

MMC Council Meeting
September 24, 2009
1:30 p.m.
TRF 662, EGF 301, & Roseau

Attendees: Charles Gray, Jerry Schulte, Kristi Lane, Kirsten Michalke, Michelle Benitt, Nicole Hagen, Becky Lindseth, Kent Hanson, Anne Temte

Absent: Pam Schorsch, David Olsen

Introductions were made and new members Charles Gray and Jerry Schulte were welcomed to the Council.

President Temte stated that the overall purpose of the Council was to have dialog about various things that were of importance to the members and the employees they represent in their divisions and departments. It is a mechanism to discuss college-wide issues, as well as departmental issues that may have an effect on other departments. Members are given the opportunity to submit agenda items in advance, or may add items at the meeting.

Updates from Members:

Nicole Hagen reported that numbers are way up at the Roseau Site, so her time is spread thin; she is working with 27 new nursing students. Test proctoring is extremely high too. She proctored 60 tests so far in September. Nicole will coordinate plans for a Roseau Community Advisory Committee meeting this fall, to include President Temte. Nicole stated that the students are feeling stressed out, and she will contact Counselor Kelsy Blowers to schedule some time to meet with students on-site this fall.

Charles Gray reported he is busy learning the technology needs of each campus and working toward standardizing processes between the campuses. A discussion followed about creating and promoting unity college-wide. New employees don't look at each campus individually, but rather as one college.

Kirsten Michalke reported that COI offices have moved out of the Swenson House into Suite 645 on campus. She believed that the relocation is a positive move in becoming more integrated with the college. A vacancy in COI is in the process of being filled, with interviews scheduled on Sept. 25. The new Fall Continuing Education schedule is out for the TRF Campus. She is currently working on grants with Rainy River Community College and Boise, and C & M Ford, for training contracts. A grant for the Respiratory Therapy program was received for continuing education curriculum for local hospitals. The Commercial Vehicle Operation program started on Sept. 23.

Michelle Benitt reported on upcoming events and activities of the Foundation: Brat Feed at NCTC Homecoming Game, Scholarship Ceremony (awarding over \$60,000); Annual meeting in October; Contributor Appreciation Dinner in November; Annual Fund Drive in October; Audit/Annual Report is in progress. The Foundation offices have relocated to Suite 461 on campus.

Jerry Schulte reported that Financial Aid staff are very busy, but they are more prepared this year over last year. They have processed financial aid packages for more than 400 students over last

year. Dual monitors have increased efficiencies. ImageNow works great. He reported that he has initiated a Regional Financial Aid Director's meeting, consisting of four regional colleges and MnSCU ITS staff, to share concerns and discuss issues common to all institutions. He will be attending training in October. Financial Aid nights at area high schools are being scheduled this fall.

Kristi Lane reported that she is working on continuous improvement efforts pertaining to conversion of manual processes to electronic and on-line processes.

Continuous Improvement: Becky Lindseth explained how the Lean Team will work with the Continuous Improvement Committee and departments that are seeking ways where processes could be developed, improved or streamlined for greater efficiencies. Several employees will be attending training to train them to serve as Lean Facilitators.

Year in Preview: President Temte stated that the college will have to do a lot of belt tightening again this year. Administration is developing plans to reduce faculty workforce by 12 FTE (about ½ of that will come from reductions in faculty release credits). Faculty will be given the opportunity to propose alternative solutions. NCTC has the second lowest student/faculty ratio. She stated that the plans may unfortunately drive the gap deeper between campuses. Administration plans to be as open and transparent as possible.

Positive Things: President Temte stated that the Commercial Vehicle Operation Program had taken less than six months to develop and start up. An Unmanned Aerial Systems Technician Program is in the development stage and has a positive outlook for its inception. President Temte urged members to try to focus on the positive and to move people with negative attitudes to a different level.

Meeting adjourned at 2:13 p.m.

Next meeting: October 22, 2009 at 1:30 p.m.

Cindy Cedergren, Recorder