Staying **UP** ... in a **DOWN** world

With never-ending changes, with flattened organizations, with fewer employees to do the work, with loyalty a thing of the past, negative comments can be a natural byproduct.

Unfortunately, employee attitudes will defeat an organization faster than the competition. Negativity is extremely contagious and results in an environment where people don’t try as hard, don’t care as much, and don’t succeed as often.

An organization must build a work environment that is alive, exciting and positive, where satisfaction and fulfillment are the rule, not the exception.

That’s what February 22 is all about — the 8 R’s of a positive work environment.

**ORGANIZATIONAL PRACTICES**

1. **REFLECTION**
   - Capturing the employees’ hearts
   - Encouraging risk and difference

2. **RESPECT**
   - Meeting five key needs
   - Eliminating climates that stifle
   - Creating partners

**INTERPERSONAL SKILLS**

3. **RELATIONSHIP**
   - Building a climate of results
   - Honoring rights
   - Nurturing trust
   - Opening the communication

4. **REINFORCEMENT**
   - Instilling achievement motivation
   - Modeling teamwork and leadership competency
   - Facilitating change and transition acceptance

5. **RECOGNITION**
   - Rewarding positive behavior
   - Starving negative behavior

6. **RESOLUTION**
   - Identifying prerequisites to cooperation
   - Selecting an appropriate conflict resolution style
   - Avoiding words that irritate

**PERSONAL STRATEGIES**

7. **RESISTANCE**
   - Learning how to stay positive
   - Protecting yourself from other’s negativity

8. **RENEWAL**
   - Driving the learning
   - Encouraging fun in the workplace

**Tuesday, February 22, 2005 in East Grand Forks**

(More details on back!)
ABOUT THE PRESENTER:
Dr. Alan Zimmerman

- Started selling door-to-door in second grade, everything from greeting cards to operating a small international import business at age 14
- Worked his way through college as a retail salesperson, radio broadcaster and prison therapist
- Earned BA from U of WI in speech and political science; a MA from U of MN in communication and sociology; a PhD from U of MN in interpersonal communication and psychology
- Has 15 years teaching experience at the U of MN, Emporia State University, MN State University, and University of St. Thomas
- Founded Zimmerman Communi-Care Network, Inc, providing 125 programs a year nationally and internationally
- Inducted into the CPAE Speaker Hall of Fame, an honor reserved for only a small handful of people in the last 30 years, including Ronald Reagan, Collin Powell, Art Linkletter, Norman Vincent Peale, and Zig Ziglar
- Awarded the CSP (Certified Speaking Professional Designation of Achievement)
- Personal interests include active church participation, refinishing antique furniture, biking, hiking, and international adventures as diverse as tribal treks in Southeast Asia and hunting in the Arctic
- Publisher of the “Tuesday Tip,” a weekly internet newsletter that focuses on maximizing human performance, increasing leadership effectiveness, and developing communication competence
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 – 9:00 a.m.</td>
<td><strong>Continental Breakfast</strong> - Cafeteria</td>
</tr>
<tr>
<td></td>
<td>Meet and Welcome Interim President Dr. Jim Davis and his wife, Shirley</td>
</tr>
<tr>
<td>9:00 -- 9:30</td>
<td><strong>Introduction of Interim President</strong> – Kent Hanson</td>
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<tr>
<td></td>
<td><strong>Interim President Davis’ Welcome Address</strong></td>
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<td></td>
<td>Chancellor McCormick’s Welcome (via video)</td>
</tr>
<tr>
<td>9:30 -- 9:45</td>
<td><strong>Service Award Presentations</strong> – Becky Holthusen</td>
</tr>
<tr>
<td>9:45 – 11:00</td>
<td><strong>College Updates:</strong></td>
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<tr>
<td></td>
<td>• Introduction of New Faculty</td>
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<td></td>
<td>• Budget information</td>
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<td></td>
<td>• NCTC Strategic Plan</td>
</tr>
<tr>
<td></td>
<td>• Assessment &amp; Program Review</td>
</tr>
<tr>
<td>11:00 – 11:15</td>
<td><strong>Break</strong> (Refreshments available in Theater Lobby)</td>
</tr>
<tr>
<td>11:15 – 11:45</td>
<td><strong>Retention Efforts</strong> – Mary Fontes &amp; Rocky Ammerman</td>
</tr>
<tr>
<td>11:45 – 12:30</td>
<td><strong>Complimentary Lunch</strong> (Cafeteria)</td>
</tr>
<tr>
<td>12:30 -- 1:45</td>
<td><strong>Data Privacy</strong> – Kris Kaplan, Assistant General Counsel, Office of</td>
</tr>
<tr>
<td></td>
<td>the Chancellor</td>
</tr>
<tr>
<td>1:45 -- 2:00</td>
<td><strong>Break</strong> (Refreshments in Theater Lobby)</td>
</tr>
<tr>
<td>2:00 – 3:00</td>
<td><strong>Disruptive Students</strong> – Kris Kaplan</td>
</tr>
<tr>
<td>3:00 – 3:30</td>
<td><strong>Academic Affairs and Standards Council</strong></td>
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<tr>
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</tr>
</tbody>
</table>
Wednesday, August 17, 2005 - Thief River Falls Campus
(Required for TRF Faculty Only)
Presentations Held in Room 201/203

