Inside this Issue
Bookstore Sale – Pg 2
Wellness Committee – Pg 4
UCR Weather Policy – Pg 5
Minutes – Pgs 7-8

Event Schedule – see web

Attachments
❖ RCTC Leadership Cohort Information
❖ RCTC Leadership Application
❖ Inclement Weather Policy
❖ Youth Camps

Holiday Reception
Mark your calendars for the annual University Center Rochester Holiday Reception!

Wednesday, December 15, 2004
2:00pm-4:00pm
Heintz Center Commons
- Sponsored by the Administration -

The Teddy Bear Drive tradition will continue. Once again, UCR employees will be collecting teddy bears and donating them to the local law enforcement agencies this holiday season. These teddy bears are used by officers to comfort children during difficulty situations. If you are interested in participating in this worthy cause, you may bring your bear to the Holiday Reception and place under the "Teddy Bear Tree."

Tributes and Memorials make a Difference!
In memory of the passing of Dr. Nirmala Kotagal’s mother, several employees have contributed donations toward the Science Department Scholarship. Please be encouraged to consider making a contribution to this worthwhile cause. Your gift will not only impact students, but also recognize the loss suffered by one of our colleagues. Gifts should be directed to the RCTC Foundation.

The Rochester Community and Technical College Foundation annually receives many donations from employees wishing to acknowledge family loss or as a way to pay tribute or celebrate a staff member’s achievements. Such contributions are a great way to support our fellow employees and become donors to the RCTC Foundation. Please keep this mind and always consider the RCTC Foundation as a worthy charitable organization.

Blood Drive
The last UCR Blood Drive of 2004 is scheduled for Tuesday, November 30th in AT301.

To schedule an appointment, call the Mayo Blood Bank at 284-4475. Walk-ins are welcome. Please encourage students to attend.

The first UCR Blood Drive of 2005 is scheduled for Tuesday, January 25.
Weekly Funny

Marketing Fact
According to Pradeep Kotamraju, Perkins System Director for MnSCU, the typical Minnesota PSEO student is: Female (63.3%), White (94.0%), 18 years old (50.8%) and taking their credits at a 2-year institution (73.4%). Among all PSEO students, 1.3% leave high school with a post-secondary credential.

ONE DAY ONLY -
Thanksgiving Sweatshirt Sale!
Wednesday November 24

ALL sweatshirts will be $10.00 off the regular price at the RCTC Bookstore!!!

- Crossings Classifieds -

WANTED: Electric Treadmil programmed or programmable fitness program on console. Call Marilyn Etbauer at 289-9541 (H) 281-7771 (W).

FOR SALE: New in package - wireless phone cover set (front and back) - compatible with Nokia 3320/3360 series phones - tropical floral pattern - $5.00. E-mail Jenee McGurren or 285-7270 or 289-1610.

FREE/U-HAUL: Video Poker machine – floor model – needs work. Approx. 4.5’ older model fridge – works – needs cleaning. E-mail Jenee McGurren or 285-7270 or 289-1610.

Condolences
Condolences are extended to Nirmala Kotagal whose mother passed away. Our thoughts are with you and your family.

Congratulations!
We are delighted to announce the arrival of Holter Scott Robinson to the family of Bonnie and Scott Robinson. Holter arrived on Tuesday, November 9 weighing in at 6 lb 12 oz 19 inch! Welcome, Holter, to the RCTC Family!
Supalla’s Scribblings

The Minnesota Higher Education Services Office recently released its “Minnesota Post-Secondary Education Enrollment Data for 2003.” The report indicates that RCTC…

- Enrollment grew 33.4% from 1999-03; more than twice the two-year MnSCU average of 15.1%
- Full-time enrollment in 2003 was 55.6%, part-time 44.4%; compared to other MnSCU colleges where the average was 49.1% full-time and 50.9% part-time
- Female enrollments in 2003 made up 61.7% of our student body; compared to 54.6% for other colleges
- Racial/ethnic background of RCTC’s 5878 students break out as follows:

<table>
<thead>
<tr>
<th>Race/Background</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Indian</td>
<td>16</td>
<td>.3%</td>
</tr>
<tr>
<td>Asian</td>
<td>226</td>
<td>3.8%</td>
</tr>
<tr>
<td>Black</td>
<td>247</td>
<td>4.2%</td>
</tr>
<tr>
<td>Hispanic</td>
<td>82</td>
<td>1.4%</td>
</tr>
<tr>
<td>White</td>
<td>4441</td>
<td>75.6%</td>
</tr>
<tr>
<td>Unknown</td>
<td>683</td>
<td>11.6%</td>
</tr>
<tr>
<td>Foreign Student</td>
<td>183</td>
<td>3.1%</td>
</tr>
</tbody>
</table>

Enrollment data for RCTC, like data from other areas of our operation, reflect that RCTC is consistently more like Metro-area two-year colleges than Greater Minnesota institutions.

