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Attachments

- Campus Event
  Schedule for week
  Of 12/11/00

- Nonconcurrent
  Student deadlines
  Spring 2001 withdrawal/ drop/add deadlines

Evening Administration
The evening administrator for December 9 through 14 is Jay Lee. The evening administrator can be reached at x7262.

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
Last spring the Teaching and Learning Committee began mapping the key RCTC teaching and learning processes. The ad hoc team formed by this committee has identified teaching, curriculum planning, process assessment, and counseling and advising as the major teaching and learning processes/systems of our institution. The committee will continue the mapping process and then focus on finding the indicators that can be used to measure the effectiveness of these processes and systems. All key RCTC systems and process areas have started or will be starting this mapping. The nine key systems or processes are teaching and learning, resource development and management, strategic planning, student life, image and enrollment management, human resources, performance information, fiscal and facilities management, and global and community interactions.

It’s flu shot time again!
Flu shots will be available for students and staff on Wednesday, December 13 from 12:00-2:30 in the Student Health Services Office (RG115). Cost of the shot is $8.00

“New Music” concert
RCTC students involved in the Electronic Music classes will present short compositions (1-4 minutes each) in a two-part concert at 6:00 p.m. on Monday, December 18th in the Hill. The second part of the concert will be new compositions by invited professional composers and the concert. It should be a fun event! We hope to see you there!!!
Weekly funny…

"What do you mean- I look familiar? We’ve been dating for over 3 months."

GODDARD LIBRARY AND LTC SEMESTER BREAK HOURS
December 22, 2000-January 7, 2001
Fri., Dec. 22:  8 AM-4 PM
Sat.-Mo., Dec. 23-25:  CLOSED
Tues.-Fri., Dec. 26-29:  8 AM-4 PM
Sat.-Mon., Dec. 30-Jan. 1:  CLOSED
Tues.-Fri., Jan. 2-5:  8 AM-4 PM
Sat.-Sun., Jan. 6-7:  CLOSED

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

Insurance update:
Massage and Trigger Point Therapy gift certificates are available for your holiday gift giving.
Prices are as follows: 20 minutes of soft tissue massage in one area is $8.00; 20 minutes of trigger point therapy in one area is $10.00. Extended time increments are also available.

Please contact Peggy Benson @ 529-2736, or stop by C211 for more details.

Thank you
A sincere thank you for the calls, visits, flowers, candy and cookies, gifts, fine reading materials, and good cheer since my surgery last week. I also appreciate all the extra work my colleagues did in my absence. Thank you! The service was excellent at Mollberg Hotel in Detroit Lakes but it is good to be home. I am blessed to have so many friends. Thank you for your kindness.

-Barb Mollberg

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
Supalla’s Scribblings

The MnSCU Board of Trustees has selected our next Chancellor...he is Dr. James McCormick, current Chancellor of the Pennsylvania Higher Education System. Chancellor McCormick, the next in a rather long list of leaders for this relatively young System, was selected as part of a national search process that included interviews broadcast to each campus and extensive interviews. Chancellor McCormick assumes his MnSCU responsibilities on July 1, 2001. In accepting the job, Jim indicated that one of his first priorities will be a full-day visit to each of MnSCU’s 53 campuses. We look forward to his Rochester visit when you’ll have an opportunity to meet him and we’ll share the exciting RCTC/UCR story. Thanks to everyone who attended the teleconference and completed a feedback survey.

Have you purchased your teddy bear(s) yet? Bring a bear or two along when you come to next Wednesday’s Holiday Reception. The bears will be donated to local and area law enforcement officers who carry them in their squad cars to help comfort youngsters who end up in stressful situations. Last year UCR faculty and staff donated almost 100 stuffed animals. Help keep the tradition, started as a thank you to Myatt Helmers rescuers, alive. While you’re enjoying the mid-afternoon Holiday Reception on December 13, the third shift maintenance crew will be sleeping in, resting up for their late night work. So, RCTC administrators will treat these hard workers to a Holiday Breakfast from 6-7 a.m., December 14.

Judy Bird is preparing RCTC’s annual gift acceptance report for the MnSCU Board. If you have accepted gifts of equipment on behalf of a program or the college, please make sure Judy is aware of the donation. Speaking of donations, this is a great time to make a personal contribution to the Foundation. Use this end-of-the-year opportunity to help the Foundation reach its “Focus on the Future” goal of raising $2 million in three years. Just forward a check to the Foundation office or complete a payroll deduction card and begin contributing to the well-being of the college in 2001.

Last week the Technology Subcommittee met to review evaluation materials and input from faculty members on the selection of an instructional management system for RCTC. The Subcommittee recommendation of WebCT has been approved so that software acquisition, installation and staff training can commence.

Did you know there’s another University Center in the Southeast Minnesota? Last week, Owatonna took a page out of the Rochester higher education playbook and broke ground for the new Owatonna College and University Center. When the Center opens next fall, it will provide instructional space in which students will pursue two-year, four year and graduate degrees in business and human services fields. The 24,000 square foot facility is being financed with $3 million in lease-revenue bonds, authorized by the city of Owatonna and its economic development authority and purchased by Wells Fargo Bank. Faculty will come from Riverland Community College, Southwest State University and Concordia University—the institutions that will offer instruction and provide equipment for the center.

