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

Attachments

- Benefit Dance
- Holiday Party
- Silent Auction

We care!

People working at Rochester Community and Technical College are generous in their support of causes close to their heart. For many this includes Rochester Community and Technical College Foundation. It is gratifying to see the memorials generated when a fellow employee suffers the loss of a family member. Such a response is a wonderful way to convey your sympathy and support to your co-worker as well as impact the students we serve with contributions that will be used for scholarships or program enhancement. Twenty employees currently contribute by participating in our payroll deduction plan. This is an excellent way to give, hardly feeling the pinch over twenty-six pay periods as well as donating pre-tax dollars. If you would like to begin payroll deduction, the forms to fill out are available in the Human Resources office at UCR or at the Foundation office - C120 at Heintz Center. Employees who would like to double the impact of their contribution can designate their gift to the Fund for Excellence. This fund supports the Visiting Scholar series as well as provides stipends to faculty pursuing grants. The fund can also cover additional costs for classroom projects or special enhancements. An opportunity to match contributions to this fund dollar for dollar exists up to $25,000. There continues to be $21,800 dollars available to match incoming gifts. As you ponder your year-end charitable giving plans, please consider making a contribution to RCTC Foundation. It will be an investment in our students and our institution.

You are invited to the University Center Rochester

Holiday Reception

Wednesday, December 12, 2001 from 2:00 p.m. - 4:00 p.m.
Heintz Center - Commons Area
– Sponsored by the Administration –

The Teddy Bear Drive tradition continues. 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 difficult situations. If you are interested in participating in this worthy cause, you may bring your bear to either the President's Office or to the Holiday Reception.

College Crossings
Rochester Community and Technical College

December 10, 2001
Volume 7, Issue 14
FALL SEMESTER EDITION
Weekly funny…

"Ms. Jenkins, can you tell my assistant that I'll be too busy to workout this afternoon? So I'll be needing him to run 3 miles for me."

RCTC Chiropractic Clinic

Massage Appointments available on Wednesdays from 2-6 p.m.
Appointments to see Dr. Elder are on Mon and Thurs from 2-6 p.m.
To set up an appointment please call 529-2736.

We are located in HC211, 529-2736.

Student Services

Holiday Morning Coffee Party 2001

TO: UCR Staff and Faculty
Join us for a break between 9:30 and 11:00 am
Friday, December 14, 2001
SS 130 Office Area

Given by: Enrollment Services, Financial Aid, Admissions, Business Office, WSU Student Services, UMR Student Services and Counseling Student Services Offices!

See You There!

Recipients for vacation donation program

Listed below are the new individuals who have been approved as a recipient 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 one of 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.

Charles Abramson - Minnesota Sex Offender Program
James O'Gorman - Office of Administrative Hearings for Employees
Kathleen Ludwig - Minnesota Correctional Facility

Book Fair

Wednesday, Dec. 12
9:00 am - 6:00 pm
Atrium
Great books at a great discount!

Student Support Services at Heintz Center Presents:

A Holiday Celebration

Wednesday, December 19th from 1-3 p.m. - Located in HA101
Come and join us for sweet treats and beverages.
All are welcome.
Supalla’s Scribblings

Early projections estimated Minnesota’s biennial budget deficit would fall somewhere in the $650 million to $1 billion range. So, Tuesday’s Department of Finance projection of a deficit almost twice the highest estimate surprised just about everyone. In the next few days and weeks, the blame game will likely intensify, finger pointing will continue, and discussions will begin on how to deal with the shortfall. RCTC’s leadership team has already begun to discuss ways to address both short- and long-term solutions to expected budget reductions. Campus leadership will meet with representatives of stakeholder constituent groups next week to share information regarding Tuesday’s announcement. Together, we will consider the following information and principles as we begin to address the potential impact on MnSCU and RCTC budgets.