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>8:00 – 9:00</td>
<td><strong>Continental Breakfast</strong> (Cafeteria)</td>
</tr>
<tr>
<td>9:00 – 10:00</td>
<td><strong>Academic Affairs Update</strong> (Dr. Jeff Thomas)</td>
</tr>
<tr>
<td></td>
<td><strong>General IT Update</strong> (Stacey Hron)</td>
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<tr>
<td></td>
<td><strong>Learning Services Update</strong> (Dean Dalen)</td>
</tr>
<tr>
<td></td>
<td><strong>Other Announcements/Updates</strong></td>
</tr>
<tr>
<td>10:00 – 12:00</td>
<td><strong>Safety &amp; Security</strong> (Jim Jesme &amp; Kevin Stuckey)</td>
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<tr>
<td></td>
<td>--Campus Response</td>
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<td></td>
<td>--Individual Responsibilities</td>
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<tr>
<td></td>
<td>--Drills</td>
</tr>
<tr>
<td>12:00 – 1:00</td>
<td><strong>Employee Appreciation Luncheon – Sponsored by NCTC Foundation</strong></td>
</tr>
<tr>
<td></td>
<td>(Cafeteria)</td>
</tr>
<tr>
<td>1:30 -- 2:30</td>
<td><strong>Concurrent Sessions</strong> (select one)</td>
</tr>
<tr>
<td></td>
<td>--OnLine Purchasing - Dennis Paesler – Room 603</td>
</tr>
<tr>
<td></td>
<td>--ISRS (log in, class lists, grade input, &amp; DARS) – Rocky Ammerman – Room 703</td>
</tr>
<tr>
<td></td>
<td>--Technology Orientation (Jackie Cross) – Room 605</td>
</tr>
<tr>
<td>2:30 -- 3:30</td>
<td><strong>Concurrent Sessions</strong> (select one)</td>
</tr>
<tr>
<td></td>
<td>--OnLine Purchasing - Business Office Staff - Room 603</td>
</tr>
<tr>
<td></td>
<td>--ISRS (log in, class lists, grade input, &amp; DARS) - Rocky Ammerman – Room 703</td>
</tr>
<tr>
<td></td>
<td>--Virtual Office &amp; Intranet – Jackie Cross - Room 605</td>
</tr>
</tbody>
</table>

Note: Heather Hauschild Lemoine will be taking individual employee photos between 9 a.m. – 12:30 p.m. in the Exhibition Gallery across from the Library. Please stop in!
**Back to School**

**2005 Fall Preservice**

**Wednesday, August 17, 2005 - East Grand Forks Campus**  
(Required for EGF Faculty Only)

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>9:00 -- 9:30</td>
<td>Refreshments/Social – Room 315</td>
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</tr>
<tr>
<td>9:30 -- 10:00</td>
<td>Announcements – Room 315</td>
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<tr>
<td>10:00 – 11:00</td>
<td>Concurrent Sessions (select one)</td>
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<tr>
<td></td>
<td>--OnLine Purchasing – Business Office Staff - Room 311</td>
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<tr>
<td></td>
<td>--ISRS (log in, class lists, grade input, &amp; DARS) – Jo Schill - Room 317</td>
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<tr>
<td></td>
<td>--Desire2Learn (For Beginners) – Holly Deschene - Rm 305A</td>
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<td></td>
<td>--Technology Orientation – Sue Dalager - Room 305B</td>
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<tr>
<td>11:00 -- 12:00</td>
<td>Concurrent Sessions (select one)</td>
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<tr>
<td></td>
<td>--OnLine Purchasing- Business Office Staff - Room 311</td>
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<tr>
<td></td>
<td>--ISRS (log in, class lists, grade input, &amp; DARS) – Jo Schill - Room 317</td>
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<tr>
<td></td>
<td>--Desire2Learn (Advanced) – Beth McMahon and Mary Hanson - Room 305A</td>
<td></td>
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<tr>
<td></td>
<td>--Virtual Office &amp; Intranet – David Olsen - Room 305B</td>
<td></td>
</tr>
<tr>
<td>12:00 -- 1:00</td>
<td>Lunch (provided)- Commons</td>
<td></td>
</tr>
<tr>
<td>1:00 -- 1:15</td>
<td>General IT Update – Sue Dalager - Room 315</td>
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<tr>
<td>1:15 -- 1:30</td>
<td>Learning Services Update- Room 315</td>
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<tr>
<td>1:30 – 3:30</td>
<td>Safety &amp; Security – Room 315</td>
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<td></td>
<td>Presentors: Jim Jesme &amp; Kevin Stuckey</td>
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<td>--Campus Response</td>
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</tbody>
</table>

