Recipients for vacation donation program
Listed below is a complete list of individuals who have been approved as recipients 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 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.

Bruce Lattu – Transportation; William Ruhl - Economic Security; Sally Austin – Revenue; Roger Bartz – Revenue; Linda Davis-Johnson - Human Services; Richard Dodge – Corrections; Mordechai Dorfman – Transportation; Susan Godfrey – IRRRB; Scott Gunderson - Dakota County Technical College; Scott Guscette - Public Safety; Janel Harris – Health; Marvin Harthun - Fergus Falls Veterans Home; Wanita Huerd - Human Services; Julie Jackson - AG's office; Judy Knodel – Corrections; Steven Krey - Human Services; Jan Larson - Central Lakes College; Bruce Lattu – Transportation; Patricia Marentic - Normandale Community College; Deborah Ramerth - Minneapolis Community College; Deborah Rideout - St. Peter Regional Treatment Center; Bill Ruhl - Economic Security; Julie Seitz (Nussbaum) - Trial Court; Cynthia Sogn - Moorhead University; Timothy Tabor - MCF - WR/ML; Patricia Taylor – PERA; Diane Ueland – PERA; Claude Vencill – Revenue; Vicki White - Mn. West Community and Technical College; Launie Zaffke - Minn. Correctional Facility - Lino Lakes

Summer food service program
RCTC Upward Bound is participating in the Summer Food Service Program. Meals will be provided to all program participants without charge. Acceptance and participation requirements for the program and all activities are the same for all regardless of race, color, national origin, gender, age or disability, and there will be no discrimination in the course of the meal service. Lunch will be provided at Rochester Community and Technical College from June 11 through July 13, 2001. Any person who believes he or she has been discriminated against in any USDA-related activity should write immediately to: USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th Independence Avenue, SW, Washington, D.C. 20250-9410.

Evening Administration
June 18-21 - Barb Mollberg
June 25-28 - Anne Niccolai
July 2-3 - Gary Swenson
July 9-12 - Susanne Sheehan
The evening administrator can be reached at x7262.

HAVE A GREAT SUMMER!
Weekly funny…

"Today's financial report is short and sweet--we had money, now we don't."

RCTC Chiropractic Clinic
Massage appointments on Tuesdays and Thursdays by appointment.

Dr. Maness is in on Thursdays from 2-6.

In an emergency please call Dr. Maness at 507-527-2201

Youth for Understanding International Exchange Program discontinued
As some may already know, the Youth For Understanding International Exchange Program at RCTC will be discontinued as of next month. The program was a needed and valued resource when it was implemented, bringing global perspectives and diverse cultures to this Midwest College. More than one hundred students, from over thirty countries, had their first taste of America in Rochester, and on this campus. Recent changes in the program, as well as the exciting increase in independent, international student enrollment, has lead to the decision to decline hosting the YFU program next year. It was my privilege to serve as YFU/RCTC coordinator for the 2000-01 year. I feel I learned more from the students than they did from me. It was truly a remarkable experience and I would like to thank my fellow staff and faculty who made this year successful. Many of you went out of your way to help these students. Some made a difference just by understanding the challenges they were going through, some went so far as to take these students into their own home (a couple of you even took two). While the program is ending, it is ending on a positive note, and I am confident that my students, like the ones before them, will carry the experience of attending RCTC for the rest of their lives.

Thanks, Craig Gagnon

Congratulations!
Congratulations to Grandma Rosemary Hicks! Gabreil Love was born on Tuesday, May 15th. She weighed in at 9lbs. 3 ozs. and was 20 inches long.

Congratulations to Roman and Amy Staloch on the arrival of the newest member of their family, Parker James. Parker arrived on Saturday, May 19th at 9:15am. He is a healthy 8 lbs. 8 ozs, and 20 1/4 inches long.

Congratulations to Guy and Ellen Hammernik on the birth of their son Logan Scott. He was born on May 31 and was 19 1/2 inches long and 6 lbs. 10 ozs.

SUMMER CROSSINGS
Listed below are the summer publication dates for the College Crossings. The deadline will be 3:00pm the preceding Thursday: July 16, 2001; August 13, 2001. Regular issues for Fall Semester begin August 23, 2001.
Supalla’s Scribblings

More than a month has passed since Commencement and state agencies are still waiting for the legislature and Governor to break the stalemate in St. Paul and determine the biennial funding appropriations. The Higher Education Conference Committee was one of the first committees to complete their work but their recommendation will have to wait for a vote until all other committees have reached agreement. If appropriations hold as recommended, and Governor Ventura doesn’t veto the appropriation bill, MnSCU will receive $100 million for the biennium. You may recall that MnSCU requested $255 million for inflation and new initiatives so expect to see double-digit tuition and fee increases in FY02 and FY03. Stay tuned for the results of the special session and keep your fingers crossed that the conference committee recommendation holds.

