolved and the recommendation is to remain status quo on finals and the number of student contact days. **ACTION:** Faculty will review the Student Success Day process at Century and meet with Administration to resolve any concerns on the proposed 2005-2006 Academic Calendar.

ITEM 1 (F) Machine Tool Equipment Sales – Wright announced the faculty were under the impression that profits from the machine tool equipment sales would be placed back into program budgets. Supalla responded the revenues were considerably more than anticipated, but would need to visit with Hansmann before responding. Supalla did note, however, that a large amount of the profits were spent on the renovation of the areas for the programs now housed in the area. **ACTION:** Supalla will request Hansmann compile a report reflecting the revenue/expenditures of the machine tool equipment sales. The item will be placed back on the agenda for the next meeting.

ITEM 2 (A) Employee Communication Policy (3rd Reading) – Gilsrud distributed a copy of the MnSCU Procedure 5.22.1 Acceptable Use of Computers and Information Technology Resources, which addresses the right to employ security measures, including, but not limited to, the right to monitor electronic communications. Wright questioned if there was a standard by which administration measures the need to monitor. Gilsrud responded monitoring is not routine and would only be conducted if a person in authority would report suspicious activity. **ACTION:** Faculty support the Employee Communication Policy. Administration will move forward in the implementation process.

ITEM 2 (F) On-line Class Evaluation – Gust announced Bequette’s predecessor believed in the need to evaluate every online course every semester and, although some faculty agree the evaluation is a useful tool, it appears to be in violation of the Faculty Evaluation Policy requiring a three-year cycle. Gust added, after reviewing the evaluation questions/process with faculty, it was agreed two evaluation tools should be used (one for instruction and one for on-line processes). A spread sheet was compiled reflecting which questions should be included in the on-line evaluation. Bequette stated he believed an on-line evaluation of the processes (not course content) may be required for accreditation purposes. Bequette suggested an aggregated evaluation, not reflecting specific instructors or courses but providing information about the delivery process. Gust and Wright requested faculty evaluations be done in compliance with contract language. Bequette responded he wasn’t aware the on-line courses were being evaluated each semester, but will visit with the academic deans about the issue. Wright stated that the faculty evaluation portion of the evaluation tool has been an issue continuously since the on-line evaluation was created. The college understands that the evaluation process is not in compliance with the contract at present. Bequette asked if there was a middle ground to provide what the college needs for assessment and meet the contract. Wright responded that we are in the process of working on this now and asked Bequette to remove any part of the evaluation that is out of compliance while we work on an acceptable evaluation/assessment tool. Supalla shared his discomfort in allowing a long-time faculty member to teach an online course for the first time if they wouldn’t be evaluated, noting the issue isn’t knowledge base, but rather delivery method. Gust responded faculty do receive training and work with the Educational Technology Department before teaching on-line. Marconett also added administration has the right to assign. **ACTION:** Bequette will remove any part of the evaluation that is out of compliance. Wright will direct the Faculty Distance Education committee to work with Bequette to formulate an evaluation/assessment tool.

ITEM 3 (A) Un-requested Leaves of Absence – As outlined in MSCF Contract Article 22, Bequette announced discussions have been held with faculty members impacted by four possible layoffs in areas with low enrollment, adding the layoffs will be rescinded if evidence so warrants. **ACTION:** Bequette will share more details directly with Wright.

ITEM 3 (F) Homecoming – Marconett suggested the planning for homecoming in 2005 be more proactive to include expanded activities, i.e. home games for all athletic events. Cram agreed with the proactive approach. Wright suggested the
ITEM 4 (A) Travel/Professional Development Form – Arntson announced the new travel/development forms are available on the web and through the “J” drive, requesting feedback to further improve the process. ACTION: Arntson will send out an e-mail announcing the changes in procedures and forms for travel/professional development.

ITEM 5 (A) Nursing Department and Joint Appointment – Wright shared several concerns regarding the joint appointment, i.e. who would the individuals report to, what contract would they follow, would they be held to the contract provisions, who is responsible for the grading, etc. Supalla requested Wright forward the specific concerns in writing to Nirmala Kotagal, Mike Bequette, and himself. Bequette questioned if it would be advantageous to have a non-binding discussion with representatives from Mayo Clinic. Wright preferred nursing faculty and someone from the State Union meet with the representatives. Bequette and Wright agreed to hold a preliminary discussion before including someone from the State Union. ACTION: Bequette will organize a meeting between Mayo Clinic representatives, Marconett, Gay, Kotagal, Nicholls, and G. Wright.