Note: Heather Hauschild Lemoine will be on campus to take individual employee photos between 9 a.m. – 12:30 p.m. in Room 201. Please stop in – it’s painless!
Agenda for January 2006 Faculty In-Service Workshops

January 4, 2006 - All Faculty at TRF Campus

8:00 a.m.     Continental Breakfast in Cafeteria
8:30 – 9:30 a.m. All Division Chairs & Academic Deans Mtg. – Room 515
9:30 - 10:15 a.m. All Faculty: Theater (#415)  
Announcements/Information Sharing  
-Speakers’ Bureau  
-Faculty Evaluation  
-Program Review  
-Other
10:15 – 10:30 a.m. Break
10:30 am– 12:30 pm 1) All Liberal Arts faculty group session – Room 201/203
2) All Technical faculty – Theater (#415)  
Program Advisory Committee Workshop with consultant Debbie Mills
12:30-1:30 p.m. Complimentary Lunch in Cafeteria
1:30 – 2:45 p.m. Ethics Workshop - Theater (#415)  
Kris Kaplan, Assistant General Counsel, Office of the Chancellor

Thursday, January 5, 2006

Individual campus activities are being planned by CTL reps and Campus Deans. See campus specific agendas.

Friday, January 6, 2006

Faculty Directed Contract Day  
Management Faculty Meeting – 8:30 a.m. – 3 p.m. – TRF, Room 701
NCTC College-Wide In-Service Workshop  
Tuesday, February 21, 2006  
East Grand Forks Campus

Schedule

7:30 a.m.  
Bus Departs TRF Campus from Commons  
(Boarding begins at 7:15)

8:15 – 9 a.m.  
Continental Breakfast – EGF Commons

9 a.m. - 12 noon  
“Generation NeXt Comes to College”  
Understanding, Teaching and Serving  
Today’s Post Modern Students  
Dr. Mark Taylor, Presenter - Room 315  
(See attached bio & presentation info)

12:00 – 1:00  
Complimentary Lunch - Commons

1:00 – 2:00 p.m.  
The following groups will meet:  
→ Faculty – Rm 315  (Topic-Assessment)  
→ Student Services Staff – Rm 239  
→ HR/Payroll Staff – Rm 106  
→ IT Staff – Rm 210  
→ Business Office Staff – Rm 238  
→ CTCE Staff – Rm 218  
→ Maintenance Staff – Rm 219  
(If your dept. is not listed, contact your supervisor for information)

2:05 – 2:45 p.m.  
Campus Security/Crisis Management Plan  
– Kevin Stuckey, Presenter - Room 315

3:00 p.m.  
Bus Departs for TRF Campus
The young people of Generation NeXt are different from previous generations of college students. Few schools understand these differences well enough to respond effectively.

The products of a postmodern, consumer driven culture, Generation NeXt presents special challenges to the purposes, structures and methods of higher education; challenges complicated by the generational differences between these young people and the Traditionals, Baby Boomers and Xers who predominate faculty and staff. For most students there is a serious mismatch between what they want and expect from a school, and what we offer. The expectations by many students of academic success with little effort is distressing and confusing to faculty and staff. Few in academia (certainly among the 15,000+ to whom I have presented) report seeing the touted "Millennial generation" (conventional conformists respectful of social norms and institutions, trusting of adults, focused on grades and performance, etc.) in significant numbers.

