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Event Schedule – see web
http://www.roch.edu/rctc/about/html/weeklyschedule.htm

Attachments
❖ Goddard Newsletter
❖ Winter Weather
❖ Career Day

Evening Administration
11/3-8 – Don Supalla
11/14-15 – Gary Swenson
The evening administrator can be reached at x7262.

RCTC Welcomes Chancellor James. H. McCormick
Listening to the Voices of Minnesota
Thursday, November 8, 2001 at the University Center Rochester
8:00 to 9:00 am Community Forum - Heintz Center Commons
9:00 to 10:00 am Meet the Media/Campus Tour
10:00 to 10:45 am Faculty and Staff Forum - Coffman 206/208
11:00 to 11:45 Student Forum - Coffman 206/208
All are welcome!

RCTC Open Forum – Mark your calendar!
The first Rumor Control Through Communication - RCTC - Open Forum for 2001 is scheduled for Monday, November 5, 2001. The forums will be held at 11:30am in CF206 (UCR) and at 3:00pm in HC105 (Heintz Center). A lot of things have been happening at UCR and RCTC, so take this opportunity to visit with the RCTC Leadership Cabinet and discuss your ideas and or concerns.

CHOICES/Carson Community Day Sale
Would you like to win a trip for two to beautiful Puerto Rico, enjoy special holiday savings and delicious refreshments and support the CHOICES of SE MN client services fund all at the same time? CHOICES is once again participating in the Carson's Community Day Sale on November 17. Event packets are available for $5.00 each and CHOICES receives 100% of the proceeds from the packet sales. CHOICES provides career and life-planning services to displaced homemakers and women in transition throughout the 11 counties of SE MN. The program is funded under grant from the MN Dept. of Economic Security and delivered by RCTC. Many clients become students of RCTC, U of M and WSU. The client services fund helps individual clients with books and education assistance, uniforms, clothing and other special needs. Call 280-5510 or stop in the CHOICES office, Room A-125 at the Heintz Center for your packet. We appreciate your support.
Weekly funny…

"Anne has allowed me one last creamstick before going on my diet--big mistake!"

Christmas Anonymous coat drive
Several coats/jackets have already been donated to the Christmas Anonymous coat drive. Last year RCTC/CHOICES collected more than 75 coats as well as snow pants, mittens and hats. Donations may be left at the Information Desks at UCR and the Heintz Center from 7:30 - 4:00 Monday through Friday or call CHOICES at 280-5510 to arrange for pick-up. There is a huge need especially for infants, toddlers, children and teens. LET’S BEAT YEARS donations and set a new record. Your donation truly makes a difference.

Combined Charities Campaign underway
Life's most important and urgent question is, what are you doing for others?"
- Martin Luther King, Jr.

The 2001 Minnesota State Employee's Combined Charities Campaign is underway. It is scheduled to run November 1-16, 2001. Everyone should have received a packet through intercampus mail by now. If you haven't, please let me know and I'll get one to you ASAP. Remember, your investment, small or large, makes a difference. Now more than ever, community advocacy and social programs in our community need your help. You are able to contribute either by payroll deduction or a one-time gift to a charity of your choice. If you have any questions, please contact me. Thank you for considering participation in this worthy cause.

Judy Kingsbury - RCTC Campaign Coordinator

Winter Hazard Awareness Week
November 5-9, 2001 is designated Minnesota's Winter Hazard Awareness Week by the Minnesota Department of Public Safety. Each day of the week is devoted to a different winter safety topic, including winter weather, outdoor winter safety, winter fire safety, indoor air issues and winter driving. A comprehensive packet of more than twenty fact sheets on these topics is available on the Division of Emergency Management’s Website at www.dps.state.mn.us/ememrgnt/weather/winter/index.html. Each fact sheet contains information on a specific hazard, prevention tips, and a listing of additional resources. In preparation for the upcoming winter months, we would like to remind all employees of the policies/procedures followed at University Center Rochester for the closing, delaying, or cancellation of classes. Please carefully review the procedures attached to this week’s Crossings. Stay warm and safe over the next few months.
Supalla’s Scribblings

Don’t miss this week’s opportunity to meet MnSCU’s new chancellor when Dr. McCormick visits UCR on Thursday, November 8. The Chancellor’s visit is another campus stop on his “Listening to Minnesota” tour. Chancellor McCormick will host a forum for community reps from 8-9 a.m. at the Heintz Center, meet briefly with the press at 9 a.m., view current construction projects while traveling to UCR-Main, and then conduct forums in CF206/208 from 10-10:45 a.m. with faculty/staff and 11-11:45 a.m. with students. Immediately following the last forum, Chancellor McCormick will leave for Austin where he will conduct forums at Riverland Community College.

