November 20, 2000
Volume 6, Issue 13

FALL SEMESTER EDITION

Inside this Issue

Staffing Update – Pg 2
Horticulture Sale – Pg 4
Theatre Production – Pg 6

Breaklng ICE

Attachments

✓ UCR Events
Weekly room/event schedule

✓ Holiday Drawing
Upward Bound

✓ Secret Santa
Join in some holiday fun and sign up for the Secret Santa event

Notice: The deadline for the November 27 Crossings is 9:00AM on Wednesday, November 22.

Evening Administration
The evening administrator for November 18, 20, 21 and 22 is Susanne Sheehan.

The evening administrator can be reached at x7262.

Congratulations!
The Yellow Jacket compliment award has just been presented to Maureen Welder in duplicating for going out of her way to help us when we need it. She is helpful, friendly, and efficient. She is an asset to all of us at UCR. A faculty member commented that she puts a smile in her work! Thank you, Maureen, for the great work you do in duplicating. Way to go!

Baldrige Banterings
A team of Baldrige experts* will be coming to you soon. With the NCA site visit rapidly approaching, members of the Innovative Designs Committee are making the push to indoctrinate every RCTC employee in the language of Baldrige: What is our approach, why have we chosen this path, where are we now, and what the heck is a rubric? Your department or program, functional area, or division will be visited soon in our quest to spread the gospel of Baldrige.

Expert* – someone who does not know any more than anyone else but knows how to use Powerpoint

News from Wells Fargo
We received notification from Wells Fargo that they will no longer be producing the historical rates of return brochure that has been furnished to the campus in the past. The performance information is available to employees on the website at www.hr.mnsu.edu/retirement, click on “DCR Plan Investment Performance.

Recipients for vacation donation program
Listed below are the new individuals who have been approved as recipients for the vacation donation to the sick leave account program. These individuals may have already or will be exhausting all paid leave time and will be losing health insurance coverages. State employees may donate up to 12 hours (per recipient) per fiscal year to these individuals or any other recipients on the sick leave account. More details regarding these individuals and forms to donate leave are available from the human resources office.

William Schafer - MCF - Willow River/Moose Lake
James O’Gorman - Office of Administrative Hearings
Weekly funny…

"We'd like you to speak with the FBI. They're trying to create a profile of the cat that's responsible for the recent string of robberies."

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RCTC staffing update

Administrative

- **Acting Dean of Academic Affairs**. Internal search; application deadline 11/10/00.
- **Dean of Health Sciences** (MnSCU Administrator). Position currently being posted/advertised nationally.
- **Director of Nursing** (MnSCU Administrator). Position currently being posted/advertised nationally.

Faculty

- **Instructor of Health and/or Physical Education and Head Football Coach** (UFT MCCFA). Position currently being posted/advertised nationally.
- **Instructor of Computer Science** (UFT MCCFA). Position currently being posted/advertised nationally.
- **Instructor of Horticulture Technology** (Adjunct UTCE). Position currently being advertised locally.

Unclassified Professional/Supervisory

- **Math Specialist - SSSP** (UFT - MnSCU Program Director 1). Sharon Bishop has been appointed.
- **Workforce Development Specialist** (UFT – Custom Training Representative). Position currently being posted/advertised.

Classified AFSCME

- **General Maint. Worker** (Intermittents). Applications accepted ongoing.
- **General Maint. Worker** – Work Area B. (UFT 2nd shift position). Position posted; bids accepted through 11/20/00.
- **Office and Administrative Specialist Intermediate** – Academic Affairs Work Area (UFT - UCR Scheduler). Appointment to be made from DOER eligible list.
- **Customer Service Specialist (Cashier’s Office)** – Institutional Services work Area (UPT). Position on hold.

For information on any of the above openings, contact the human resources office at x7125

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**RCTC Chiropractic Clinic**

**RCTC Chiropractic Clinic Hours:**
Mon-Thurs 2-6 pm - Suite HC211
"Chiropractic, Health from Within"
Supalla’s Scribblings

Congratulations to Deb Rogne and all who played a role in making Thursday’s Career Day a success. Students, high school teachers, RCTC faculty/staff, and community representatives all commented on what a great career exploration opportunity Career Day provides. I observed and heard that the programs were excellent, information tables useful, pizza servers amazing, style show models spectacular and the maintenance crew miracle workers. So, let’s not let five percent of the high school students on campus Thursday eliminate what was a very valuable for 95 percent of the participants. Most of the almost 5,000 students who participated in Career Day were well behaved and benefited from the information available. There’s always a very small minority in almost every group that want to ruin the experience for all. These were the students who damaged property, set off false fire alarms, stole equipment and left the facility in worse condition than they found it. The planning task force will be looking into ways to improve next year’s Career Day. If you’ve got suggestion for the planning task force, please forward them to Deb Rogne. Way to go!