Generation NeXt Comes to College- Meeting the Postmodern Student and Postmodern Pedagogy (talks and workshops) are resonating with large audiences and smaller groups around the country at community and technical colleges, public universities and private colleges, as well as at conferences and meetings. These programs help college and university faculty, staff, and administration better understand our young people to more effectively recruit, retain, develop and teach them. Specific suggestions and methods are offered to improve services and instruction, both school-wide and appropriate to each audience.

About Dr. Taylor:

Mark Taylor has over twenty-five years of experience in higher education, management and the helping professions. He holds a Bachelors degree in Psychology and Biology, a Masters degree in Social Work and a Doctorate in Counseling, all from the University of Arkansas. Currently Director of Guidance Services at Arkansas State University at Beebe he has been responsible for counseling, disability, career, testing, academic advising, orientation, housing/residence life, student activities/leadership, student success programming, and other student services. Dr. Taylor has been licensed as a psychotherapist in Arkansas since 1981. He has also worked as a college professor and academic administrator, medical administrator and clinical psychotherapist. His resume reflects over 100 professional publications and presentations at state, regional, and national events in 18 states. His eye-opening perspectives grounded in data and the literature, practical suggestions and humorous presentation style has made him a popular training consultant with numerous schools, colleges and professional organizations.
Testimonials from past participants:

Dr. Taylor was hilarious, fascinating and really provocative. I know the goal was to give us insights into better relating to our students, but I really feel it will help a number of relationships. I talked about his presentation for much of the night and have been thinking on it all day. I think much of his stated conclusions were self-evident; the process and background was the illuminating portion of his presentation. I really enjoyed it.

The in-service was great! Dr. Taylor is an exceptionally well informed man from both an academic as well as an experiential perspective. His presentation addressed many, many issues that concern our particular institution as well as education as a whole. I felt that his emphasis on consistency in school policy and accountability is right on target. Thanks for a great day.

I thought the speaker was excellent! It was a very nice day and learned a great deal about the students that I have in my classes.

Great In-Service! I felt inspired and refreshed after the morning and afternoon session with Dr. Taylor. This is what it is all about! Learning how to become better teachers should be our goal - and you helped accomplish that.

Thoroughly entertaining education….at the very least teachers would see how important it is to captivate and engage a class for 2 ½ hours and have them retain information through humor…..I think he should have addressed the staff as well as faculty.

That was the most informative and interesting speaker since I've started here almost 2 years ago. Great job!

Doctor Taylor did something quite remarkable. He explained the behaviors I have observed in my students, but was unable to synthesize into a cohesive explanation. He did that beautifully. I now understand my students MUCH better.

“One of our counselors told me yesterday...'this was the best presentation I've heard in 32 years.' What a terrific tribute to your ability to engage faculty and staff.”
community college president

“You have no idea how many times you have been quoted in the past few days. Over and over I have heard what a wonderful opening workshop we had this year.”
chief academic officer

"Dr. Taylor really helped us get inside the heads of Generation NeXt. His information will have a major impact on our recruitment and retention efforts.
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"Really gave me a better perspective on my Gen X employees." housing officer

“Holy buckets, you kicked it.”
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(I'm still not sure what this means, but came with positive evaluations from faculty and an invitation to return.)
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Generation NeXt Comes to College

Understanding, Teaching and Serving Today's Postmodern Students

(Excerpted from www.taylorprograms.org)

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"Really gave me a better perspective on my Gen X employees."

housing officer

"Holy buckets, you kicked it."

Chief academic officer

(I'm still not sure what this means, but came with positive evaluations from faculty and an invitation to return.)
Pre-Service Faculty Workshop Agenda
Tuesday, August 22, 2006
Joint Campus Workshop at Thief River Falls Campus Theater
(Required for faculty only)

8:00 – 9:00 a.m.  Continental Breakfast – Cafeteria
                  Meet and Greet President Anne Temte

9:00 – 9:45 a.m.  Introduction of President – Kent Hanson
                  Welcome Address - President Anne Temte
                  Introduction of New Faculty - Dr. Jeff Thomas, Mike
                  Normandin
                  Welcome Message from Chancellor McCormick (via video)

9:45 –10:45 a.m.  Presentation:
                  Student Due Process....Working Through the Issues –
                  Scott Goings, Assistant Attorney General

10:45 – 11:00 a.m.  Break – Refreshments available in theater lobby

11:00 – 11:45 a.m.  College Updates:
                     -Enrollment Report – Rocky Ammerman
                     -Student Satisfaction Inventory – Rocky Ammerman & Mary
                     Fontes
                     -Pandemic Plan Update – Becky Holthusen