Don’t miss the first Rumor Control Through Communications Forums that will be held on Monday, November 5. The forums will be held at 11:30 a.m. in CF206 (UCR) and at 3 p.m. in HC105 (Heintz Center). Dave Weber will highlight results from last spring’s student satisfaction survey and Susanne Sheehan will summarize findings from the second annual staff satisfaction survey. Forum participants will also have an opportunity to ask questions and share rumors with the Leadership Cabinet. While the need for “communications opportunities” shows up repeatedly in survey results, last year’s forums were sparsely attended. The leadership team has made a commitment to continue the forums this year, but will assess their value in May. I’m very interested in your suggestions on other communication methods or forums that might enhance communications throughout the college.

Last week I shared the ten smallest gaps noted in last spring’s staff satisfaction survey. Here are the ten largest gaps:
1. **There are effective lines of communication between departments.**
2. It is easy to get information at this institution.
3. Processes for selecting, orienting, training, empowering, and recognizing employees are carefully planned.
4. This institution analyzes all relevant data before making decisions.
5. Staff morale at this time is positive.
6. Employees are empowered to resolve problems quickly.
7. Employees are rewarded for outstanding job performance.
8. Each department or work unit has written, up-to-date service expectations.
9. Goals and plans with clear measurable objectives are in place for the whole college and all academic and service departments.
10. Employees received special training in improving customer service.

Hear more details from the staff survey at next Monday’s RCTC Forums.

Recent events have encouraged us to reach out to those in need. You have an excellent opportunity to join other state employees in the current “Combined Charities Campaign.” By now, every employee should have received a cover letter from RCTC Campaign Coordinator Judy Kingsbury, a booklet detailing how to donate, and a payroll deduction/one time gift pledge form. Last year state employees raised more than a $1 million; this year’s goal is $1.2 million. Your contribution, large or small, will make a difference and is much appreciated. Take a few minutes right now and make a payroll deduction or give a one-time gift to the campaign or the charity of your choice. Please give generously!

Last week the League for Innovation in the Community College released the following highlights of their “What Do CEOs Want to Know About the Digital Divide?” recent survey results.
- 96% of colleges responded that they provide effective training in the use of IT to fulltime faculty and staff, 72% to part-time faculty and staff, and 95% to students
- 76% of colleges responded that their technology plans effectively address challenges in access to technology (computers, Internet & training) for economically disadvantaged students
- 51% of colleges responded that they leverage students as IT trainers or mentors to faculty and staff, 81% to other students
- 80% of colleges responded that they formally incorporate competencies, beyond IT skills (e.g. critical thinking, communication, teamwork) into their IT certificate programs
- The two most critical issues cited in bridging the Digital Divide for rural colleges are fiscal resources to acquire, upgrade, and replace technology, as well as cabling and bandwidth needs throughout the community or region

The seven ages of man/woman…spills, drills, thrills, bills, ills, pills and wills!

See you at the forum…Don
A Wonderful Night to Share

Upward Bound Students and Staff are now selling tickets to “A Wonderful Night to Share”, a private evening of holiday shopping at Apache Mall, which will take place on Sunday, November 18, 2001 from 7:00 to 10:00 p.m.

This special event for ticket-holders only will feature special offers and discounts from Apache Mall merchants as well as beverages and hors d’oeuvres, door prizes, free gift wrap, and live holiday entertainment!

Tickets for “A Wonderful Night to Share” are $5.00 in the form of a donation. Proceeds will benefit the Upward Bound Scholarship fund. Tickets may be purchased at the Upward Bound Office (SS #150).

Purchase tickets today, help Upward Bound raise money, and get a jump-start on your holiday shopping!

OPEN ENROLLMENT – 2001

The State Employees Group Insurance Program (SEGIP) 2001 Open Enrollment, during which state workers must select their employer-sponsored insurance benefits for 2002, will be conducted December 1 through December 14, 2001.

