College Crossings
Rochester Community and Technical College

November 24, 2003
Volume 9, Issue 15
FALL SEMESTER EDITION

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http://www.roch.edu/rctc/about/html/weeklyschedule.htm

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Meeting Minutes
Click below:
http://www.rctc.edu/intra/html/meeting_minutes.html

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

Thursday, December 18, 2002
1:00pm to 3:00pm
Heintz Center Commons Area
- Sponsored by the Administration -

The Teddy Bear Tree will be available during the reception for anyone wishing to donate a new teddy bear to local law enforcement agencies for children in need of a “friend.”

Congratulations!
Eric Sime is a Special Needs Coordinator and Student Advisor at RCTC. On December 13 in Orlando Florida, Eric will be presented with the “National Career and Technical Education Special Needs Direct Service Provider of the Year Award” at the annual ACTE conference. Eric was awarded the Minnesota State Special Needs Direct Service Provider of the Year Award this year for his accomplishments while working at Anoka Ramsey Community College. The nomination forms detailed what an outstanding asset he was to ARCC and the students he served. His nominations were obviously compelling enough to win the National Award. We feel that RCTC and our students benefited greatly when Eric decided to relocate closer to his native town of Fountain. Please join us in congratulating Eric on this outstanding accomplishment.

2004-2005 Academic Calendar
The RCTC 2004-2005 Academic Calendar has been finalized. Copies of the calendar will be distributed via intercampus mail. A copy of the calendar (student version) is attached to this week’s Crossings. The student version of the calendar may also be accessed via the intranet site at: http://www.rctc.edu/admissions/html/academic_calendar.html and the faculty/staff version of the calendar may be accessed at: http://www.rctc.edu/intra/academic_calendar.html
Weekly Stakeholder and Market Fact
RCTC has partnered with MnSCU and the research firm of Anton, Lubov & Associates to conduct an economic impact study. The study revealed the following key findings:

RCTC adds an estimated $80.3 million in activity to the local economy. This figure includes college spending and student direct spending.

College spending accounts for $15.6 million and student spending $28.4 million. Multipliers were applied to determine total economic activity contributed by RCTC.

RCTC adds an estimated 1,193 jobs to the local economy.

The college provides 4,501 student workers to the local labor force.

RCTC graduates are working in 35 different counties in Minnesota. More than three-quarters of them are working in Olmsted County, with a substantial number of the others employed in nearby counties.

For a copy of the complete report contact Dave Weber.

Thank you
To whomever nominated me for best bee of the month, I would like to thank you. RCTC is a great place to work, and with all the people that I come in contact with on a daily basis it's a pleasure to help out with their computer problems! The up front parking space couldn't of come at a better time, since I just had surgery! Again, Thank You!

Rebecca Kruetzfeldt

"Barbwire, a watchdog and security cameras. The minute they become teenagers, they want their privacy."

Retirement Reception for Audrey Clausen
Thursday, December 4, 2003
10:00 a.m. – noon
UCR - Third Floor Atrium Lounge

34 + years of dedicated services in various offices of RCC and RCTC
Supalla’s Scribblings

This has been a week of good news and celebration on campus…

- Word reached campus this morning that a several day and then all-night negotiation session resulted in a tentative agreement between MnSCU and the Minnesota State College Faculty. In addition, this week the Legislative Subcommittee on Employee Relations approved the AFSCME and MAPE contracts.

- Congratulations to Eric Sime who will be recognized in Orlando in December as the National Career and Technical Education Special Needs Direct Service Provider of the Year. Way to go, Eric!

- Deb Rogne was surprised with a very special certificate of recognition from Workforce Development, Inc. Deb was thanked for her extraordinary efforts on behalf of dislocated Celestica employees and other un- and under-employed persons and her collaborative efforts with WDI staff. Did you know that RCTC has generated almost $400,000 in fall semester tuition from WDI clients!

- Once again, the Mayo medical transcription students celebrated a 100 percent pass rate on their pre-employment exam. Congratulations to the students and to instructors Mary Olson, Kathy Olson, Pat Dorn and Judy Gust!

- Faculty and Student Senates have approved a 2004-05 academic calendar. The calendar has classes beginning in late August, coordinates breaks with Winona State University’s proposed calendar, includes two Student Success Days, provides for a three week winter-spring semester break, and concludes with commencement on May 11, 2005. A copy of the 2004-05 calendar is included in this edition of CROSSINGS.

- Eight women’s volleyball teams from around the country left Rochester last weekend after having played in a very successful NJCAA volleyball tournament. Although a Texas team went home with the grand prize, Minnesota State College – Fergus Falls took home the second place trophy. Speaking of Texas, the RCTC Yellowjacket football team has accepted a bowl bid to play Tyler Community College in the December 6 Heart of Texas Bowl in Copperas Cove.