With summer flying by, construction projects on campus continue. If you haven’t been on campus since the end of spring semester, why not stop out and check out the progress. The contractor will be wrapping up the road construction project from UCR Drive to Heintz Center by the end of July. Field work continues on the six new softball/baseball fields and will commence on the soccer/football field shortly. More than half of the Sports Center is bricked and work on the field house continues on schedule. Last week, in a very well attended celebration, RCTC broke ground for the new Horticulture Technology Center. The contractor should begin work near the southwest corner of Heintz Center in the next couple of weeks. Because a significant portion of the staff parking lot (west lot) will be fenced off for construction, faculty and staff are encouraged to park on the east side of Heintz Center. If all projects progress as scheduled, plan on a series of grand opening celebrations in early 2002.

Did you know…

- **Terry Brown**, instructor and RCTC liaison for the Mayo School of Health Related Sciences, was featured in the spring edition of “MSHRS Connections,” after being recognized with a MSHRS Faculty Service Award. Congratulations, Terry!
- **Marj Reif** was complimented in the latest issue of “Communique,” a newsletter for the Commission on Accreditation of Allied Health Education Programs. Marj and her committee did a great job planning the CAAHEP Annual Meeting in Minneapolis. Nice going, Marj.
- **Ron Chrisope and Kevin Dobbe** deserve special thanks for their work with the RCTC chapter of the Center for Teaching and Learning. Jane Lindsay Miller, MnSCU’s Director of the Center for Teaching and Learning, has forwarded an impressive list of RCTC CTL accomplishments. Thanks, Ron and Kevin!
- **Deb Rogne** has been selected as a Scholar of the 2001 National Leadership Institute. The National Leadership Institute is designed to build leadership capacity for workforce education. Deb begins her participation with a meeting in St. Louis, Missouri, July 16-19. Way to go, Deb!
- This week, I’m participating, with more than 30 MnSCU presidents and System Office staff, in a week-long Covey “Seven Habits” workshop in Winona. In July, five members of RCTC’s leadership team will join other higher education colleagues from Southeast Minnesota in another session of “The Seven Habits of Highly Effective Leaders” workshop.

Philip Humbert has developed a list of “Top Traits of Highly Successful People.” After studying people who inspire others, Philip noticed they have the following traits in common:

1) They work hard!  
2) They are incredibly curious and eager to learn.  
3) They network.  
4) They work to improve themselves and never quit!  
5) They are extraordinarily creative.  
6) They are self-reliant and take responsibility.  
7) They are usually relaxed and keep their perspective.  
8) They live in the present moment.  
9) They “look over the horizon” to see the future.  
10) Repeatedly successful people respond instantly!

These traits work together in combination, giving repeatedly successful people a huge advantage. Because they are insatiable learners, they can respond wisely to change. Because their personal relationships are strong, they have good advisors, and a reserve of goodwill when things go bad. And finally, none of these traits are genetic! They can be learned! How would you rate yourself on each of these traits?

**Quote for the Summer**

*A team is a group of people who may not be equal in experience, talent, or education but in commitment.*

-- Patricia Fripp --

Keep your pulse on what’s happening in St. Paul while you rest, relax and plan for a safe Fourth of July.
Happy Anniversary!
Help recognize the employees who’s “anniversary” with the College occurs in June. Congratulations to…..