The Minnesota Department of Employment and Economic Development has released a list of “hot jobs” (Better Prospects: Low Unemployment, High Vacancy Rates) for Greater Minnesota, Second Quarter, 2004. The most job openings occur in Health Diagnosing and Treating Practitioners; Health Technologists and Technicians; Nursing, Psychiatric, and Home Health Aides; Cooks and Food Preparation Workers; Food and Beverage Serving Workers; Grounds Maintenance Workers; Entertainment Attendants and Related Workers; Personal Appearance Workers; Sales Representatives; Metal and Plastic Workers; and Woodworkers.

Did you know?

- RCTC received an IBM equipment grant of four laptop computers for the developing Math Learning Center. Winona State University – Rochester Center also received four computers for the center. Thanks to Tim Gilsrud, Don Baldus, Barb Mollberg and others who planned the center and submitted the grant application. If you know of current or retired employees who are volunteering in the community, encourage them to contribute their community service hours to RCTC so that we can qualify for a 2005 “On Demand” IBM equipment grant.
- Kevin Dobbe’s “Tree at My Window” interactive video art presentation opened at the Rochester Art Center on November 13. The show runs until January 31, 2005. Check it out….it’s awesome!
- Representative Carla Nelson, Wayne Stillman and the VFW made the gift of an American flag for every UCR classroom possible. Larry Tucker and the maintenance staff will begin installation shortly.
- Fan Shen continues to draw speaking engagements across the country where interest in A GANG OF ONE continues to build. Fan was in China this summer and wrote an article that was published in two prominent educational journals. Following a recent presentation at WSU, Fan’s story and message earned terrific exposure in the Winona Daily News. Tom Ostrom’s book charting the history of the Coast Guard is currently on display on the receptionist desk at the Office of the Chancellor in St. Paul. Congratulations to both Fan and Tom on great accomplishments!
- Community colleges are highly valued and integral in American society, a new national survey revealed. Two-thirds of those surveyed would support “using tax dollars to expand the system of community colleges so more students can attend, even if this means raising taxes. With 81 percent of people having some relationship to the nation’s more than 1200 community colleges, these schools receive high marks from a majority of the public for providing high quality education and the opportunity for career training and advancement. Keep up the good work!
- Major media outlets mistakenly reported a disappointing 10% young voter turnout. However, recent research indicates that more than half of eligible voters under 30 came out this year, making up 18 percent of the overall increased voter participation, and a 9.3 percent increase in youth turnout since the last election.
Congratulations to **M.J. Wagenson, Jean Musgjerd, Jean Marconett** and other RCTC employees who hosted a very successful NJCAA National Volleyball Tournament at the UCR Sports Center. Representatives of eight teams from across the country all praised the work of the planning committee and the quality venue.

**Michelle Pyfferoen** and her Workforce Development colleagues were the recipients of two Minnesota Job Skills Partnership grants. RCTC was one of 15 MnSCU institutions to receive grants for $6,443,876, or 89 percent of the funds awarded. Congratulations!

Thanks to **Marilyn Treder, Gregg Wright, Tony Teigen, Doreen Johnson, Nicki Ugalde, Mary Baker and Mary Dennison** who contributed many hours to the development of RCTC’s new Disruptive Student Policy. The group first began working with **Bonnie Mercer**, and more recently with **Stan Cram** to finalize the policy.

When you need information right away, just dial 2-1-1. This United Way funded resource is available to students and staff 24 hours a day, seven days per week. A team of professionals will connect you with over 40,000 community services. They will help answer your questions about family counseling, recreation, childcare, home care services and much more. It’s free, confidential and always available.

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**Thought for the Week…**

“Take a chance! All life is a chance. The person who goes farthest is generally the one who is willing to do and dare. The ‘sure thing’ boat never gets far from shore.”

