Congratulations!!

The Yellow Jacket has just landed on Bev Hawkinson’s desk! Congratulations to Bev, admissions specialist, who has been selected to receive the honor of the Compliment Award. A co-worker says that Bev comes in early to help out and always has a smile and a cheerful “good morning” for everyone. In moments of chaos she always seems so calm and organized. She will go the extra mile to resolve an issue or answer a question.

Thank you, Bev. You are an excellent employee and RCTC is fortunate to have you as part of the family.

Rochester Community and Technical College

Holiday Reception

Wednesday, December 13 from 2:00 p.m. – 4:00 p.m.
Coffman Center 206/208 - (UCR Building)

The “RCTC Yellowjacket Tree” will again become a “Teddy Bear Tree” during the Holiday Reception. Bring a teddy bear to share with local law enforcement agencies.

Baldrige Banterings

On Tuesday, November 28, the Minnesota Council for Quality held a four-hour feedback session on the results of their site visit last October. THIS FEEDBACK REPORT IS ATTACHED TO THIS WEEK’S CROSSINGS. The report will be submitted in December along with our NCA self-study as part of our accreditation process. In addition to this, the feedback report along with our self-assessment document will serve as a working tool for understanding and improving school performance, planning, training and institutional assessment. The feedback report identifies strengths and opportunities in each of the seven Baldrige categories: Leadership, Strategic Planning, Student and Stakeholder Focus, Information and Analysis, faculty and staff Focus, Education and Support process management, and performance Results. Within the seven categories are 18 criteria. These criteria are basic, interrelated, results-oriented requirements.

Evening Administration

The evening administrator for December 2-7 is: Sat. Don Supalla; Mon. Gary Swenson; Tues.-Thurs. Jay Lee. x7262.
Weekly funny…

"I wouldn't pet Fido if I were you. He tends to shed a lot."

RCTC Chiropractic Clinic

RCTC Chiropractic Clinic Hours:
Mon-Thurs 2-6 pm - Suite HC211

Insurance update:
RCTC Chiropractic Clinic is a provider for Preferred One insurance. If you are an employee who has changed insurance plans from the BCBS State Health Plan to Preferred One, your chiropractic insurance benefits remain the same. If you have any questions, please contact Peggy Benson @ extension 2736.

RCTC open forums

The next Rumor Control Through Communication (RCTC) Open Forum will be held on Wednesday December 6 at 12:30pm in CF202 (UCR) and at 4:00pm in HB117 (Heintz Center).

Please join the RCTC Leadership Cabinet at the Open Forums and share your questions/concerns with them!!

RETIREMENT RECEPTION
For EDNA GUTMAN

Atrium 3rd Floor College Center
Thursday, December 7
1:30 - 3:30

Stop in and have some cake and coffee and help us wish Edna all the very best on her retirement!!

All UCR Staff are invited to the Student Services Holiday Morning Coffee Party
Monday, December 18, 2000
9:30 to 11:00 a.m.
SS150 (Student Services Area)
Come and join us for food, drink, and music!

Provided by:
Enrollment Services, Financial Aid, Admissions, Business Office, WSU Student Services, U of M Student Services, and Counseling

Minnesota grad standards presenter
Tuesday December 5 from 2-4 at in ST 110, Beth Aune from the Minnesota Department of Children, Family, and Learning will present information on Minnesota Grad Standards: What is the Role of RCTC?
Supalla’s Scribblings

Good news!...This week I received a letter from Jane Miller, Director of MnSCU’s Center for Teaching and Learning, congratulating Diane Nicholls, Kay Aune, Rebecca Henderson, Joan Paulson, Barb Ewen and Margaret Vogel on receipt of a Discipline/Program Workshop grant. The grant will fund a workshop for health educators entitled “Survive and Thrive by Developing Creative Approaches to Teaching in the Health Sciences.” The workshop will be held April 18-29, 2001 in Alexandria. Congratulations, faculty members!

Have you ever heard of the “Learning by Doing” program? This MnSCU program has up to $500,000 available to fund projects that promote active student learning. The Center for Teaching and Learning is now soliciting applications for grants that can range from $5,000 - $25,000 per project. There are three categories of Learning by Doing grants:

- **Individual Projects for one faculty member who wishes to develop a new class or revise an existing course (maximum of $5000).**
- **Team Projects for two or more faculty, or a faculty-staff team, working together on a Learning by Doing project (maximum of $10,000).**
- **Institutional Projects for institution-wide Learning by Doing projects involving faculty and staff (maximum of $25,000).**

The CTL is particularly interested in projects that involve collaborations between two-year and four-year institutions. How about developing a proposal or two with Winona State University faculty and staff? The proposal deadline is January 22, 2001. Contact Judy Harris’s office for details or check out information at [www.ctl.mnscu.edu](http://www.ctl.mnscu.edu).

