

# Northland Community & Technical College

## AFSCME Staff Advisory Council Meeting

March 8, 2011; 10 a.m.

TRF Campus, Room 662; EGF Campus, Room 301

### MINUTES

**Members Present:** Bonnie Klasen, Lynell Wayne, Jenny Donarski, Allison Scott, Lynn McGlynn, Danika Braaten, Jenna Grabowska, Anne Temte, Becky Lindseth, Mary Fontes (alt. for Kent)

**Absent:** Jerry Hanson, Bryan Berger, Kent Hanson

| Topic                                | Responsible Party | Discussion/Outcome  |
|--------------------------------------|-------------------|---|
| Call to order                        | Temte             |   |
| Position Qualifications for Unit 206 | Lindseth          | Becky Lindseth explained that the State of Minnesota has standard qualifications for all state positions; MnSCU has additional qualifications for MnSCU positions. Currently the only testing that is standard for NCTC clerical positions is a typing test to determine words per minute and accuracy. Administration is proposing to introduce a new on-line testing process for a maximum of five different skill components. She stated that the supervisor overseeing specific positions with vacancies will work with HR staff to determine which skills and what level of skills are required to qualify for the position. The Search Committee will screen the applicants down to 5-7 candidates, and those candidates will be required to take the on-line tests, and then be scheduled for interviews if they meet the testing score identified by the supervisor. This process would be done for internal and external candidates. There are costs associated with each test. She stated that this proposal will be discussed in an AFSCME/Labor Management meeting this month. Administration would set an implementation date, likely to be after July 1, 2011. No members expressed opposition to the proposal, and one member expressed support. |
| Budget Discussion                    | Temte             | The following questions submitted by staff were addressed by President Temte:<br>1) Will tuition be increased? Yes, it will increase, but by how much is unknown. If the Board of Trustees may consider setting a range of 3-5%, therefore we could not go beyond 5%. NCTC's increase in tuition will depend on the allocation from MnSCU, which  |

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|                                 |          | <p>will not be known until after May 29 when the legislative session ends. President Temte will be consulting with Student Senates during March and April to discuss proposed increases.</p> <p>2) What is the general consensus among colleges, legislators and other officials as to the amount of money campuses will have to cut from their budgets, and what is Northland planning for? The best case scenario for NCTC's allocation reduction for FY12 is \$300,000; worst case scenario is \$1.5 – 2 million. President Temte stated that the college has already reduced the 2011-12 budget with retirements in FY11 and program consolidations. She said there could be more BESIs offered next year, but the college must self-fund them, since stimulus funds are no longer available in FY12.</p>   |
| Update on UAS Program           | Temte    | <p>President Temte stated that the curriculum has been approved by MnSCU, and registration will begin April 1<sup>st</sup> for fall semester, 2011. Administration has been working with NCATT to develop national competency standards for the program, which will generate revenue from certification tests administered nationwide. Test prep course materials are also being developed and will also generate revenue for the college. David Sprague is working on generating contracts for COI to train incumbent workers in the aviation maintenance field who want to expand their credentials to UAS. Several businesses have opened offices in the Grand Forks region related to UAS research and development. A meeting with the Chancellor and several vice chancellors is scheduled here on Wed. this week, to work on various UAS issues and discuss opportunities for funding and continued growth.</p> |
| Search Committee Representation | Lindseth | <p>Becky Lindseth addressed a question submitted by staff, asking whether or not a search committee for an AFSCME position is required to have an AFSCME representative serve. Becky stated that all employees are invited to volunteer to serve on any search committees in which they are interested. It is not a contractual requirement or in college policy that an AFSCME member must serve on an AFSCME position search committee. When an employee volunteers to serve on a committee, all the names are submitted to the respective search committee chair and the chair makes the final selection for the make-up of the committee.</p>   |
| Advisory Council Structure      | Temte    | <p>President Temte thanked the AFSCME members for submitting agenda items quite regularly for the monthly meetings and having good discussions. She wants to continue to meet with staff via the AFSCME and MMC Advisory Councils, but wishes to combine the two groups into one meeting, since the majority of the discussions are similar. She asked if members objected to that change, and no members were opposed. If the MMC Council is in agreement, the meetings in April will be combined. She may consider reducing the number of members in next year's combined council.</p>  |

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| Other                   |  | President Temte stated that the MnSCU system is applying for a system-wide grant from the Gates Foundation regarding developmental education. She stated that a group of NCTC faculty recently attended a conference to kick-off this initiative.                   |
| Input from Members      |  | Lynell Wayne reported that some prospective nursing students are choosing other colleges over NCTC, due to the new requirement of TEAS testing. President Temte explained that the purpose of the testing is to increase student success and pass/completion rates. |
| Adjourned at 10:50 a.m. |  |   |
| Next Meeting            |  | Combined with MMC Council: Monday, April 18, 2011; 10 a.m., Rooms EGF 115, TRF 545, Roseau Site   |

AFSCME Advisory Council 10-11/ 11\_03\_08 Minutes