<table>
<thead>
<tr>
<th>June</th>
<th>RCTC Anniversary Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rosemary Hicks, Director of Financial Aid</td>
<td>6/8/1970</td>
</tr>
<tr>
<td>Patricia Dorn, Instructor of English</td>
<td>6/14/1971</td>
</tr>
<tr>
<td>Susanne Sheehan, Director of Human Resources</td>
<td>6/23/1976</td>
</tr>
<tr>
<td>Carol Nurmi, Secretary/Assistant of Student Life</td>
<td>6/12/1978</td>
</tr>
<tr>
<td>John Murray, Director of Farm and Small Business Management Programs</td>
<td>6/4/1984</td>
</tr>
<tr>
<td>Sue Sundlee, Lab Assistant for Sciences/ Safety for Institutional Services</td>
<td>6/10/1991</td>
</tr>
<tr>
<td>Janice Jacobson, Bookstore Clerk</td>
<td>6/26/1991</td>
</tr>
<tr>
<td>Margaret Mousel, General Maintenance Worker</td>
<td>6/16/1992</td>
</tr>
<tr>
<td>Virginia Wentzel, Adjunct Instructor for Nursing Assistant</td>
<td>6/20/1994</td>
</tr>
<tr>
<td>Jeffrey Taylor, Librarian</td>
<td>6/5/1997</td>
</tr>
<tr>
<td>Mary Baker, Adjunct Nursing Assistant Instructor</td>
<td>6/8/1998</td>
</tr>
<tr>
<td>Lori Halverson-Wente, Instructor of Speech/ Coordinator of Honors</td>
<td>6/7/1999</td>
</tr>
<tr>
<td>Almae Larson, Adjunct Instructor of Journalism</td>
<td>6/7/1999</td>
</tr>
<tr>
<td>Anita Yu, Upward Bound Academic Advisor</td>
<td>6/11/1999</td>
</tr>
<tr>
<td>Jennifer Solberg, Adjunct Instructor of English</td>
<td>6/21/1999</td>
</tr>
<tr>
<td>Leslie Haack, Tutor Coordinator for Student Services</td>
<td>6/24/1999</td>
</tr>
<tr>
<td>Debra Hanson, College Recruiter</td>
<td>6/6/2000</td>
</tr>
</tbody>
</table>

Thank you notes
Thank you to the RCTC administration, faculty, and staff for the lovely flowers at Mike's funeral. I also want to thank everyone who sent gifts and cards. Mike's family and myself truly appreciate the caring, support, and thoughtfulness that the RCTC family has shown.

Sue Sundlee

RCTC Staff, Administrators and Faculty
Thank you for the fruit basket. It was just what the doctor ordered. All the fruit is gone, but I will keep the basket and keep it full of fresh fruit. See you the end of the month.

Warren Kemplin

MINUTES - NEXT 8 PAGES
Rochester Community and Technical College  
AFSCME Labor/Management  
Minutes for Thursday, May 3, 2001 - 11:00 a.m. - Presidents Room

Present: Administration: Mercer, Supalla, Sheehan, Swenson, Weber  
AFSCME: Braa, Kiehne, O’Dea, Martin (Business Agent), Tucker  
Guests: Berg, Salling  
Recorder: Kingsbury

ITEM 2 (AFSCME) – Emergencies at Heintz Center and ITEM 2 (ADMIN) Crisis Plan Implementation – Martin questioned the process in place for notifying law enforcement personnel of an emergency (i.e. lost child at Heintz Center). Supalla responded those kind of situations must be acted upon with common sense and employees are empowered to make the decision to contact law enforcement without a supervisor’s approval. ACTION: Swenson will share the latest crisis management plan with AFSCME and employees will be informed of their authority to contact 911 in an emergency.

ITEM 5 (AFSCME) – ITV – Martin questioned what plan was in place to provide ITV support for WSU with the recent WSU employee layoff, specifically questioning how the work of an employee averaging up to 10 hours of overtime in a pay period and three work study students averaging 80 hours a pay period can be accomplished with existing RCTC staff. Supalla responded he wasn’t aware of the details of the plan, but has been assured by the Audio Visual Department that the work can be accomplished through a contract of service, similar to those in other areas of the campus. Additional discussions were held regarding a TeachNet employee currently on a leave of absence from RCTC and his possible return to the Audio Visual Department should legislation eliminate the TeachNet funding.

Action: Supalla will request Dale Pederson provide a detail of the contract for service to Chas Martin, including number and hours of work study students.

ITEM 1 (AFSCME) – Clarus Report – Although a final report has not yet been received, preliminary recommendations from the Clarus Corporation have been received, which includes the need for cross training. Some physical rearrangements are possible, but staffing reductions are not anticipated. Action: Information Only.

ITEM 3 (AFSCME) – Progress of GMW Job Coach – The Job Coach is no longer being utilized for the GMW employee, and a midpoint probationary evaluation will be conducted shortly. Action: Information Only.

ITEM 4 (AFSCME) Process for Filling Maintenance Positions – Sheehan provided a rewrite to the procedures for filling vacancies, reassignment and bidding presented by AFSCME at the last meeting. Action: Sheehan will reiterate to the supervisors the necessity to notify employees of existing vacancies and reassignments.