While you’re out on the Web, check out [http://emarketplace.techtarget.com/main/158347014X.html](http://emarketplace.techtarget.com/main/158347014X.html). You’ll find that our own Steve Murray’s “AS/400 Professional System Operator Guide Certification Study Guide” is this week’s SEARCH400.COM Book of the Week. A glowing introduction says…”This is the exemplary resource for passing the IBM Test 000-053 to become certified as an AS/400 Professional System operator. If you have already achieved certification, keep this book at your elbow as your operator training text.” Way to go, Steve!

ST. PAUL – Too many employees have too much access to sensitive computer data in the MnSCU system, a report released Wednesday by the Legislative Auditor concludes. It said that MnSCU has not required documentation with proper authorization or statements of need before creating or reauthorizing powerful accounts. The computer-security audit recommends that administrators for the 35-school system be more restrictive in granting clearance to certain programs. See Tim Gilsrud if you have questions concerning the auditor’s findings.

The MnSCU Council of Presidents has met several times to discuss the proposed allocation model. At a November 13 meeting, the Council reached consensus to support the implementation of the new allocation framework for FY02 (July 1, 2001 – June 30, 2002). The presidents agreed that the framework is a work in progress and committed both personal time and staff effort to its continuing improvement. The Council requested the Chancellor modify the MnSCU biennial budget request to reflect full implementation of the framework in FY02 and create a “stabilization fund.” The stabilization fund would be MnSCU’s first budget priority and will assure support of all of MnSCU’s colleges and universities. The Board of Trustees approved the amended biennial budget request at its November meeting. With implementation moving forward, we must work together to focus the Governor and Legislature on the public and private benefits possible throughout the state if high quality, accessible education and training is available to all citizens. I’ll be seeking your help as the Legislature convenes.

I hope you had a chance to check out the great new marketing plan shared at the “Two on Tuesday” session. Thanks to Darin Hoffman, Jenee McGurren, Michelle Messenger, Troy Tynsky and Dave Weber who’ve worked hard developing these new image marketing materials. Check out KTTC, the new Viewbook, or the “Post-Bulletin” for a preview. Great job!
Next Wednesday, you have an opportunity to share any rumors you’ve heard (or concerns) with the Leadership Cabinet. The last of this semester’s RCTC (Rumor Control Through Communication) Forums are scheduled for December 6. Drop in CF202 from 12:30-1:30 p.m. or HB117 from 4-5 for an update on what’s being shared along the campus grapevine. Don’t forget to stop in CF206/208 between 2-4 p.m. on December 13 for the annual Holiday Reception. The Leadership Team is planning their holiday baking schedule around this mouth-watering event. See you there!

Thought for the Week…

**Big people are always giving someone credit and taking blame; little people are always seeking credit and giving blame.**

Hope to see you at both the Chancellor candidate teleconference on December 4 and a forum December 6! *Don*

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**YOU ARE INVITED TO CELEBRATE**

*Annual Holiday Party*

*Retirement Party for Iris Fried*

*Silent Auction*

**December 12, 2000 from 11:30 to 1:30**

Come ring in the holidays, wish Iris well in her retirement and bid on some unique items from “around the world” at the silent auction for the SSSP scholarship fund in SS169 on the UCR Campus.

- Sponsored by the Upward Bound and Youth for Understanding -

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**Scholarships for women students available**

The Rochester Chapter of American Business Women's Association is again offering a scholarship to a female student enrolled full or part-time and possesses a g.p.a. of 2.5 or higher. Applications are available at the RCTC Foundation Office, C-120 Heintz Center or the RCTC Counseling Office - UCR SS 150. **The deadline for this scholarship is February 2, 2001.**

The National Chapter of ABWA also has a scholarship available to students who will be graduating from RCTC in spring of 2001 and continuing their education elsewhere. Information about this scholarship, called the Stephen Bufton Memorial Scholarship is also available at the Foundation Office or Counseling Office. **The deadline for this scholarship is June 5, 2001.**

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**HOLIDAY BUFFET**

Wednesday, December 6 at Heintz Center - Commons or Thursday, December 7 at UCR – South Room - 3rd Floor CC

11:00 am till gone

Turkey or Ham and all the fixin’s for $2.00. Or $1.00 with two non-perishable food items for the Student Senate Food Drive (all food/money to be donated to Channel One). Thank you.

**NOTE:** Volunteer staff servers are needed, please contact Carol Nurmi at x7204 if you can help out!!
TeachNet Inservices

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

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*Join us for a concert of "New Music" in the Hill Theatre on Monday, December 18th at 6:00.*

The first part of the concert will be music by RCTC students involved in the Electronic Music classes. This music will be compositions created by students in the electronic music studios on our campus. There will be short compositions (1-4 minutes each) by about 25 students. The second part of the concert will be new compositions by invited professional composers and performers. The two groups will be: Metaphore. The second group will be Ellen Lease Jazz Quartet. There will be a great diversity of music styles and instruments in the concert. It should be a fun event! We hope to see you there!!!