- The state has announced a budget shortfall of $1.95 billion in the current biennium. This estimate will be revised when the Department of Finance issues a new forecast. The February forecast will be the basis for any state budget changes. In the interim, the Department of Finance has asked MnSCU, the University of Minnesota and the Higher Education Services Office to respond to a request for budget cut options of 5 percent and 10 percent.
- The governor will make a budget proposal in January to the Legislature, which will make the final decisions when it completes its work in April or May 2002.
- MnSCU is working to convince the governor and Legislature of the critical importance of MnSCU institutions to the long-term economic vitality of the state.
- Fall semester enrollment is at an all-time high across the system. The state colleges and universities experienced a 5.6 percent enrollment increase for fall semester 2001; the third consecutive year of increased enrollments.
- The Office of the Chancellor (System Office) and each state college and university will maintain a balanced budget. The chancellor and institution presidents will take immediate action to preserve all possible flexibility in the coming months. The Office of the Chancellor already has announced it will reduce its workforce and budget by 10 percent.
- College and university presidents have the autonomy to use the tools available to them to balance the competing demands of access, quality and affordability most appropriate for their local needs.

Staff “Pats on the Back”…

- The RCTC Human Resources Team brought home the “HR All-Star Team Award” from the recent MnSCU HR conference. Stop down in the HR office to see their impressive trophy and while you’re there congratulate the deserving winners. Way to go, Susanne, Jennifer, Kim and Mary Kay!
- Ron Chrisope, one of 13 faculty presenters at the MnSCU Campus Center for Teaching and Learning Leaders’ workshop, delivered a presentation on Teaching and Technology that was very well received. In a follow-up letter, MnSCU’s Director for Teaching and Learning wrote…”Your humorous approach to this topic was so refreshing – we’ll all remember your boat!” Nice going, Ron! Don’t be surprised if your colleagues who weren’t in attendance stop by and inquire about the boat.
- Chancellor McCormick has appointed Anne Niccolai as MnSCU’s representative to a statewide task force addressing issues related to oral health services. Anne, recognized by colleagues from around the country for her professional expertise, will be a wonderful voice for MnSCU. Congratulations, Anne!
- Marilyn Treder reports that Andrew Bierbaum took home top honors in the first round of the State Math League Competition. RCTC’s team ranked second in this initial competition. My compliments to the math faculty who have prepared our student well for this grueling competition. Good luck in future rounds!
- Don’t pass up the opportunity to check out the Art Gallery, currently featuring the ceramic works of faculty member Phillip Ahnen. Phil opened the show by sharing some wonderful thoughts about his techniques and processes. Phillip’s work and teaching have drawn rave reviews from his students. We’re glad to have you on the RCTC team, Phil.

The UCR Holiday Reception is scheduled for Wednesday, December 12 from 2-4 p.m. in the Heintz Center Commons. Come join retirees, community representatives and colleagues for some good food, a chance to win a door prize, and take advantage of an opportunity to catch up on “what’s happening.” Don’t forget to bring along a teddy bear or two for local law enforcement agencies. The UCR leadership team hosts this annual reception as a “THANK YOU!” for the great job you do! See you there!

Thought for the Week…

*If you can get someone else to blow your horn, then there’s no question that the sound will carry twice as far.*

Don’t wait for someone else to blow your horn. Go ahead and give it a blast…catch someone else’s attention. 

Don
### Duplicating holiday hours

<table>
<thead>
<tr>
<th>Day</th>
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<th>Hours</th>
</tr>
</thead>
<tbody>
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<td>Dec 22</td>
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</tr>
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<td>Dec 23</td>
<td>Closed</td>
</tr>
<tr>
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<tr>
<td>Wednesday-Friday</td>
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<td>8:00am – 4:30pm</td>
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<tr>
<td>Monday</td>
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**SSSP - holiday party and silent auction**

*See fliers for more information!*
Rochester Community and Technical College

Minnesota State College Faculty (MSCF) Meet and Confer
Minutes for Tuesday, November 27, 2001 – 2:00 p.m. – Presidents’ Room