ITEM 6 (AFSCME) – Receptionist Responsibilities – AFSCME questioned the responsibility of the receptionist to secure the weight room at the conclusion of each day. Administration responded the athletic trainer has taken over that responsibility, but requested AFSCME notify administration if further problems occur. Action: Information Only.

ITEM 4 (ADMIN) – Tuition/Fees and Budget Advisory Task Force – Supalla announced a 10% tuition increase and $3 technology fee increase was being proposed. Weber added the Budget Advisory Task Force has met to review potential revenue generations and expenditure reductions, of which none pertain to staffing. ACTION: Information Only.
ITEM 1 (ADMIN) – Staffing Update – Sheehan announced an offer has been made to the finalist for the Vice President of Student Affairs position and the Vice President of Academic Affairs recommendations will be forthcoming. There are currently no AFSCME postings. ACTION: For Information

ITEM 3 (ADMIN) – AFSCME Staff Development (Training) Needs – Sheehan announced the Employee Relations Committee is developing a training/planning calendar, which will include a Leadership Organizational Teamwork Skills Session this summer. Sheehan requested input from AFSCME, and specifically maintenance, regarding issues of interest for future staff development opportunities. Action: Information Only.

ITEM 7 (AFSCME) – Work Area Assignments – The process for employee concerns with work area assignments was reviewed (first step is to visit with supervisor, second step is to visit with Swenson and Martin). Swenson noted some work area assignments may be disrupted during the TelePro construction and thanked the employees for their understanding. Action: Information Only.

Adjourned 12:37 p.m.

NEXT MEETING: To Be Announced
Rochester Community and Technical College

Administration and MAPE Meet and Confer
Minutes for Thursday, April 26, 2001 – 10:00 a.m. – Presidents’ Room

Present: Administration Harris, Mercer, Sheehan, Supalla, Swenson, Weber
MAPE Charon, Kromminga, Krusmark, Soukup, Ziln, Wheeler

Chair: Kromminga
Recorder: Kingsbury

ITEM 1 (M) MAPE Committee and Rules – Kromminga announced future MAPE Meet and Confer meetings would only include members of the committee. Kromminga also requested the MAPE Meet and Confer meetings be held monthly. Action: The parameters of the meetings will be further discussed at the conclusion of today’s meeting.

ITEM 2 (M) Summer Work Duties – Kromminga requested a meeting with Mercer regarding advisor responsibilities and summer registration. Action: Information Only.

ITEM 3 (M) Summer Vacations – Kromminga requested Administration recognize employees are entitled to vacation time in the summer, and be allowed to take time off as schedules permit. Sheehan questioned if vacation had been denied in the past. Kromminga acknowledged they had not, but employees have felt intimidated about asking for time off, hence experiencing burnout. Kromminga also requested Administration help resolve the tension between advisors and faculty. Action: Information Only.

ITEM 4 (M) International Advisor Position – Kromminga shared concerns about the International Advisor Position being split out between MAPE and faculty release time, noting it is MAPE’s desire to retain all existing MAPE positions. Mercer responded the position was not posted right away because budgets needed to be reviewed. Because there was a faculty member on under load, it was logical to reassign some of the responsibility to that faculty position on a temporary basis, and that there is no intention of moving the International Advisor to a faculty classification. Action: Information Only.

ITEM 5 (M) Clarification between MAPE and MMA – Wheeler questioned why a MAPE position was overseeing a MMA position. Action: The issue will be handled during a private conference call scheduled for later today.

ITEM 6 (M) Policy for MAPE Union Issues Being Discussed by Other Unions on Campus Without Representation – Soukup questioned why MAPE positions were being addressed at CCFA Meet and Confer meetings. Supalla responded personnel and staffing issues are within faculty’s contractual rights to be discussed through the meet and confer process. Sheehan confirmed, noting some faculty feel MAPE employees are doing faculty work, although Administration has continually disagreed. Supalla added no MAPE posting has been changed due to discussions at faculty meet and confer. Supalla also stated the issue of “A” and “B” work is still unfinished business and until settlement is finalized, questions will probably continue to be brought up by the faculty. Wheeler thanked Administration for their support and encouraged additional support during the upcoming grievance hearing. Action: Information Only.
ITEM 7 (M) ITS Performance Evaluation – Charon indicated feedback has not been received by the new Information Technology hires and wondered if performance evaluations would be conducted. Action: Supalla and Sheehan will follow up on the performance evaluation process for ITS Staff.