Kudos to Rosemary Hicks and Beth Diekmann who presented a financial aid workshop to high school counselors from Byron, Southland, Mayo, John Marshall, Century, Stewartville, Cannon Falls, Triton, Dover/Eyota, Hayfield, Lake City, and Red Wing. I appreciate the significant networking all of you do as we reach out to those who influence potential students. One of the participants summed it up best… “Beth and Rosemary did their usual excellent job of explaining state and federal aid options and answering our questions. It’s great to have knowledgeable people to help us out on a local level. THANK YOU!” While passing out thank yous, I don’t want to forget Deb Hanson. Deb recently authored an excellent edition of “Campus Connection” which was sent to all area counseling offices. Connection is full of valuable information about RCTC programs and services. Nice job, Deb! And, finally, I hope you took in both the “Odd Couple” and the fall music concerts. If you didn’t, you missed some great talent. Way to go, Ray, Gary and Chuck!

How is Minnesota’s economy doing? (From the University of Minnesota Economic Summit)

Minnesota’s economy is strong. Per capita personal income has grown faster than the U.S. averages, placing Minnesotan’s income in the top ten states nationally. Unemployment rates in Minnesota routinely are 1.5-2 percentage points below the national average. In recent years Minnesota has had one of the lowest unemployment rates in the nation. In 33 of the past 34 months the statewide unemployment rate has been at or below 3 percent. Even with the current weakness in the agricultural sector, the quality of life for most Minnesota households is high. Our state’s economic record is one of remarkable success. One that is envied elsewhere.

Could the quality of higher education available in Minnesota could be a factor? Are you listening, legislators?

I recently reviewed an article, “The 4 C’s for Marketing Colleges,” written by National Council for Continuing Education and Training President Jack Wismer. President Wismer indicates that the challenge is for community colleges to position and market their programs to be of value to people. He writes… “Successful marketing of community colleges involves implementation of the 4 C’s:

Commitment – Marketing doesn’t happen. It demands commitment by management, faculty and staff – all employees. Commitment of people is the driving force.

Customer – Without students, both undergraduate and working adults, community college programs miss the opportunity to serve their community and to strengthen its workforce. A more educated workforce builds a stronger economy.

Customization – In the 21st century, community colleges will focus more on target marketing than mass marketing. Developing specific marketing action plans will increase the probability of implementing action plans and accomplishing marketing goals.

Communication – Communication strategies are key to building a positive image for the college. Image is one of the most powerful marketing tools. It’s important to identify your college’s “points of pride.” What is your college known for? Once you’ve identified your key points of pride…communicate, communicate, communicate.
Have you done your fair share to get the RCTC story out? Want to get involved? Contact Dave Weber.

Thoughts for the Week (on relationships and associations)…
"Surround yourself with people most like the person you want to become. Stay away from anyone who can or will bring you down." – Tom Hopkins

“You can make more friends in two months by becoming interested in other people than you can in two years by trying to get other people interested in you.” – Dale Carnegie

“Play the ‘Reverse Gossip’ Game. See how many nice things you can say ‘behind someone’s back’.” – Bob Burg

How's your circle of friends? Don

**Recipients for vacation donation program**

Listed below are the new individuals who have been approved as recipients for the vacation donation to the sick leave account program. These individuals may have already or will be exhausting all paid leave time and will be losing health insurance coverages. State employees may donate up to 12 hours (per recipient) per fiscal year to these individuals or any other recipients on the sick leave account. More details regarding these individuals and forms to donate leave are available from the human resources office.

**William Schafer - MCF - Willow River/Moose Lake**  
**James O'Gorman - Office of Administrative Hearings**

**Available from the Horticulture Department**

7" MUM plants for only $5

Everyone who placed orders for Thanksgiving centerpieces should pick them up from the HORT lab HA120 on Wed. Nov. 22.