- Dale Carnegie

**Happy Thanksgiving!**

Don

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**Academic and Youth Camp 2005 Letter of Intent**

No, it hasn't even snowed here yet - and we are planning for next summer's Youth Camps!! Consider the EXCITEMENT of working with community youth in a Camp YOU design, collaborate and implement using RCTC facilities and resources. Attached to this week’s Crossings is more information on submitting a Letter of Intent with the deadline of December 17, 2005. If you have questions, please do not hesitate in contacting Colleen Landherr Maddox at colleen.landherr@roch.edu or 280-3113. Events already scheduled are three weeks of College For Kids and one week of Camp Invention. If you are interested in more information on these programs, contact Colleen.

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**Employee Wellness Committee**

Anyone interested in being part of this year's Employee Wellness group is invited to attend our first meeting of the year which will be held on Tuesday, November 30 from 2:00 to 3:00pm in SS147. Employee Wellness plans health and wellness events and activities for RCTC faculty and staff. Last year's events and activities included, March Madness Nutrition Challenge, Office Olympics staff development activity, 10K-a-Day Activity Challenge, Women's Heart Health staff development presentation and Walking Yatzee.

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**Intramural Sports**

The anticipated start date of intramural sports on campus will be sometime after December 1st. Faculty and staff you STILL have time to get your teams together! If you have any questions, have a team to add to the leagues, or don't have a team and would like to be added to a team, please notify Brad LaPlante @ brad.laplante@roch.edu.
Inclement Weather Policy
Periodically the administration needs to close the University Center Rochester campus or cancel academic or non-academic activities due to inclement weather or other emergency conditions. The specific policy relating to the Closing of the University Center Rochester may be found at http://www.roch.edu/rctc/policies/html/weather.html. Attached to this week's College Crossings is the procedures and work schedules followed when it becomes necessary to close the campus or cancel classes and activities, or delay the opening of college due to inclement weather or other emergency conditions. Each year the National Weather Service and the Minnesota Division of Homeland Security and Emergency Management promote winter safety and individual preparedness for all citizens wherever they are: in their homes, on the road, at work, and at play. Unfortunately, many people each year suffer needlessly because they are unaware of the potential dangers of the winter season. In preparation for the winter months, please remember:

Winter Weather Preparations:
* Keep ahead of the winter storm by listening for the latest weather statements, watches and warnings.
* Your vehicle should also be ready. Get it winterized, before the onset of winter weather.
* Be equipped for the worst. Carry a winter survival kit in your car, especially when traveling in rural or open areas. Try to travel with others.

When Driving:
* Yield to snowplows, and give them plenty of room to operate.
* If your vehicle becomes stranded, stay with it until help arrives.
* Do not try to walk for help during a blizzard, you could easily become lost in the whiteout conditions.

Outdoor Activities:
* If you will be outside during storms or extreme cold, dress in layered clothing and avoid overexertion.
* Do not exhaust yourself shoveling snow. Shoveling is very hard work and may induce a heart attack.
* If you will be snowmobiling, avoid alcohol. Most snowmobile deaths are alcohol related. Take a snowmobile course offered by the DNR or check with your snowmobile dealer.
* There were five fatalities in Minnesota last winter when people fell through thin ice.

Home Safety:
* Heating fires are a major cause of residential fires in Minnesota. Turn off portable heating devices when you are away from home or retire for the evening. Have your fireplace and chimney professionally inspected before winter.
* Carbon Monoxide is most likely to accumulate inside homes during winter.
* Check your heating systems and ensure your home has proper ventilation.
* Install a UL listed Carbon Monoxide detector that sounds an alarm.

“FIFTH TUESDAY” Presents... “ASSESSING STUDENT LEARNING IN THE ENGLISH DEPARTMENT”
featuring eLumen software on Tuesday, November 30, 2004 from 2:00 to 3:00pm in CF202.

Please join RCTC English faculty, Julie Rodakowski and Kathleen Dahl as they present their collaborative assessment of student learning project which is currently being implemented in the English Department and now has college-wide implications. Julie analyzed English writing cut scores for placement, matching them with student grades, to assess whether the placement scores for writing were still viable. During this project, it became obvious that the department also needed to address grading issues, which led directly into Kathleen’s project. Kathleen and a committee of English department faculty have been exploring an assessment procedure for English 1117 final exam essays. As part of this process, faculty have been working to calibrate grade assessments for essays, selecting benchmark essays as comparative standards, and determining correlations (or aiming for future correlations). Using the e-Lumen as a database, they will be able to correlate placement scores, entrance essays, exit essays, and final grades for participating English 1117 sections to measure student learning. WEB address for the committee site is www.acd.roch.edu/asl
12 Days of Christmas HOLIDAY DRAWING

12 PRIZES - 12 LUCKY WINNERS

The drawing is open to everyone. Ticket cost is: 10 tickets for $5.00. Tickets may be purchased from Deb in the Student Support Services office, SS150 or from the Upward Bound Heintz Center office, HA 116 or email Molly Rohe and have tickets delivered to you.