- A SEGIP Benefits Update will be delivered to all insurance-eligible state employee households in early November. This update will provide important information about Open Enrollment.

- Later in November, a follow-up SEGIP Benefits Update will be delivered to all insurance-eligible state employee households to provide additional Open Enrollment details.

- A customized Open Enrollment Materials Packet -- which will supply information, forms and instructions necessary to make SEGIP benefit selections – will be delivered to all insurance-eligible employees on or before December 1, 2001.

A major function of Open Enrollment 2001 will be the enrollment of all insurance-eligible employees and dependents in the Minnesota Advantage Plan (the new health insurance program for state workers and their families).

- Employees MUST make enrollment selections related to the Advantage Plan during Open Enrollment 2001, because the current SEGIP health benefits program will be replaced by Advantage for the new insurance year.

- Details about Advantage enrollment are still being developed at this time. However, full information about the program will eventually be provided in the SEGIP Benefits Updates, the Your health...Your Choice newsletter, each employee’s personal Open Enrollment Materials Packet, and on the DOER Internet Home Page.

Employees may review basic information about the Advantage Plan by contacting the DOER Internet Home Page, at http://www.doer.state.mn.us/site3/Bargaining/Healthplan.asp.
Human Rights Day 2001

The Minnesota Department of Human Rights 18th Annual Conference is scheduled for Friday, December 7, 2001 beginning at 8:30 a.m. at the Touchstone Energy Place at RiverCenter in St. Paul. The conference will feature ten powerful new workshops, packed with information on the latest trends, emerging issues, best practices and key decisions shaping the future of human rights, presented by outstanding speakers and panelists. Additional information on the conference and registration information is available online at [http://www.TheRightsPlace.org](http://www.TheRightsPlace.org).

The Rochester Conference for Women…

presented by SkillsPath Seminars, will be held Monday, December 10 at the Holiday Inn Downtown. The conference agenda will have two tracks: “Career and Professional Development” or “Empowering Yourself.” Additional conference and registration information is available online at [http://www.skillpath.com](http://www.skillpath.com).

RCTC staffing update

**Administrative**
- **Director of Nursing** (MnSCU Administrator). Position being re-posted/re-advertised.

**Faculty**
- **Instructor of Chiropractic Technician** (PT). Position posted, locally advertised.

**Unclassified Professional (MAPE)**
- **Admissions Officer** (FT unclassified MnSCU Program Director 1 – MAPE). Interviews have been conducted; finalist selection pending.

**Classified Professional (MAPE)**

**Classified AFSCME**
- **General Maint. Worker** (Intermittents). Applications accepted ongoing.
- **General Maint. Worker** (UFT). Position posted/advertised. Interviews have been scheduled.
- **College Lab Assistant** (UPT – Academic Affairs work Area – Chiropractic). Position posted/advertised.
- **Plant Maintenance Engineer** (UFT – College Wide Work Area). Position posted.

For information on any of the above openings, contact the human resources office at x7125 or visit our website at [http://www.roch.edu/rctc/hr/](http://www.roch.edu/rctc/hr/)

**RCTC THEATRE – Antigone, November 1, 2, 3, 8, 9, 10, 8:00pm**

Tickets will be available beginning October 22, Monday-Friday, 10:30 am – 3:30 pm in CC401 or call 285-7200. Staff receive two free tickets, additional tickets can be purchased at regular prices which are $6.00 for Thursday and $8.00 Friday and Saturday. Don’t miss this intense updated timely tragedy of morals against pride! Directed by Jerry Casper; set design by Gary Schattschneider.
You're Invited

Rochester SAM'S CLUB - Special Shopping/Appreciation Event
Saturday, November 10, 2001 from 7am to 9am
Friday, November 23, 2001 from 7am to 9am

Beat the holiday crowds and lines
Free continental breakfast provided
Door prize drawings every 20 minutes *
Come early for more chances to win
$2.50 coupon to Rochester SAM'S CLUB Cafe for first 60 attendees
Grand prize drawing of $100 SAM'S CLUB shopping card
Non-members can purchase during this event with cash or Discover Card

* For attendees present and age 18 and over

Please present a school district or college staff ID, business card or name-tag for entrance into this special shopping/appreciation hours event. No RSVP is necessary.