Poinsettias, wreaths, & swags will be available Tues. Nov. 28 10am to 11am and Thurs. Nov. 29 2pm to 4pm. All sales will be in the RCTC Greenhouse located behind the Heintz Center. Poinsettia prices are $6, $8, & $10. Wreath and swag prices are $10 to $15.

Boxwood Trees will be available Tues. Dec. 5.

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**GODDARD LIBRARY AND LIBRARY TECHNOLOGY CENTER HOLIDAY HOURS:**

- Thursday, November 23: CLOSED
- Friday, November 24: CLOSED
- Saturday, November 25: 9 am-5 pm
- Sunday, November 26: 1-5 pm

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**Condolences**

Condolences are extended to Dera Johnson whose mother passed away on Thursday, November 16 and also to Troy Tynsky whose grandmother passed away on Tuesday, November 15.

Our thoughts are with you and your families.
TeachNet Inservices

November

2- GroupWise 1 & 2 - SH 203 - 3-5 PM
This session will cover the new Groupwise enhancements. Includes features such as default settings, signature files, folder management, attachments, calendars, appointments and web access.

6- GroupWise 1 & 2 - SH 203 - 3-5 PM
This session will cover the new Groupwise enhancements. Includes features such as default settings, signature files, folder management, attachments, calendars, appointments and web access.

13- Fireworks - SH 203- 3-5 PM
An introduction to Macromedia’s graphics product. Includes creation of vector or pixel-based graphics, web settings, animations, rollovers, buttons, special effects, exporting and converting file formats.

14-Net Meeting – ST110 – 12:30-1:30PM
A demonstration of a live, two-way interactive video/audio meeting using a web cam and microphone/ speakers. Users can meet with students, colleagues, instructors or experts located around the world. Includes a basic presentation of requirements and setup, whiteboard, file sharing and resource sharing.

16- Dreamweaver - SH203 - 3-5 PM
An introduction to the Macromedia web site creation program. Includes local and remote site definitions, layer management, layout, picture importing, links and publishing.

20 - How to teach ITV - ST110 - 1-2:30 PM
A demonstration of the ability to use ITV to transmit and interact with remote sites. Includes the definition of technology, techniques for effective instruction, common challenges, techniques for increasing participation and use of mixed media.

27- Web Enhanced Courses using Blackboard - SH203 - 3-5 PM
A hands-on session that will enable participant to leave with a fully functional class web site. Includes account setup and creation, control panel options, assignments, course content, online testing, grade books, tracking, enrollment options, and site management.

30- Open Lab - SH 203 - 3-5 PM
Bring your project related to any software product and TeachNet staff will be available for questions while you work on your project.

December

4- Excel 2000 - SH 203 - 3-5 PM
An introduction to Microsoft’s spreadsheet program. This class will demonstrate the setup for a grade book file and includes default settings, options, formulas, charts, text formatting, worksheet management and output options.

6- Guiding Principles for Distance Learning - SH 101 – 10-11 AM
7- Powerpoint 2000 - SH203 - 3-5 PM
An introduction to Microsoft’s slide presentation program. Participants will be involved in hands-on exercises including default settings, new slide options, layout, templates, designs, pictures and clip art, audio and video, and output options.

13- Alternative Storage Demo - ST110 - 1-2:30 PM
A demonstration of the various hardware and software tools available for file storage. Some of the devices include Zip 100/250 drives, CD-writeable drives, Super disks, floppies, JAZ drives, ORB, Internet folders such as X drive, compression tools such as WinZIP and others.

14- Word 2000 - SH 203 - 3-5 PM
An introduction to Microsoft’s word processing program. Includes demonstration of page setup options, tool options, formatting, picture use, font properties, importing and exporting, spelling and grammar, web publishing and output.

20- Grades - SH 203 - 10:15-11:00 AM and 1:15-2:00 PM
An open lab aimed at assisting instructors in entering or updating their course grades online through the MnSCU system. Requires the knowledge of account information (Stinger ID and password) and student grades.

Sarah Prigge/Operations Coordinator -(507) 280-2924

Breaking Ice Performance
In observation of World AIDS Day, University Center Rochester, The Professional AIDS Network (PAN), Mayo Clinic, and several other area organizations and businesses are sponsoring the theatrical presentation, Breaking Ice on Thursday, November 30 at 7:00 p.m. in Hill Theatre.