- 14kt gold, Sapphire and Diamond Ring, valued at $550
- Kahler Hotel, 2 night Great Escape Package, valued at over $250
  - Treasure Island one night stay, valued at $109
  - Snow Mass Fleece Jacket and Winter Bear
  - Rochester Art Center Family Membership
  - New Year’s Eve Celebration Basket
    - A Cup of Tea Holiday Basket
    - Glimmering Gold Holiday Basket
    - Wine Rack and 2 bottles of Wine
- World Traveler Overnight Bag, Photo Album and Journal
  - Christmas Collection Basket
  - Joy to the World Snow globe

Items on display on the 4th floor - December 6-10. The drawing will be held on Friday, December 10 at 1:00 p.m, UCR Atrium. You do not need to be present to win. All Proceeds go to the RCTC Upward Bound Scholarship Fund.

Policy Revisions
RCTC recently made revisions to the RCTC Advanced Placement Policy (3.15). The complete policy is attached to this week's Crossings.

CONGRATULATIONS!
The Yellowjacket Football Team received a Bowl Game Invite!
Saturday Dec 4th at University of Utah vs. Snow College
Currently ranked # 11 in the nation
ITEM 1 (M) Presidents’ and Veteran’s Day MOU – Krusmark announced the Memorandum of Understanding between MAPE and RCTC to modify provisions in the contract regarding Veteran’s Day and Presidents’ Day observances has been approved and adopted. Action: Administration will proceed with notifying the employees of the MOU.

ITEM 2 (M) Winter Break Campus Closing – Dougherty announced considerable discussions have been held with MAPE leadership and as a result of the discussions a survey of MAPE employees was conducted. The survey results reflected a majority of opposition to a closing during the winter break. More specifically, Dougherty indicated the employees’ specific objection was vacation being imposed by administration rather than requested by the employee. Dougherty urged Administration to take under consideration Article 2, Section 2, which precludes “lock-outs.” In the event there is a closing, Dougherty also cited Article 28, which relates to work rules and the need for all rules to be formulated and safe to employees. Finally, Dougherty outlined the vacation provisions and Article 14 as it relates to leave of absence. In conclusion, Dougherty announced the position of MAPE is to allow all employees the option of working or requesting vacation at their own discretion, and those employees that choose to work be assigned their regular duties. Hansmann questioned if the concern is about the closing or about using vacation. Dougherty confirmed the concern is more about being forced to use vacation or other leave options and not being allowed to perform their regular duties. Supalla announced the closing is not exclusive to RCTC, but rather several campuses have and plan to continue a closing during the winter break. Hansmann added other campuses include St. Cloud State University, Mankato, and Minnesota West. Dougherty wasn’t aware of other campus closing and will investigate. Supalla stated Administration’s interpretation of Article 5 is that Administration has the right to select, assign, direct employees, which includes temporary assignments outside of usual position responsibilities. Dougherty replied the objection was not the assignment as long as it is within the 214 bargaining unit. Arntson responded it is her interpretation that no unit owns specific work, but rather jobs are assigned to unions according to duties performed over a full-year, and an assignment up to four days wouldn’t change a classification. In addition, Arntson stated the procedures reflect state employees are first expected to work, and those wishing to take vacation must submit their requests by the November 1st deadline in order to confirm adequate coverage in areas that will remain open, hence no “lock out” is occurring. Arntson also announced Dougherty’s letter reflecting faculty are paid during the closing is inaccurate, noting faculty are paid on a per diem of a 171 work day schedule, and the days between fall and spring semester are not contact days, hence any faculty member reporting to the campus during the break are volunteering and not being paid. Hansmann announced there appears to be three employees who have indicated a desire to work during the break, but she was not aware of whether the employees were MAPE, MMA, or AFSCME. Charon responded some MAPE employees have reluctantly submitted vacation slips because they do not want to perform janitorial duties. Rogne suggested employees be given comparable work to perform during the break. In addition, Rogne suggested alternative work might be performed at home for those individuals that wish to not take leave during the break. Krusmark announced another concern raised by recent hires is they do not have adequate vacation accruals or are not eligible to use their accruals during the probationary period. Arntson agreed there are two MAPE employees that fall in that status, however DOER will not support an agreement to make an exception to the contract. Action: Dougherty will investigate procedures being handled by MAPE employees at other campuses during closings. Administration will review the issues and concerns raised and visit with staff from the Office of the Chancellor. Krusmark will compile a recommended list of alternative options to be considered. A follow-up MAPE Meet and Confer meeting will be held on November 30 at 2:00pm to further discuss the items raised at today’s meeting.
ITEM 3 (M) Vacation Refusal – Krusmark questioned how vacation approvals will be handled during the winter break if everyone in a department requests vacation and specific duties must be performed (i.e., computer networking). Supalla responded Article 10, Section 3 will be utilized, which states vacation schedules shall be established on the basis of bargaining unit seniority. Krusmark suggested MAPE employees be allowed to reconsider their vacation submissions, perhaps working out a schedule amongst themselves. Rogne suggested a rotation schedule could be established. Charon questioned what work place conditions would be in place for the employees that have to work (i.e., entrances minimally maintained and heat lowered.) Hansmann and Supalla assured MAPE that a safe working environment would be maintained for those individuals working during the winter break. **ACTION:** MAPE will take the issue under advisement and additional conversations will be held during the November 30th meeting.