ITEM 8 (M) Dissemination of Information for Programs – Soukup shared problems with receiving information on program changes in ample time to advise students (i.e. 2+2 Social Work Program with WSU now requires Biology 1110, but it is not listed on the program sheet). Harris agreed better communication is needed and will visit with WSU on that specific item. Harris also indicated Curriculum Council agendas are shared with the Admissions and Records Office prior to the meeting, and a briefing session is held at the conclusion of every Curriculum Council meeting. Soukup also indicated her frustration with understanding how curriculum is developed. Harris announced an orientation session would be held in June with new division coordinators, new Dean of Health Sciences, and advisors to review curriculum. Action: Harris will share Curriculum Council agendas with the advisors and invited advisors to the Curriculum Council follow-up meetings.

ITEM 1 (A) Staffing Update – Sheehan announced an offer has been made to the finalist for the Vice President of Student Affairs position, and the Vice President of Academic Affairs recommendations will be forthcoming next week. ACTION: For Information.

ITEM 2 (A) NCA Site Visit – Supalla thanked the MAPE employees for their participation in the open sessions this week, and indicated the preliminary recommendation shared during the exit interview reflects the College is making continuous improvement and the five-year reaccredidation will allow for ample time to address the next step for RCTC. ACTION: Information Only.

ITEM 3 (A) Tuition/Fee Proposal – Supalla announced the first reading for MnSCU Tuition/Fee Proposals would be done during the May MnSCU Board of Trustees meeting. Administration has held discussions with the Student Senate on a 10% tuition increase and a technology fee increase from $5 to $8. ACTION: For Information.

ITEM 4 (A) Future Meetings and Parameters – Supalla shared his desire to build a philosophy that allows certain issues to be resolved through empowerment or informal communication, and to use the MAPE Meet and Confer process as a forum to discuss bigger issues relating to work conditions. Kromminga agreed it is better to be more inclusive then less inclusive and issues not resolved in other processes should be addressed at Meet and Confer. ACTION: Depending on issues, the meetings will be held at a minimum of twice a year.

Next Meeting: Tentatively - June 26th – 10:00 a.m. - Presidents’ Room
Rochester Community and Technical College

UTCE Faculty Senate

Minutes for Tuesday, April 24, 2001 – 2:00 p.m. – Presidents’ Room

Present: Administration Supalla, Harris, Mercer
Faculty Watters, G. Wright (Chair), L. Wright
Recorder: Judy Kingsbury
Guests: Gary Swenson

ITEM 1 (A) Staffing Update – Supalla announced interviews are being scheduled for the Round 1 faculty postings, and search committees are being organized for the Round 2 postings. An offer has been made to the finalist for the Vice President of Student Affairs position, and the Dean of Health Sciences position has been filled with an anticipated arrival date of mid-August. ACTION: For Information.

ITEM 2 (A) Tuition/Fee Proposal – Supalla announced the first reading for MnSCU Tuition/Fee Proposals would be done during the May MnSCU Board of Trustees meeting. Administration has held discussions with the Student Senate on a 10% tuition increase and a technology fee increase from $5 to $8. Supalla noted programs requesting to propose differential tuition for their courses must also have them approved for a first reading at the May meeting. ACTION: Wright will request UTCE faculty submit their requests for differential tuition directly to Supalla and/or Harris before May 10th.

ITEM 3 (A) Program Leaders – Harris announced that a meeting would be held this week to discuss program leaders for next year. Harris added a program leader would be needed for the Manufacturing Technical Specialist (an articulation program with UofM). ACTION: Watters will send out a reminder to UTCE about the meeting.

ITEM 4 (A) Leadership Roundtable – Supalla shared his thought about creating a leadership roundtable team consisting of RCTC Leadership Council and other individuals to discuss broader based issues. Details as to the make-up are still being discussed, but faculty representation would be requested. Other key individuals may include representatives from facilities, business office, and student life. Supalla requested feedback on UTCE’s thoughts and ideas relative to the creation of the group. ACTION: For Information Only.

ITEM 5 (A) TelePro and Other Construction Projects – Supalla provided an update on the TelePro construction project, noting an estimated completion date in December. Supalla also announced the bid opening for the Horticulture Center is scheduled for the second week of May with a completion date in the spring of 2002. ACTION: Information Only.

ITEM 6 (A) NCA Follow-Up – Based on preliminary discussion, Supalla indicated the NCA Site Visit appears to be going well, and thanked the faculty for their participation in the open sessions. ACTION: Information Only.