Breaking Ice, a Pillsbury House Theatre Production, is an entertaining professional theatre performance that gets at tough issues and inspires people to talk to each other about their differences. The mission of Breaking Ice is to foster, through the arts, a better understanding of the self, other persons, cultural traditions and lifestyles.

This performance is FREE and open to the public. All are encouraged to attend. Please encourage students in your classes to attend, also.

Breaking Ice will last approximately 90 minutes, including a discussion period following the performance. Immediately following the performance, a candle light vigil will be held outside the atrium to honor those who are living with HIV and AIDS and those we have lost to this disease.

Congratulations
Congratulations to Ellen and Andy Browning on the birth of their daughter Abigail Elizabeth. Abigail arrived on Saturday morning, November 11, 2000 and was 8 pounds and 8 ounces!

Thank you
Abigail Elizabeth and I would like to thank everyone for the bear and balloon. Both of us are doing good.
**Up to Speed**

**Blackboard. Web CT. IntraKal.**

**What instructional management software will RCTC choose?**

Blackboard, Web CT, and IntraKal are the three products that MnSCU has negotiated or is negotiating contracts with. While the major purpose of the software is to support online courses, it also can be used by faculty as enhancements to teaching and learning.

The Technology Committee and the RCTC Leadership Cabinet is inviting your participation in determining the product RCTC will use. Vendors for each of the three products will present 50-minute demonstrations followed by live questions and answers via teleconference on Nov. 27, 28, and 29.

Should the decision be Blackboard or Web CT rather than Intrakal, which we have been using, Intrakal will still be available to faculty who have online courses with that vendor.

After the three teleconference sessions, the Technology Committee will provide an opportunity for you to make a case for your preference. A recommendation from the Technology Committee will go the RCTC Leadership Cabinet. A decision will be announced on December 1, 2000.

We’ve been waiting and waiting and waiting for this announcement from MnSCU. Now we have an opportunity to see the products. Some of you have tried them, and have formed opinions. Thursday is the time when you can share your opinions.

Please try to attend or send a representative to the teleconference sessions. If you choose, join the Technology Committee and present a case for the product you like best. Here is another opportunity to execute your right to choose. I promise no recounts or difficult-to-read ballots.

**Timelines:**

- **Monday, Nov. 27** 12-2 CF 202 Blackboard
- **Tuesday, Nov. 28** 12-2 CF 202 IntraKal
- **Wednesday, Nov. 29** 12-2 CF 202 Web CT
- **Thursday, Nov. 30** 2-4 CF 02 Technology Committee hearings and recommendation
- **Friday, Dec. 1** 12 e-mail RCTC Leadership Cabinet announces choice

*Judy Harris*

**Ho, ho, ho to all you Santas out there**

Join in the fun and get into the Holiday spirit. The Secret Santa event is open to all students, faculty and staff. Sign up is on Monday, November 20, CC401, or call 7204, or e-mail back to me.

See the attached flyer for specific information. Note the gift price range is $2.00 to $5.00 range.

Hope you join in on the fun.
Rochester Community and Technical College

UTCE Faculty Senate

Minutes for Tuesday, October 24, 2000 – 3:00 p.m. – Presidents’ Room

Present: Administration Harris, Mercer, Supalla
Faculty Crawford, Helmers, G. Wright (Chair), L. Wright
Recorder: Kingsbury

ITEM 1 (F) Reports Needed from Secretarial Support – G. Wright requested the following reports be prepared by the secretarial support staff.
1. All Program Review Data (formatted in a final report form) – prepared by December 1, 2000.
2. 10th Day Reports – prepared on the 10th day of each semester.
3. Student Lists reflecting declared majors (sorted major by major) – prepared on the 10th day of each semester.

Harris responded all instructional secretaries have been trained on ISRS, and additional training sessions are being scheduled for GroupWise, Office 2000, and Dream Weaver. Harris also noted the program data is only one portion of the review process and reminded the faculty that the other items requested in April are still due by the December 1, (i.e. awards/degrees granted, list of articulation agreements, etc.) ACTION: For Information.