ITEM 6 (A) Search Timelines – Bequette stated his belief that the best time to search for faculty is during the Fall Semester. Bequette will meet with the program leaders/division chairs to begin identifying appropriate criteria needs for new and full-time faculty appointments. Arntson concurred an earlier start would allow the search committees more opportunities to get involved in the preferred qualifications and recruitment tool portion of the process. Bequette added it was also his desire to provide limited financial support to better entice outstanding candidates to campus for interviews, allowing the search committees the authority to identify the rationale for such approvals. Wright stated the faculty position is full-time, unlimited faculty provide the best value because of the commitment and time on campus. Supalla responded a concerted effort was made last year to consolidate adjunct offerings and employ UFT faculty when appropriate and that thinking will continue to be the philosophy in the future. ACTION: Information Only.

ITEM 7 (A) Dual Appointments – Arntson announced the Department of Employee Relations has brought to MnSCU’s attention the possibility of over-time and back-pay for state employees with multiple appointments that equate to over a 1.0 FTE. Specifically the directive appears to require nonexempt multiple appointed employees to consider their combined appointments as one position. Arntson stated this change may affect a dozen employees at RCTC and require back-pay of over $100,000. Upon final clarification from DOER, it may be necessary to discontinue offering dual appointments to those nonexempt employees. ACTION: Arntson will share the Department of Employee Relations interpretation with Wright.

ITEM 8 (A) KSMQ – Bequette announced the College is entering into a partnership with Riverland Community College, Hiawatha Broadband Communications, Hormel Institute, and the cities of Austin, Owatonna, and Albert Lea to take over KSMQ’s license, adding educationally the station will be a positive new tool. A group of faculty are meeting to brainstorm curriculum ideas. Wright questioned if there would be any liability for being on the board. Bequette responded it will depend on how the holding company is created but in the past the station has operated in the black. RTC will only contribute in-kind services to the operation. MnSCU’s CFO and legal counsel have blessed the initiative. ACTION: Information Only.

ITEM 9 (A) Biennial Budget Request – Supalla encouraged faculty to participate in the upcoming MnSCU Biennial Budget Hearings. Wright suggested Supalla summarize information and agreed to encourage faculty to participate. ACTION: Supalla will summarize key points regarding the biennial budget request and distribute college-wide through e-mail.

ITEM 10 (A) Capital Bonding Request – Supalla provided an update on current phases of campus development (Health Sciences Center, Campus Community Center, and Workforce Center co-location). ACTION: Information Only.

ITEM 11 (A) Strategic Planning – Supalla announced the College is negotiating with an outside consultant to assist in strategic planning. ACTION: Information Only.

ITEM 12 (A) Parking – Supalla announced more parking lots will be built once the appropriate revenue is generated, and also shared concerns expressed by the Student Senate regarding employees parking in student lots (specifically the East
Parking Lot), noting if parking regulations are not adhered, the College may consider eliminating designated lots. **ACTION:** Wright will reiterate to the faculty the necessity to observe and adhere to the parking regulations.

**ITEM 13 (A) Higher Education Services Office (HESO) Town Hall Hearing** – Supalla stated four individuals provided testimony (representatives from RCTC, WSU-RC, UMR, and GRAUC) at the HESO Town Hall Hearing. The GRAUC testimony reflected appreciation of the incremental steps taken to advance higher education offerings in Rochester. However, GRAUC also stated funding for expanding upper division, professional and graduate programs does not address the region’s economic and demographic changes. GRAUC believes the limits of the 3-2-1 collaborative model may have been reached and, although RCTC provides the base, the upper division growth is constrained and an inordinate amount of time spent in “collaboration” leaves WSU and UMR operating inefficiently. In addition, the GRAUC testimony stated “we believe that the community’s needs are best met by expanding the UMR presence.” GRAUC urged HESO and the Governor to meet the needs of higher education in Rochester by making a strategic investment in UMR, evaluating the effectiveness of the UCR Management Agreement, and assisting the systems in determining whether changes are needed for efficiencies or whether a reappraisal of the 3-2-1 model is needed. **ACTION:** Information Only.

Adjourned at 3:15 p.m.  

**NEXT MEETING:** October 26, 2004 – 2:00pm – AT109