11:45 – 12:45  Complimentary Lunch (Cafeteria)

12:45 – 1:15 p.m.  College Updates (Continued)
                    -New college web design – Chad Sperling
                    -Articulation Agreements – Michelle Thomas
                    -Business Office Updates – Dennis Paesler

1:15 – 1:45 p.m.  Presentation:
                    Copyright Issues - Cynthia Jorstad, TRF Librarian

1:45 - 3:00 p.m.  Academic Topics – Kent Hanson, Dr. Jeff Thomas, Mike
                  Normandin
TRF Faculty Fall In-service
Wednesday, August 23, 2006
TRF Campus

8:00a – 8:30a  Breakfast (Cafeteria)

8:30a – 8:40a  Announcements_updates: Dr. Thomas (201/203)

8:40a – 9:30a  Appealing Grades (201/203)
MnSCU and NCTC’s policy regarding grade appeals
“Trends” in Academic Appeals and Student Services Appeals
Early Alerts
Creating Stellar Syllabi (to protect yourself & the college)

9:30a – 10:15a Active Learning Panel (210/203)
Active Learning Review: Dorinda Sorvig
Faculty Panel

10:30a  Ground breaking ceremony – South Lawn (or Commons if inclement weather)

12n – 1:00p  NCTC Foundation Employee Appreciation Luncheon (Cafeteria)

1-4 p.m.  Management Faculty Meeting – Room 701

1-3 p.m.  College in the High School Orientation for Mentors – Room 117

1-4 p.m.  Employee Photo Sessions – See Julie Olson in Office Suite 425
# TRF Campus In-Service Days
## Schedule for Aug. 24-25, 2006

### Thursday, August 24, 2006

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>9-11:30 a.m.</td>
<td>Management Faculty Meeting – Room 701</td>
</tr>
<tr>
<td>11:30 a.m. – 1 p.m.</td>
<td>Employee Potluck Lunch – Cafeteria</td>
</tr>
<tr>
<td>1:00 - 2:00 p.m.</td>
<td>MSCF Meeting – Room 201/203</td>
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<tr>
<td>2:00 - 3:30 p.m.</td>
<td>Management Faculty Meeting – Room 701</td>
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### Friday, August 25, 2006

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<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>10:00 - 11:30 a.m.</td>
<td>New Student Orientation – Gym (or Theater)</td>
</tr>
<tr>
<td>11:30 a.m – 2 p.m.</td>
<td>Open House/Information Booths for Students – Commons</td>
</tr>
<tr>
<td>1 p.m.</td>
<td>MSCF – Ditch Cleaning</td>
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NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

Faculty In-Service Day
Thief River Falls Campus
April 9, 2007
Focus: Assessment

AGENDA

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8:30 - 9:00am</td>
<td>Continental Breakfast - Cafeteria</td>
</tr>
<tr>
<td>9:00 - 9:30am</td>
<td>Announcements - Theater</td>
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<tr>
<td>9:30 - 9:45am</td>
<td>In-Service Expectations</td>
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<tr>
<td>9:45 - 10:00am</td>
<td>Break and Report to Assigned Rooms</td>
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<tr>
<td>10:00 - 11:30am</td>
<td>Programs Meet to Address Assessment</td>
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<tr>
<td>11:30 - 12:30pm</td>
<td>Lunch (Programs earmarked for Program Review for the 2007-2008 academic year will have a luncheon meeting in Room 515 to discuss the Program Review process.) - Cafeteria</td>
</tr>
<tr>
<td>12:30 - 1:30pm</td>
<td>Return to Rooms to Complete Assessment Agenda</td>
</tr>
<tr>
<td>1:30 - 2:30pm</td>
<td>Reconvene to Report Progress - Theater</td>
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</tbody>
</table>
Greetings NCTC Faculty,

The in-service on April 9, 2007 will focus on program assessment. One of the issues concerning assessment is the lack of time for programs from both campuses to meet. The April 9th date serves to alleviate the time issue and to further assessment progress that began during the January in-service.

In order to facilitate a successful in-service, each program must create an agenda based on respective assessment needs for the break-out sessions. The Academic Deans and the Assessment and Program Review Committee do not know the state of assessment for each program; consequently, they cannot set agendas for each program. Programs must take charge of their meetings. If needed, programs should contact either the Academic Deans, Avis Dyrud (TRF), Al Shervold (EGF) for assistance prior to April 9th. In short, preparation is key here; programs should have an agenda and necessary assessment material for conducting a worthwhile meeting.