ITEM 1 (A) Vice President Positions – Supalla announced a national search process for both the Vice President of Student Affairs and Vice President of Academic Affairs would commence in November/December, with interims eligible to apply. Some responsibilities of the positions are being modified (moving AV/ITV/Media Services from Academic Affairs to Information Technology, and returning the Institutional Advancement role to the Student Affairs area). Supalla also indicated consideration is being given to adding institutional effectiveness to the Marketing/Communication area. Action: For Information.

ITEM 2 (F) Data of Program Funding/Allocations Related to High – Medium – Low Costs and ITEM 2 (A) Budget and ITEM 7 (A) MnSCU Budgeting Funding Formula – Supalla distributed copies of the former Community College Allocation Model and the proposed MnSCU Allocation Framework which will be implemented in FY02. The proposed instructional allocations will be based on Classification of Instructional Program (CIP) Codes. For complete accuracy, courses are being properly coded with a CIP code and all expenses will be properly linked to the respective cost centers. Supalla also shared the revised FY01 Budget Summary including recent adjustments and encouraged the faculty to forward concerns/questions to Gary Swenson. ACTION: For Information.

ITEM 3 (A) Policy Revisions – 1st Reading and ITEM 6 (F) Disclosure of Educational Records
Fresh Start – Mercer reported the proposed changes would not affect the intent of the policy, but only provide for “fairness” to students throughout the academic year. G. Wright suggested notification of a “Fresh Start” opportunity be added to the Intent to Return forms, thus providing a “sign-off” mechanism for students guaranteeing they are aware of the opportunity.

Fundraising – Mercer announced the proposed policy would establish a process for clubs/individuals raising money for the college.

Student Data Privacy – Mercer announced the proposed changes would reflect current practices.
Travel Management – Supalla announced a college credit card was available for lodging and airline purchases. All airline reservations purchase orders must be processed through the Business Office.

Action: Faculty will review all policy changes/additions and bring comments back at the next meeting.

ITEM 4 (A) 2001-2002 Class Schedule – Harris announced Rachelle Splittstoesser has returned to her former position of administrative secretary, and that Michelle Stahlman has accepted a temporary appointment as the UCR Scheduler to the Academic Vice President. The UCR Scheduler will use Schedule 25 to develop a template of all rooms, and user requirements will be taken into consideration as the software helps optimize room utilization. Faculty may need to be flexible in scheduling smart classrooms. Supalla also announced TELEPro will be adding additional data projectors, cameras, and smart boards in the next few months. UTCE reiterated it’s position that the College needs to have a full-year schedule. ACTION: For Information.

ITEM 6 (A) Sub Pay for Teachers Recruiting – Harris announced there is no established budget for sub pay, but Harris encouraged faculty to work with the appropriate Deans when requesting approval for funds to pay for subs while faculty are off campus recruiting. ACTION: For Information.

ITEM 5 (A) 2001-2002 Calendar – Supalla outlined the three proposals and requested feedback or an alternate proposal from the faculty. ACTION: The 2001-2002 Calendar will be revisited at the next meeting.

ITEM 8 (A) Mission/Vision Statements – Supalla announced the mission and vision statements attached to the agenda reflected changes based on input from faculty, staff, and committees. RCTC is scheduled to take the mission/vision statements to the MnSCU Board for approval in December. ACTION: Information Only.

ITEM 9 (A) 2000 Awareness, Attitude, Usage Study – Supalla encouraged the faculty to review the report and forward questions/comments to Dave Weber. ACTION: For Information.

ITEM 10 (A) Professional Development – Selection of Applicants – Supalla announced Jay Lee would serve as the administrative liaison for the approval of business and industry internships. G. Wright responded the faculty would utilize the Professional Development Committee for the process. ACTION: For Information.

ITEM 8 (A) December Meeting Date – Supalla questioned if UTCE would prefer to reschedule the December meeting. ACTION: The December meeting is tentatively rescheduled for December 19th at 4:00 p.m.

ITEM 9 (A) Class Cancellations – Supalla announced the Human Resources Department would be adding a Class Cancellation site on the Internet to announce what classes are cancelled each day. Supalla added instructors’ names would not be included, but rather course ID and section numbers will be utilized. ACTION: For Information.

ITEM 10 (A) Director of Student Support Services Program Posting – Supalla shared the posting for the Director of Student Support Services Program. ACTION: For Information.

Adjourned at 4:15 p.m.

Next Meeting: November 28, 2000 – 3:00 p.m. - Presidents’ Room