Present: Administration Harris, Supalla, Thompson
Faculty Shafer, Hill, Israelson, Tacinelli, Wright
Recorder: Judy Kingsbury

ITEM 3 (F) and ITEM 3 (A) Committee Structure – Supalla distributed a proposal for 2001-2002 Committees, which includes additional subcommittees and task forces not on the faculty’s proposal. Shafer indicated faculty have been confused in the past with so many committees/subcommittees/task forces, and shared the potential dilemma of recruiting enough faculty to serve on all of them. Thompson noted the Student Life Subcommittee could be eliminated to reduce the number of committees. Shafer suggested eliminating the “middle man” and assigning the duties of some of the subcommittees and/or task forces to the “parent” all-college committee. Supalla shared his concerns about having a smaller amount of committees handling multiple duties, noting many task forces are short term but require a large amount of work in a short period of time. Supalla also stressed the importance of having broad based constituent representation on all committees. ACTION: The faculty will review the proposal and return to the next meeting with feedback.

ITEM 5 (F) Budget-Equipment – Tacinelli questioned if faculty were notified of the outcome of their equipment request. Supalla and Harris responded it was their understanding notifications were sent. ACTION: Harris will follow-up with the Deans to confirm faculty are notified of request approvals.

ITEM 5 (A) Budget Recision – Supalla shared a memo received from MnSCU indicating the need to prepare budget reduction scenarios (5% and 10%) for FY2003 in anticipation of a possible higher education reduction by the Department of Finance. Wright questioned if MnSCU and individual campus reserves could be utilized. Supalla responded additional discussions and considerations would be conducted at the meeting of the MnSCU Finance/Facilities Committee later this week and at the MnSCU Leadership Team meeting scheduled for December 4. ACTION: Supalla will continue to share information with the faculty as it is received.

ITEM 2 (A) Program Suspensions – Harris announced the possibility of suspending five or six programs effective Fall Semester, 2002. ACTION: Harris will share the final program suspension information with the faculty at the next meeting.

ITEM 1 (F) Personal Leave Days – Israelson relayed concerns of faculty being questioned for reasons in requesting personal leave days in advance of duty days, noting personal leave days are personal and guaranteed. Supalla confirmed the right to use personal days is guaranteed, however the approval of when the days are used is at the discretion of administration. Harris added days would probably be denied if faculty have obligations. Shafer noted the approval of days for some faculty and not for others could be discrimination. Harris and Supalla were not aware of any discrimination. ACTION: Harris and Supalla will further investigate the issue with the Academic Deans.

ITEM 2 (F) Excused Student Absences – The faculty proposed minor revisions to the student responsibility section of the Excused Student Absences Policy (Policy 2.8.4):

Part 2. Student’s Responsibility: It is the student’s responsibility to contact his/her instructor(s) at least two academic calendar days prior to the absent to arrange to make up work to be missed. If the student fails to fulfill this responsibility, he/she may lose the opportunity to make-up the work. Instructors may require make-up work to be completed prior to the absence.

Thompson suggested faculty place similar information in course syllabi. Harris concurred with the policy revisions, noting, however, extenuating circumstances should always be taken into consideration. ACTION: Supalla will share the policy revision proposal with Student Senate and it will be brought back to meet and confer for a second reading.
ITEM 1 (A) Search Timelines – The faculty questioned how the search timelines fit in with possible budget recisions. Harris noted, although some programs may be suspended because of low enrollment, other departments require additional staffing to teach filled classes. Supalla also noted his concerns with the number of adjunct faculty positions teaching full-time loads, adding it may be time to fully evaluate the positions and consider the possibility of hiring permanent faculty in those areas (i.e. English and math). Shafer concurred with Supalla’s concerns, adding his desire to have more faculty involvement in an exchange of view process prior to final decision-making. Because MSCF Meet and Confer meets only once a month, Shafer suggested Wright and himself be invited to an informal discussion with administration when reviewing staffing requests for faculty positions.
ACTION: Supalla and/or Harris will review the requests with Wright and Shafer before a final decision is made on faculty postings.