- Representatives of The Higher Learning Commission (HLC) visited Minnesota on Monday and Tuesday and conducted a review of MnSCU’s request to determine institutional readiness to offer programs and degrees in an e-learning format. No other state in the 19-state HLC region has made such a request. Senior Vice Chancellor Linda Baer announced that, following the visit, the HLC team indicated that it would recommend to the full Commission that the system’s request be approved. The team called the request “bold and innovative.” The Commission will now move the recommendation through three additional approval steps, with final approval expected in two-three months.

Thanksgiving Trivia…

The first American Thanksgiving celebration was held in the fall of 1621 by the Pilgrims at Plymouth Rock. Of the 104 passengers that came over on the Mayflower, only 52 survived the first year at Plymouth Rock. Twenty-one of the survivors were under the age of 16. Benjamin Franklin suggested the turkey be the American National Bird and was disappointed when the eagle was selected instead. The largest turkey on record weighed 86 pounds. Over 45 million turkeys are eaten at Thanksgiving.

Pumpkins are native to America. Pumpkins are fruit because they contain seeds. The largest pumpkin on record weighed 1337.6 pounds. Cranberry juice is the official state beverage of Massachusetts. Cranberry Jell-O is the only flavor that comes from real fruit flavor. Sweet potatoes are native to America and have been around for 20,000 years. Sweet potatoes are not related to yams and neither are potatoes. Sweet potatoes are a member of the Morning Glory family while yams belong to the lily family.

Happy Thanksgiving!

Email Etiquette – Rule #9…Don’t abuse your power. Some people in cyberspace have more power than others. There are computer wizards and email experts in every office. Knowing more than others, or having more computing power than colleagues, doesn’t give you the right to take advantage of them.
Thoughts for the week…

“Progress of the best kind is comparatively slow. Great results cannot be achieved at once; and we must be satisfied to advance in life as we walk, step by step.” -- Samuel Smiles

“Where many people go wrong in trying to reach their goals is constantly looking for the big hit, the home run, the magic answer that suddenly transforms their dreams into reality. The problem is that the big hit never comes without a great deal of little hits first. Success in most things comes not from some gigantic stroke of fate, but from simple incremental progress.  -- Andrew Wood

Best wishes for a safe and relaxing Thanksgiving holiday with family and friends. See you in December.

Don

Thank you from Carol Harwick

Good day my friends and co-workers: How quickly the time has passed since my illness started. Some days it seems like yesterday and then again can drag a bit. I sure miss all of you and the hub bub of students and all that goes with being at RCTC. I am so grateful for all of you. The cards, calls, visits, prayers, meals have all come to mean so much. They come just when we as a family need a lift. I have had some difficult times and now seem to be getting a bit easier. I have two chemons left and then hope to be able to close the abdominal wound. So, I will not be back this year. I hope to be back in the fall. One does not realize how different life gets when the routine changes. I have been doing some leisurely reading and getting into crossword puzzles…hope to keep the brain active… Harry and Sydne have been such great troopers. Have taken on new roles…about the house and all.

Again I think you all for being there for me and my family. One does not know how much emotional, physical and spiritual support means during times like these. Feel free to call. Would love to visit even briefly.

Thanks gain to all my friends at RCTC. Feel free to e-mail as well: harwick8585@charter.net

Condolences

Condolences are extended to Judy Bird whose father, Jim Mildenberger, passed away. Our thoughts are with you and your family.

Thank you

Paul's family and I want to thank all of you for your overwhelming support and compassion during this most difficult time. Paul was a special individual and will be missed by all of us. We are starting a scholarship fund in his name through the RCTC Foundation. It is at times like this that we realize how much the RCTC Family means.

Lynn Guenette

RCTC Family (Paul's Other Family)
Thank you for the beautiful flowers in Paul's memory - he will be missed by many!

Lynn Guenette and Paul Labinski's Family

Reminder

Youth Camp Letters of Intent are due on December 23rd, 2003. For more information contact: Colleen Landherr at 280-3113.
Congratulations!
On November 14, 16 medical transcription students finished their course work in the Medical Transcriptionist Certificate program at RCTC, and they all successfully completed the Mayo Medical Center pre-employment transcription exam. The exam tests their ability to integrate their medical knowledge into transcription of a medical document with a high degree of accuracy. Congratulations to these 16 students and their instructors Pat Dorn, Judy Gust, Kathy Olson, and Mary Olson.

Board Policy

BOARD ATTACHMENT # 1
The Office of the Chancellor is looking for input regarding the proposed Amendment to Policy 3.10 Academic Program Improvement, Deletion of Policy 3.11 Academic Program Accountability, and Deletion of CC Policy III.02.06 Academic Standards: Section Titled Review and Evaluation of Academic Programs

First Reading by Board of Trustees: October 21-22, 2003
Second Reading by Board of Trustees: Planned for December 16-17, 2003

Attached for your review and comment is a Proposed Amendment to Policy 3.10 Academic Program Improvement including policy deletions as noted above. Comments must be received by December 1, 2003 to be reviewed prior to the December 16-17, 2003 Board of Trustees meeting.

