



## Northland Community & Technical College

### AFSCME Staff Advisory Council Meeting

March 18, 2010

9 a.m.

TRF Campus, Room 545, EGF Campus, Room 115

### MINUTES

**Members Present:** Bobbie Taylor, Cory Feller, Bonnie Klasen, Rosie Gustafson, Bryan Berger, Kent Hanson, Sandy Bratvold, Jenny Donarski

**Absent:** Lynell Wayne, Becky Lindseth, Anne Temte

**Guests:** Mary Fontes, Steve Crittenden, Julie Fenning

Topic	Responsible Party	Discussion/Outcome
Call to order		
1. Professional Development Training	Fenning	Julie shared a brochure that will be distributed to all employees soon. She explained the process used by the Continuous Improvement Committee to develop the choices of training, based on employees' responses to a survey conducted earlier this year. The college has partnered with SkillSoft to provide hundreds of on-line courses that will be available to all employees through July 30, 2010. All courses must be conducted in one of the training sites on each campus. A \$5 gift certificate to an NCTC bookstore will be issued for each course an employee completes. Courses average between 45 min -1 hour in length. Discussion was held and questions were addressed.
2. Student Engagement & Student Success	Fontes, Crittenden	Mary and Steve provided information and handouts on the process of gathering and measuring student engagement through use of the Community College Survey of Student Engagement (CCSSE) instrument. Based on 2008 results, NCTC is in the blue (middle) range in most areas, which means we're doing well, but there's room for

		improvement. One area where we rank lower than the averages is in Student Effort. Focus will be placed on improvement in that area. Mary and Steve explained what the CCSSE data means to support staff and their roles. It could pertain to how staff treat students, whether or not they make them feel welcome, present information or instructions readily and clearly, attitudes and interactions with students and other employees, etc. Mary and Steve will be presenting this information to various groups of employees this spring.
3. Other		<p>Sandy Bratvold reported that Allison Scott had been hired as a full-time temporary employee in the EGF bookstore, filling a vacancy left by Amanda Johnson. She asked if the permanent position would be filled. Kent Hanson stated that the decision to fill a permanent position was still being considered and will be determined once the FY11 budget is finalized. Bonnie Klasen also stated that all Business Services position descriptions are being reviewed and analyzed. Sandy asked that the HR Dept. send an announcement regarding Allison's employment.</p> <p>Kent Hanson stated that administration will be consulting with both Student Senates during March and April regarding proposed tuition increases for FY11.</p>
4. Next meeting		Thursday, April 8, 2010; 9 a.m.
5. Adjourned at 9:35 a.m.		