Rooms will be assigned to each program for the morning and afternoon break-out sessions. This information will be available prior to the 9:00am start. Programs staffed with one or two individuals will be combined with similar disciplines to serve as a resource support group for the day. The Liberal Arts program will meet as a whole group initially to discuss assessment issues, then disperse as disciplines to available rooms nearby to address respectively assigned learner outcomes for the LA program.

Programs up for Program Review for the 2007-2008 academic year (Construction Electricity, Occupational Therapy Assistant, Sales/Marketing & Management, Aviation Maintenance Technology, Practical Nursing, and Registered Nursing) will meet with Kent Hanson, Mike Normandin, Jeff Thomas, Suzy Dowers, Michelle Thomas, Avis Dyrud, Al Shervold, and Kerry Jaeger for a luncheon meeting to review the program review process. The program director and one, program-appointed faculty member must attend this meeting. Kent Hanson will announce the room for this meeting during the opening remarks.

There will be a “state of assessment” progress report the last hour of the in-service day. The purpose, here, is to provide a platform for programs to share what they have accomplished so far, to note where NCTC stands in the assessment process, and to bring forth and recognize issues within the assessment process for group discussion. Each program will have the opportunity to report.

The April 9th in-service has the makings of a fruitful day for assessment. With proper preparation and mind-set, we will meet our assessment goals.

Sincerely,

Kerry Jaeger

Chair, Assessment and Program Review Committee
Program

8:30 – 9:00 am Continental Breakfast

9:00 am Welcome President Anne Temte

Welcome from Chancellor McCormick – via video

Introductions of New Personnel Becky Lindseth
Director of Human Resources

Get Connected @ MyNCTC Norma Konschak
Faculty, Retention Committee Member

9:30 am Setting the Foundation: Challenges and Opportunities

Introductions President Anne Temte

“A Perfect Storm for Minnesota’s Colleges and Universities”
President Kevin Kopischke, Alexandria Technical College

Opportunities for Regional Growth and Development Klaus Thiessen, President/CEO
Grand Forks Region Economic Development Corporation

10:45 am Break

11:00 am State of the College: Response to Challenges and Opportunities
President Anne Temte
Vice President Kent Hanson
Vice President Shari Olson

12:30 Complimentary Lunch in Cafeteria/ Commons

Many innovative things have been happening at Northland Community and Technical College in the past year. The afternoon’s concurrent sessions listed on page 2-3 give you the opportunity to sample some of these exciting new programs and practices.
Concurrent Sessions I  (attend one of your choice)

Rm 219  Meeting the Educational Needs of Agriculture & Business Programs
        Dr. Richard Joerger
        System Director for Agriculture & Business Programs, Office of the Chancellor

This session will center around ideas on how MnSCU can meet the educational needs of agriculture and business in the upcoming years. Dick will present his perspective on this topic and facilitate discussion points with the participants.

Rm 239  Swenson House: A New Purpose
        Bonnie Stewart, Vice President Outreach and Advancement

During the past year, the Swenson House was the location for educational learning opportunities to over 4,000 individuals. There is great potential for this facility to become a regional training center for NCTC’s business, education and community partners. This session will provide an overview of proposed initiatives and opportunities.

Rm 238  Facilities Updates
        Bob Gooden & Clinton Castle
        Directors of Facilities

Bob & Clinton will review all the facilities projects completed this summer, large and small, and fill you in on what’s upcoming for the year.

Rm 210  Credential Field Online Software Assistance
        Diana Hemreck
        Assistant Director of Human Resources

All new, current, or returning temporary part-time and adjunct faculty must meet system established minimum qualifications for their credential field pursuant to MnSCU Policy 3.321 College Faculty Credentialing. Information and documentation used in determining minimum qualifications is required to be processed on the new Faculty Salary and Credentialing web based system which was rolled out by the Office of the Chancellor in May 2007. Instructions and a tutorial guide were sent out to faculty members’ homes in July. If you have not completed this web-based required credentialing process, this session will assist you on the registration and information submission process. You may either bring your own laptop, or there will be 10 laptops available for the session. There will be a short demonstration, and then the lovely and talented Diana will assist you one-on-one with any assistance you may need with completing this process.
August 21, 2007
Page 3 of 3

2:00 pm        Break

2:15 pm        Concurrent Sessions II (attend one of your choice)

Rm 219        Administrative Services: A Continuous Improvement Journey
               Stacey Hron, Director of Technology
               Shari Olson, Vice President of Admin. Services and Planning

Learn about a professional development journey implemented in 2006 designed
to introduce Administrative Service employees learning opportunities to
implement continuous improvement principles that will maximize resources, time
and talents.