BOARD ATTACHMENT # 2
The Office of the Chancellor is also looking for input regarding the proposed modifications to Policy 3.17 Degrees, Diplomas and Certificates and current Policy 3.25 Degree Granting Authority. These policy changes add the criteria for a new associate degree, an Associate in Fine Arts (AFA) in Policy 3.17 Part 2. Subpart D and delegates the authority to grant the Associate in Fine Arts degree to designated classes of institutions in Policy 3.25 (4).

BOARD ATTACHMENT # 3
The Chancellor is looking for input regarding the latest draft of the Computer Acceptable Use Procedures. The Policy was passed by the Board in July of 2003 and may be accessed at: http://www.mnscu.edu/Policies/522.html

Upcoming Meetings
Tuesday, November 25 from 2:30-3:30 -- New faculty and staff meeting in the 3rd floor Atrium Lounge. This is the last meeting of the semester.
Tuesday, December 2 at 2:15 -- Program Leaders/Division Coordinators Meeting in HC Room and Agenda TBA

Lost and Found
The Lost and Found box is overflowing. Lots of items have been collected since the beginning of Fall semester and unclaimed. If you’ve checked before, stop again it may be here now. Beginning November 25 through December 5 items will be located on a table to the right of the Atrium Information Desk. Anything unclaimed after December 5 will be donated to charity.

GODDARD LIBRARY, LIBRARY TECHNOLOGY CENTER, AND DIGITAL MEDIA CENTER HOURS
November 27-30, 2003
November 27 CLOSED
November 28 CLOSED
November 29 9 AM-5 PM
November 30 1 PM-5 PM*
*Digital Media Center Closed
Rochester Community and Technical College
Administration and MAPE Meet and Confer
Minutes for Thursday, October 23, 2003 – 9:00 a.m. – AT109

Present: Administration Arntson, Gilsrud, Hansmann, Mercer, Supalla
MAPE Charon, Dougherty, T. Kromminga, Krusmark (Chair), Rogne

Recorder: Kingsbury

ITEM 1 (M) Campus Closing in December – Dougherty questioned the rationale for closing the campus during winter break. Supalla responded the rationale is based on fiscal savings. Dougherty questioned whether employees (specifically IT technicians on vacation) would be placed “on-call.” Arntson responded “on-call” employees called in to work would be paid for their time worked. Action: Dougherty will discuss the campus closing with the Assistant Executive Director of MAPE and be in contact with Administration if concerns exist.

ITEM 2 (M) Step Increases – Krusmark noted delays had occurred with MAPE employee step increases over the last year, however thanked Arntson for resolving the issues. Krusmark questioned what steps were taken to avoid future delays. Arntson responded a process is in place for employee evaluations, which will automatically follow-up with step increases when appropriate. Action: Information Only.

ITEM 3 (M) Seniority Roster – Krusmark questioned the status of an updated Seniority Roster, noting by contract the rosters are to be posted annually by November 30th. Arntson responded the rosters were drafted, but careful review is being done for accuracy before posting. Action: The MAPE Seniority Roster will be posted by November 30.

ITEM 1 (A) UCR Student Affairs Office Moves Update – Mercer announced consideration was being given to the clustering of offices by institutions in the UCR student affairs areas. Action: Information Only.

ITEM 2 (A) Reorganization – Supalla announced the number of administrators would remain the same under the reorganization, but cost savings were expected because of lower classifications in the new administrative positions. Mercer added consideration was being given to realigning advisors. Arntson added the reorganization may produce two additional MAPE positions and possibly reduce one MAPE position. Mercer welcomed input with regards to the Student Affairs areas. Action: Information Only.

ITEM 3 (A) Student Data Practices Policy – Mercer announced the biggest change to the policy relates to the inclusion of e-mail addresses in directory information. Action: Information Only.

ITEM 4 (A) Fitness Center Fee Proposal – Hansmann announced the lab fee for classes and athletes was removed from the Fitness Center Proposal. Charon questioned if expanded hours would be available for the use of the center. Supalla responded the funds would be used to replace equipment first and then expand hours. Action: Information Only.

ITEM 5 (A) Campus Posting Policy – Hansmann announced the Campus Posting Policy was written to formalize current practices. Action: Information Only.