Although the 2002 legislative session is almost 1-1/2 years away, MnSCU is finalizing its list of priority HEAPR (Higher Education Asset Preservation and Renovation) projects. The System Office will likely submit a legislative HEAPR request close to $100 million to keep current buildings in good repair. RCTC’s priority list of capital improvements includes:

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>East Hall Roof/Skylight Replacement and Art Building Windows</td>
<td>$443,000</td>
</tr>
<tr>
<td>#2</td>
<td>Tuck Pointing Exterior of Several UCR Buildings</td>
<td>521,000</td>
</tr>
<tr>
<td>#3</td>
<td>Sprinkler Completion and Energy Management System Update</td>
<td>426,800</td>
</tr>
<tr>
<td>#4</td>
<td>Accessibility and Restroom Renovation for the Plaza Building</td>
<td>156,000</td>
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</tbody>
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Tuesday, November 28, Warren Kemplin shared with the Rotary Risers what the CE/WD team learned as they delivered AS/400 training for staff of the United Nations International War Crimes Tribunal. The Rotarians sat absolutely silent as Warren shared the horror stories that led to the need for the enhanced technology to try those charged in these war crimes. Don’t miss the next opportunity to hear what your colleagues did to satisfy the technology needs for this important human rights initiative.
I’m signing off with a recount story that has a holiday twist. Enjoy…

Ho, Ho, Ho. Hello out there, all people of the world. This is Santa and I just wanted to let you know that Christmas may be a little late this year. See, after checking all the boxes and tallying them up, I found some problems with the results. The first results showed: 428,534,120 Good and 428,523,119 Bad. The second result showed: 428,534,118 Good, 428,523,121 Bad. So you see, I can’t with good faith, go out and deliver presents while knowing I could have made a mistake. Maybe Little Johnny was good once, then again, maybe not. So, I’ve enlisted the help of all my elves and the Mrs. to help do a recount. We hope to have this finished up by 5 p.m. on the 24th of December, but there is a possibility that it might take longer. You see the tally cards were not quite clear to me, although I made them myself. You know, Good…and Bad??? And the check marks I used were not all the same, some went left, some right, some were just a mark, some went through both boxes and some didn’t even have much of a mark on them. I’ll leave it up to the wife and elves to decide what I meant. So, if you wake up December 25 and there are no presents under the tree, at least you can tell your kids why. Thank you for your patience and understanding during these stressful times.

- Santa

Happy holidays!

Don

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**TeachNet Inservices**

**December**

**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_
Rochester Community and Technical College
AFSCME Labor/Management
Minutes for Tuesday, November 14, 2000 - 11:00 a.m. - Presidents Room

Present: Administration: Harris, Mercer, Supalla, Sheehan
AFSCME: Kiehne, O'Dea, Braa, Martin (Business Agent)
Guest: Knutson
Recorder: Kingsbury

ITEM 1 (AFSCME) – Position Postings Procedures (Timelines) – AFSCME questioned if the procedures had changed for posting and filling of positions. Sheehan responded notification were e-mailed to interested individuals last week and apologized for the delays. Reassignment within a work area will remain first consideration, followed by bidding based on seniority. Two concerns were raised: 1) do employees have access to or check e-mail on a regular basis and 2) did the work areas change. Sheehan responded the postings were based on the work area chart provided to her by the Maintenance Department. ACTION: Supervisors will be informed to remind employees to read e-mail on a regular basis. An evening training session on the use of GroupWise will also be made available to the third shift General Maintenance Workers. Sheehan will schedule a meeting with appropriate individuals to clarify the work areas. Postings will only include work areas.

ITEM 2 (AFSCME) – Search Committees Process and ITEM 1 (ADMIN) Staffing/Searches - Sheehan distributed information on current searches needing AFSCME representation. Action: D. Kiehne will be the contact for AFSCME volunteers wishing to serve on search committees. AFSCME vacancies will not include representatives from AFSCME, but staff will represent areas instead (i.e. maintenance positions).

ITEM 3 (AFSCME) – Worker’s Compensation Training and ITEM 3 (ADMIN) Pre-Employment Screening – It was suggested that the Staff Development Days, the Minnesota Safety Council workshops and vendor demonstrations be utilized for training, with special sessions being provided to those Third Shift Maintenance employees because of work schedules. The College is working with DOER to begin a “Pre-Employment Screening” process to ensure an accurate reflection of an applicant’s abilities. Martin requested the final screening process be shared with AFSCME before implementation. O’Dea shared concerns with the recent process used for the site inspection, noting there may be serious health and safety issues needing correcting. Action: Sheehan will investigate training opportunities. Supalla will follow-up with O’Dea on the issues related to the site inspection.

ITEM 2 (ADMIN) – Government Council on Disabilities - Sheehan announced that the College would participate as a pilot project for the Government Council on Disabilities, and one vacant 3rd Shift GMW position would be utilized for this project. Discussion regarding “working teams” occurred so the topic will be readdressed again the Maintenance Department. Action: Additional information will be shared with the Maintenance Department during a meeting scheduled for Thursday (November 16).

ITEM 4 (ADMIN) Policy Revisions – Supalla announced it was the intent of administration to share all new and revised policies at labor management/meet and confer meetings before implementation. AFSCME questioned if the Emergency Closings Policy/Procedures had changed. The policy/procedures have not changed and essential employees are only those positions published in the November 6th Crossings (Groundskeeper/GMW does not reflect all GMWs). Action: Information Only.

ITEM 5 (ADMIN) – Mission/Vision Statements – Supalla announced the vision and mission statements would be presented to the MnSCU Board of Trustees in December. Action: Information Only.

Adjourned 12:44 p.m.

NEXT MEETING:
February 8, 2001 – 11:00 a.m. – Presidents’ Room