Rm 238        Facilities Updates
               Bob Gooden & Clinton Castle
               Directors of Facilities
               (Description on page 2)

Rm 239        The Nursing Program in Mahnomen: A Unique (and Successful)
               Collaboration
               Sue Field, Director of RN Program

In the summer of 2006, the nursing program branched out to begin a unique
 collaboration with the White Earth Tribal and Community College. Since that
time, more than 50 students have become certified nursing Assistants, 35 are
ready to enter the LPN program, and 25 will begin the RN program. Sue Field
will discuss the path that led to this program and the factors that have led to its
unprecedented success

Rm 210        Credential Field Online Software Assistance
               Diana Hermreck
               Assistant Director of Human Resources
               (Description on page 2)

3:00 pm        Adjourn
8:15-8:45  Continental Breakfast  Commons

9:00-9:30  Introduction and Overview  Theater
Kent Hanson, Vice President of Academic and Student Affairs

9:45-11:45  Break Out Groups:

Rm 201-203 - Liberal Arts Division
Topic: Transfer Curriculum  Kathy Huschle, Faculty

Technical Programs will meet in the following break-out rooms; Topic: Institutional Learner Outcomes
Academic Deans, Facilitators

Rm 117 - Health
PN, RN, MSTH, PTA, OTA, EMT, Rad Tech, RCP, PHARM, Cardio, SURG

Rm 515 - Trades
AUMO, AUBO, WELD, ETAS, CONE, PLBG, HVAC, CARP, AVIA, ARCH

Rm 219 - Business
ACCT, MKTG, ADMS, ADMM

Rm 115 - Occupational
FIRE, CRJU, CPTR, CDEV

Rm 601 - Management Programs
FBM, SBM, SCM

12:00-12:45  Complimentary lunch in Commons

1:00-1:45  Continuity of Operations Plan  Theater
Becky Lindseth

1:45-2:00  Crisis Management Plan & Lockdown Update  Theater
Kevin Stuckey

2:00-3:00  Security Awareness Training  Rm. 603 & 605
(training is required, but can be done on your own in your office)  Holly Deschene

3:00 p.m.  Shared Governance Council Meeting  Rm 735
(next to new Workforce Center)

-end-
New Employee Orientation  
August 20, 2007  

Monday, August 20, 2007 – Thief River Falls Campus in room 515

8:30-9:00 a.m. Continental Breakfast – Cafeteria
9:00 a.m. Welcome- Anne Temte, President
9:15 a.m. Academic Affairs, Kent Hanson, Vice President
9:30 a.m. Academic Affairs – Jeff Thomas and Mike Normandin
9:45 a.m. General Information – Becky Lindseth
         Employee Handbook
         Organizational Chart
         Security Officers
         Security Code Word
         Lockdown Drill
         Name Tags and Business Cards
10:15 a.m. Information Technology – Holly Deschene
         Computer Access
10:30 a.m. Break
10:45 a.m. Center for Outreach & Innovation – Bonnie Stewart
11:00 a.m. NCTC Foundation – Michelle Benitt
11:15 a.m. Learning Center – Dean Dalen
11:30-12:15 p.m. Lunch
12:15 p.m. Payroll & Employee Business Expenses – Tiffanie Bieganek
12:30 p.m. Leave Accrual/Usage and Reassignment – Tiffanie Bieganek
12:45 p.m. Business Office – Dennis Paesler
         Departmental Budgets
         Cost Centers
         Purchase Orders
         Long Distance Telephone Access
1:00 p.m. Auxiliary Services – Rosie Gustafson
1:15 p.m. Maintenance Department – Clinton Castle and Bob Gooden
         Keys
         Vehicle Usage
1:30 p.m. Student Services – Dennis Bendickson
1:45 p.m. Break and Group Photo
2:15 p.m. Policies – Becky Lindseth
Northland Community & Technical College  
Faculty In-service  
April 7, 2008  
TRF Campus

8:00 am – 8:45 am  Continental Breakfast—Cafeteria

9:00 am – 9:45 am  Long-range Planning Through Appreciative Inquiry Follow-up: Panel Discussion/Q&A: Deanna Murphy, Kent Hanson, and selected faculty members—Rooms 201-203

9:45 am – 10:00 am  Last Day Attended Information/Instructions—Rocky Ammerman and Donna Quam—Rooms 201-203