ITEM 6 (M) Parking Fee Adjustments and ITEM 6 (A) Parking Fees and Enforcement Process – Hansmann announced several employees were registering for classes, hence paying student rates and not employee rates. In order to ensure fairness, the parking fee process now requires an employee pay whichever rate is greater, but not more than 100% of the full-time rate. Rogne requested special permit parking be available in the east lot of the Heintz Center. Supalla shared concerns that faculty are parking in the East Lot of the Heintz Center (currently designated for students). Supalla encouraged employees to utilize the employee lots before parking in student lots. ACTION: MAPE supports the Parking Fee and Enforcement Process. Hansmann will investigate Special Permit Parking in the east lot at Heintz Center.

ITEM 8 (A) Electronic Timesheets – Arntson announced the Electronic Timesheets were implemented. Krusmark questioned when electronic signatures would be available, and Arntson responded it was being investigated at the state level. Krusmark questioned the process for submission of multiple vacation days that cross over more than one pay period. Arntson responded the days should be submitted on separate slips if they occur over multiple pay periods. Arntson is investigating the possibility of adjusting the timesheet submission deadlines. ACTION: Information Only.
ITEM 9 (A) Military Leave Reflection on Pay stubs – Arntson announced some employees were receiving military leave accruals on their pay stubs, noting the issue is a state-wide problem and is being investigated. **ACTION: Information Only.**

ITEM 10 (A) Open Enrollment – Arntson announced Open Enrollment would be held December 1-14, 2003 and more information would be available on the Department of Employee Relations Website. **ACTION: Information Only.**

Adjourned at 10:02 a.m.

**Next Meeting: To Be Announced**
ITEM 1 (A) Layoff – Supalla announced, in accordance with MSCF Faculty Contract - Article 22, a single layoff notification was issued in the Counseling Department on October 31, 2003, and today’s Special Meeting fulfills the sub-section of the contract that requires a meeting with MSCF to discuss layoff(s) prior to November 15. Supalla distributed a packet of information that specifically outlined the rationale for the layoff decision.

Exhibit 1: Supalla announced all functional areas of the college have been impacted by the current fiscal situation the state of Minnesota and higher education faces. Harris added Exhibit 1 supports the consensus of the Academic Leadership Team that academic programs have already been hit substantially through suspended programs (specifically in technical programs), hence felt strongly that no new suspended technical programs should be considered. Harris added, in reviewing the liberal arts and transfer programs, there didn’t appear to be any non-technical programs that were high cost, low enrollment, or unattached to a program requirement. Supalla also noted the majority of faculty layoffs that were generated over the last couple of years resulted in faculty retraining.

Exhibit 2: Supalla announced the GAP solution for the FY04 budget clearly reflects all aspects of the RCTC organization have taken reductions, and the “pain” hasn’t been focused on one area. Hansmann added the Office of the Chancellor defined the two categories reflected in the GAP solution, and the administration reductions were not only administration, but also reflect numerous other areas of the college.

Exhibit 3: Supalla announced the only RCTC non-teaching faculty are employed in the Counseling and Library Departments. Supalla added, in reviewing current positions, service contracts with the University of Minnesota Rochester, Winona State University Rochester Center and St. Mary’s College pay for 20% of the library staffing (1/5th of the library assignments).

Exhibit 4: Supalla announced, although fiscal savings were an issue, other considerations were made in the layoff decision, including service to students. Mercer added the number of hours students’ are served will be greatly increased with a reduction in a counseling position accompanied with an increase in two advisor positions and extra day assignments for the remaining four counselors. Supalla stated the reduction in counseling and increase in advising was a plan proposed by the former Vice President of Student Affairs (Dan Thompson), and Don shared his understanding that the proposal was shared with the Student Affairs Team Leaders. Wright responded the proposal shared previously by Thompson did not reflect a reduction in counselors. Wright also shared his understanding that the new advising positions would work with technical programs and, with Exhibit 1 reflecting recent program suspensions in technical programs, questioned the logic for increasing advising with less technical program students to serve. Harris responded there have been non-technical program suspensions, but those programs were not listed because they were not programmatic.

Wright declared his belief that the number of counselors at RCTC is currently not proportional to the student enrollment, noting enrollment has drastically increased over the years with no additional counseling staff to support the increase. Supalla responded Administration is collecting counselor/advisor and student ratio comparison data for consolidated colleges. Supalla also announced a phone conversation was held with MSCF Representative, Bill Newton, and a meeting is scheduled for Wednesday (November 19) to further discuss retraining options, credentialing, and assigned field options with Mr. Newton. Shafer shared his disappointment that the only faculty layoff notice was given to the faculty member who’s been the most critical of administration’s policies. Harris shared her resentment of Shafer’s statement, reiterating that the layoff went to the least senior faculty member of the department. Supalla also noted the contract was being followed for the layoff, and the decision was based on logical cost savings. ACTION: Information Only.

Adjourned at 2:15 p.m.

Next Meeting: November 25, 2003 – 2:00 p.m. – AT109