ITEM 7 (A) Course Syllabus – Harris announced the memo requesting the course syllabi will be distributed later this week. ACTION: Information Only.
ITEM 8 (A) and ITEM 1 (F) Spring Planning – Harris announced her office is participating in Scheduler 25 software training, and with the spring planning currently in progress, that progress is being made toward completing a year-long schedule. **ACTION: Information Only.**

ITEM 2 (F) Future Meetings – With the possibility of finalizing details for the union merger, Wright suggested canceling the May meeting and to only schedule a special meeting if needed. **ACTION: The UTCE Faculty Senate meeting scheduled for May was canceled.**

Adjourned at 2:35 p.m.

Next Meeting: To be announced
Rochester Community and Technical College

CCFA Meet and Confer

Minutes for Tuesday, April 24, 2001 – 3:00 p.m. – Presidents’ Room

Present: Administration Harris, Gilsrud, Mercer, Sheehan, Supalla (Chair), Swenson
Faculty Shafer, Israelson, Tacinelli
Recorder: Judy Kingsbury

ITEM 1 (F) Registration of PSEOP Students – Brown shared the faculty’s concerns with PSEOP students registering after other groups and often enrolling in the same courses as other PSEOP students. Brown stated students might not be getting the full college experience when isolated to courses with other high school students. Brown quested if there was a way to hold spots in other courses to ensure an appropriate mix of high school students in the courses. Supalla suggested the legislative language of PSEOP be reviewed to determine if the practice of having them register late is mandatory. ACTION: Harris and Mercer will review the issue and better define the legislative language for registration.

ITEM 1 (A) Staffing Update – Sheehan announced interviews are being scheduled for the Round 1 faculty postings, and search committees are being organized for the Round 2 postings. An offer has been made to the finalist for the Vice President of Student Affairs position, the Vice President of Academic Affairs recommendations will be forthcoming next week, and the sports center coordinator position description (MAPE) is being completed. ACTION: For Information.

ITEM 2 (F) Learning Center – Brown readdressed the tutoring issue and suggested a form be used in the hiring process, which would require faculty recommendations. Mercer responded a form is in place, but will revisit with the appropriate individuals and follow-up to ensure the form is being properly completed. ACTION: For Information.

ITEM 2 (A) Tuition/Fee Proposal – Supalla announced the first reading for MnSCU Tuition/Fee Proposals would be done during the May MnSCU Board of Trustees meeting. Administration has held discussions with the Student Senate on a 10% tuition increase and a technology fee increase from $5 to $8. Supalla noted programs requesting to propose differential tuition for their courses must also have them approved for a first reading at the May meeting. ACTION: For Information.

ITEM 3 (F) Committee Structure – Shafer announced a lot of faculty are still confused about the committee structure, and are requesting clarity (guidelines) as to how a committee reports to faculty senate/administration. ACTION: Shafer will arrange a time to get meet with administration for more discussion.

ITEM 3 (A) Department Coordinators – Harris announced that a meeting would be held this week to discuss the possibility of making departments more equitable. ACTION: For Information.

ITEM 4 (F) Duty Day Forms – Shafer requested the forms be distributed prior to the conclusion of Spring Semester. ACTION: Sheehan will distribute the non-contiguous duty day forms before the faculty leave for the summer.

ITEM 4 (A) Leadership Roundtable – Supalla shared his thought about creating a leadership roundtable team consisting of RCTC Leadership Council and other individuals to discuss broader based issues. Details as to the make-up are still being discussed, but faculty representation would be requested. Other key individuals may include representatives from facilities, business office, and student life. Supalla requested feedback from CCFA regarding their thoughts and ideas relative to the creation of the group. ACTION: For Information Only.
ITEM 5 (A) TelePro and Other Construction Projects – Supalla provided an update on the TelePro construction project, noting an estimated completion date in December. Supalla also announced the bid opening for the Horticulture Center is scheduled for May with a completion date in the spring of 2002. ACTION: Information Only.

ITEM 6 (A) NCA Follow-Up – Based on preliminary discussion, Supalla indicated the NCA Site Visit appears to be going well, and thanked the faculty for their participation in the open sessions. ACTION: Information Only.

ITEM 7 (A) Next Meetings – Shafer suggested the May meeting remain on the calendar at this time. ACTION: The next CCFA Meet and Confer meeting will tentatively be scheduled for May 22, 2001.

ITEM 7 (A) Course Syllabus – Harris announced the memo requesting the course syllabi will be distributed later this week. CCFA confirmed it would be proper to mail out the notice at this time. ACTION: Information Only.

Adjourned at 3:35 p.m.

Next Meeting: To be announced.