ITEM 5 (M) State Vehicle Availability and Reimbursement Rate for Out-of-State Travel – Charon expressed his concerns with the lower reimbursement rate for the use of a personal vehicle, noting the new regulation restricts state vehicles from being used out-of-state, hence personal vehicles will have to be used because there are no state vehicles available. Hansmann clarified that although a state owned vehicle is not available for out-of-state travel, the College will provide a leased vehicle (which technically is a state vehicle when a lease agreement is signed). In addition, Hansmann reiterated the fact that an individual is not required to use a personal vehicle and, in fact, it is in the best interest of the employee to not use their personal vehicle because any accident or damage caused while on state business would be at the cost of the employee’s insurance coverage. **Action:** MAPE will take the issue under advisement.

ITEM 5 (M) Ongoing Rodent Problem in Offices – Krusmark questioned what actions are being taken to alleviate the rodent problems on campus, which has increased dramatically in the last few months. Hansmann replied traps are being set in areas affected, and employees are being encouraged to keep all food items in sealed storage containers. Hansmann also reminded everyone that the reality is our campus is in close proximity to a wooded area, and includes buildings that are almost 40 years old, hence issues with mice in the buildings is not a surprise. Krusmark suggested an e-mail be sent reminding everyone of the need to store food items in a sealed container. **Action:** Hansmann will send out a UCR-All email message informing employees what precautions they can take to assist in the reduction of rodents on campus.

ITEM 7 (M) Restroom Conditions – Krusmark shared concerns raised by MAPE employees regarding the cleanliness and supplies in the restrooms on campus (no specific locations were provided). Artnson and Weber questioned if the concerns relate to a specific time of day, noting that the increase in enrollment does place pressure on certain areas during peak hours. Charon couldn’t provide specific areas, but noted a concern was raised that the second floor Science and Technology Building restroom had a soap dispenser inoperable for a four week period. Weber agreed high traffic areas should be monitored more closely during the day hours. Supalla suggested signs be posted in all restrooms that provide a phone number to contact if supplies are low. **Action:** Hansmann will visit with the Maintenance Supervisors about the possibility of additional cleaning during the day and posted signs for contact information.

ITEM 1 (A) President’s Advisory Council/Strategic Planning – Supalla announced the first PAC/Strategic Planning Session was held on November 4, 2004, and requested Krusmark participate or assign a MAPE representative to participate in the remaining three sessions. **Action:** Krusmark will notify Supalla of the MAPE representative for the upcoming Strategic Planning sessions.

ITEM 2 (A) Staffing Requests – Supalla requested MAPE employees submit recommendations for staffing needs to their appropriate dean or supervisor for consideration in the Fiscal Year 2006 budget discussions. **Action:** Information Only.

ITEM 7 (M) Postings – Krusmark relayed concerns by MAPE employees that they were not aware of recent ITS postings, hence missed the deadline. Artnson responded the postings were placed on the bulletin boards at both UCR Main and Heintz Center and were for lateral transfers and not promotions. Artnson reminded everyone that employees interested in postings for different classifications (promotions) must submit their resume through the Department of Employee Relations Website in order to apply. **Action:** Information Only.

Adjourned at 1:25 p.m.

**Next Meeting:** November 30, 2004 – 2:00 p.m. – AT109