



Northland Community & Technical College

MMC Advisory Council Meeting Minutes

Thursday, March 18, 2010

TRF Room 545, EGF Room 115, Roseau Site

MINUTES

Members Present: Charles Gray, Dave Olsen, Kirsten Michalke, Nicole Hagen, Kent Hanson, Pam Schorsch, Anne Temte.

Absent: Becky Lindseth, Kristi Lane, Jerry Schulte, Michelle Benitt

Guests: Julie Fenning, Mary Fontes, Steve Crittenden

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. Julie was asked to consider adding a training license for the Roseau site. 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. President Temte asked Julie to provide an update to her in one month, indicating how many employees are participating in the training. Mary Fontes asked Julie to present information at a college-wide student services meeting on April 6 th .

2. Student Engagement and 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. They referred employees to a video on the CCSSEE website that illustrates the impact that employees have on students. Pam Schorsch stated the importance of having student focus groups, and follow-up to the concerns or questions students present in those groups.
3. Other: Professional Development Funds		Pam asked for clarification regarding a rumor about professional development funds for MAPE employees. This is in reference to proposed changes being made to the EGF cost center that has historically been used for both AFSCME and MAPE bargaining unit employees. Becky Lindseth will be asked to clarify the separation and the development of a new AFSCME process to access the funds; how will the MAPE funds be managed and accessed.
4. Next meeting		Thursday, April 8, 2010; 10-11 a.m.
5. Adjourned at 10:45 a.m.		