

Northland Community & Technical College

AFSCME Staff Advisory Council Meeting

December 13, 2010

TRF Campus, Room 662, EGF Campus Room 301

1 p.m.

MINUTES

Members Present: Bonnie Klasen, Lynell Wayne, Jenny Donarski, Allison Scott, Lynn McGlynn, Danika Braaten, Bryan Berger, Jenna Grabowska, Anne Temte, Becky Lindseth.

Absent: Jerry Hanson, Kent Hanson

Topic	Responsible Party	Discussion/Outcome
Call to order	Temte	
AFSCME Retirement Vacancies	Lindseth	<p>Becky reported that the TRF Business Office position to be vacated by the retirement of Sandy Hagen will not be filled. But the Business Offices on both campuses will be reorganized and duties will be re-distributed. A current MAPE position hired for the UAS grant will be shifted to 20% grant-funded and 80% from general fund. Another AFSCME position strictly for the UAS grant has been posted and should be filled by January 1st.</p> <p>Regarding the faculty support/testing center position vacated by the retirement of Renae Seibel, the position has been filled with a temporary employee. Administration is reviewing the current duties and structure of that position, and intends to repost a position in the near future, but the functions may be different from the current job description. Becky reported she is uncertain at this time whether or not COI will fill the vacancy occurring with the retirement of Melrene Kaiser. She was aware that some of the COI billing functions currently done by Melrene will be shifted to the Business Office.</p>
Testing Center Personnel Changes	Wayne	<p>Lynell asked whether the Testing Center's schedule will be changing due to the reorganization of the faculty support position. She said testing is administered during limited hours now and students, particularly those who work full-time, may need to take tests at a later time of the day. She suggested that maybe an evening timeframe could be considered. President Temte will ask Norma Konschak to visit with Learning Center</p>

		staff for their input into the restructuring of that position.
Commuter Bus Update	Temte	<p>President Temte shared information received from Steve Crittenden on the status of the bus service. An average of 21 (NCTC) regular users this semester - 18 students, 3 employees. The spring schedule will be the same as fall semester; they will also be providing service during semester break, but with a different schedule - likely fewer trips. Tri-Valley and NCTC will be conducting a survey of students in January to assess whether having the bus service has impacted their decision to attend NCTC. Both parties will assess the service at the end of spring semester to determine future services. Continuance of the service depends on the availability of Federal grant funds to Tri-Valley and whether NCTC is able to subsidize the program. President Temte stated that in order to subsidize the program, we may need to charge users or departments using the service. Lynn McGlynn noted that aviation classes during spring semester will run until 4:30 p.m. and the current bus schedule will not accommodate this schedule. Lynn was asked to report this change to Steve Crittenden so he can work with Tri-Valley to resolve this concern. Lynn stated that 6-8 aviation students are currently using the bus service.</p>
Funding to employees for pursuing a degree	Braaten	<p>Danika brought forward an inquiry from an AFSCME member regarding the availability of funds to assist employees who want to further their education by working toward a degree. Becky Lindseth stated that since a tuition waiver is part of the AFSCME contract, the college cannot offer an incentive beyond that level of funding. She stated the AFSCME contract provides a tuition waiver for the employee (after three years of service) and/or their dependent, to take courses at any two-year MnSCU college.</p>
Member Reports	All	<p>Jenny – reported on the high number of new students coming in on registration days Danika – dept. is getting ready for final exams. Allison – bookstore busy with new semester starting; book buy-back; Holiday sale Bonnie – getting new books in for new semester; holiday sale; taking some time off over the break Lynn – testing center at airport campus is very busy, particularly with Minnesota insurance license exams and TSA exams. Lynell – busy in Learning Center; students cramming for finals and trying to make up work Jenna – COI staff are working on the reorganization of duties due to Melrene's retirement.</p>
Other		<p>President Temte asked members if they had any concerns, questions, or rumors that should be addressed by administration. Jenny asked if there would be any more faculty lay-offs this year. President Temte stated that the deadline to notify unlimited faculty was</p>

		<p>November 1st. so those notifications have been done. However, probationary faculty don't fall under the same timeline for notification, and there could be some reductions in probationary faculty. Those decisions have not yet been determined.</p> <p>Bonnie stated that students using the new seating areas in the Gunderson Commons are in need of outlets to plug in laptops. Becky reported that the Commons is not yet fully furnished, and dividers and rugs will be added to the area, along with better access to outlets.</p>
Adjourned at 1:35 p.m.		
Next meeting		Tues, Jan. 11, 2011; 10 a.m., Rooms E-301, T-545