ITEM 4 (F) Technology Committee – Wright noted a technology committee addressing hardware and software needs for instruction is not currently functioning, and requested the committee be revived. Supalla responded there currently wasn’t any intent to revive the committee, however, if there are software/lab problems, he will share the request with Gilsrud. Shafer also suggested providing release time to a faculty member to work with the technology department to better serve students and faculty.
ACTION: Shafer will forward a proposal to Supalla for faculty release time to work with the technology department.

ITEM 6 (F) Summer Sick Leave – Hill noted summer sick leave credit has not been prorated for all faculty, specifically adding she has not received the credit for the past four summers. ACTION: Supalla will follow-up with Sheehan on prorating of sick leave for summer credits.

ITEM 4 (A) Student Conduct Policy (2nd Reading) – Thompson and Supalla requested input from the faculty on the Student Conduct Policy presented at the last meeting. The faculty recommended approval of the revised policy. ACTION: Supalla will share the policy proposal with Student Senate before making a final approval.

ITEM 7 (F) Assessment Update – Shafer announced the assessment information shared with the faculty was confusing, and questioned what additional assessment is needed from faculty other then setting course objectives, testing knowledge/skills, and assigning grades for completion. Harris agreed those items are a component of assessment, but there is also a need for a broader institutional assessment (student affairs, program and department) for student learning. Harris stated the plan shared with the faculty provides the broader picture, and the work Anne Niccolai and Tammy Lee are providing assists in the credibility of the process. ACTION: Harris will investigate the possibility of bringing a nationally acclaimed assessment coordinator to a staff development day activity to provide a better understanding to faculty of what is needed in completing comprehensive assessments.

ITEM 6 (A) Faculty Evaluation Process – Harris distributed draft copies of the revised faculty evaluation process, noting the new procedures would be more faculty friendly. The major changes to the process are: 1) classroom visits would be conducted on a three-year cycle; 2) narrative would be a checklist; and 3) student evaluations would be automatically conducted in every course. Harris and Thompson added it is proposed that the counselor and librarian evaluations be modified to be more conducive to their unique student contact situations. ACTION: Wright and Shafer will solicit names of faculty interested in serving on the faculty evaluation task force.

ITEM 8 (F) Chair Replacement – Shafer provided a list of classrooms in need of new furniture: EH102, HA120, MH209, EA102, EH104, HB104, MH210, EA234. ACTION: Supalla will forward the recommended classroom list to Swenson for consideration.
ITEM 9 (F) Physical Education Offices – Shafer questioned if the recommendations submitted at the last meeting were still under consideration. Supalla responded the Facilities, Safety, Security and Grounds Committee were reviewing the requests.

Supalla also requested confirmation that the physical education faculty would not move to the new facility until the vast majority of the classrooms were available. Shafer confirmed that was the resolution passed at the October Faculty Association meeting. ACTION: Supalla will follow-up with Swenson on the status of the recommendations for the use of the current Physical Education Offices.

ITEM 7 (A) Summer Schedule – Harris announced the most up-to-date spring schedule has been printed based on the seat availability report in ISRS. Harris also announced the summer course offerings would be worked on during the holiday break and she will request the Deans contact coordinators/chairs prior to December 14. ACTION: Information Only.

ITEM 10 (F) Final Exams – Shafer questioned what plans were in place for final exams during weather emergencies this fall. Harris responded volunteer proctors can be solicited. ACTION: Harris will consider the possibility of utilizing Saturday, December 22 as a make-up final exam day should a weather emergency require the cancellation of classes during one of the final exam days.

Adjourned at 3:30 p.m.

Next Meeting: November 18, 2001 – 2:00pm – Presidents’ Room