10:00 am – 10:15 am  Coffee Break

10:15 am – 11:45 am  NCA Self-Study Kickoff Event—Rooms 201-203  
Self-study groups:
1. Mission & Integrity—Room 115  
2. Preparing for the Future—Room 117  
3. Student Learning & Effective Teaching—Room 225  
4. Acquisition, Discovery, and Application of Knowledge—Room 219  
5. Engagement & Service—Room 215

11:45 am – 12:00 noon  Instructions for afternoon breakout sessions:  
1. AASC—Institutional Learner Outcomes on CCOs  
2. Marketing—2008-2010 Catalog Final Revisions

12:00 noon – 1:00 pm  Lunch—Cafeteria  
Self Study Steering Committee Meeting—Room 515

1:00 pm – 3:00 pm  Faculty Discipline/Program Breakout Sessions  
Tasks:  
1. Institutional Learner Outcomes are to be identified and added to every common course outline.  
2. 2008-2010 Catalog updates are to be finalized.  
3. Program/Discipline room assignments on attached table.
<table>
<thead>
<tr>
<th>Program/Discipline</th>
<th>Room</th>
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<tbody>
<tr>
<td>Humanities:</td>
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<td>Art</td>
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<td>English</td>
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<td>Music</td>
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<td>Anthropology</td>
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<td>Geography</td>
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<td>Health, Physical Education, Recreation</td>
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<td>History</td>
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<td>Radiation Technology</td>
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<td>Heating Technology</td>
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<td>Refrigeration Technology</td>
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<td>Robotic Technology/Automated Systems</td>
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<td>Small Business Management</td>
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<td>Welding</td>
<td>625</td>
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</tbody>
</table>
August 13, 2008

Name
Address
City

Dear ______________:

We want to welcome you to our College, and look forward to working with you in the very near future. In order to help you become more acclimated to the College, we are inviting you to attend a one-day “New Employee Orientation” to be held on Monday, August 18, 2008.

The orientation (August 18, 2008) is coordinated by the Human Resources Department and is designed for all employees (faculty and staff). The activities on August 18 will be held at NCTC Thief River Falls campus from 8:45 a.m. – 3:30 p.m. in Room 515 with refreshments, light continental breakfast and lunch provided. As you can see by the enclosed agenda the day is filled with valuable information regarding human resources, benefits, payroll, college department services, as well as policies and procedures.

Again, welcome to our College! Please let us know whether or not you will be attending the orientation by e-mailing Kristi Lane at kristi.lane@northlandcollege.edu as soon as possible so that we can make appropriate arrangements for handouts and lunch.

Sincerely,

Becky Lindseth
Director of Employee Relations

Enclosure
New Employee Orientation

Monday, August 18, 2008 – Thief River Falls Campus in Room 515

8:45-9:00 a.m. Continental Breakfast – Room 515

9:00 a.m. Welcome- Anne Temte, President

9:15 a.m. Kent Hanson, Vice President of Academic Affairs & Student Services

9:30 a.m. Academic Affairs – Norma Konschak and Hank Roerich

9:45 a.m. General Information – Becky Lindseth
   Employee Handbook
   Organizational Chart
   Security Officers
   Security Code Word
   Lockdown Drill
   Safety - MSDS
   Name Tags and Business Cards
   Pandemic Plan
   COOP

10:15 a.m. Information Technology – Holly Deschene
   Computer Access

10:30 a.m. Break – Room 515

10:45 a.m. Workforce & Economic Development – Jim Retka

11:00 a.m. NCTC Foundation – Michelle Benitt

11:15 a.m. Learning Center – Dean Dalen & Ellen Brehmer

11:30 a.m. Human Resources/Payroll – Tiffanie Bieganek & Diane Rapacz
   Payroll
   Employee Business Expenses
   Leave Accrual/Usage
   Reassignment
11:45 a.m.  Union Representatives  
AFSCME – Yvette Schneider  
MAPE  
MMA  
MSCF – Linda Samuelson & Dan Sponsler

12:00-12:45  Lunch – provided in Commons

12:45 p.m.  Business Office & Bookstore– Dennis Paesler  
Business Office  
Departmental Budgets  
Cost Centers  
Purchase Orders  
Long Distance Telephone Access

Bookstore  
Hours of Operation  
Text Book Ordering  
Departmental Supplies  
Telephone Calling Cards  
Freight

1:00 p.m.  Benefits – Diana Hermreck

1:15 p.m.  Maintenance Department – Clinton Castle and Bob Gooden  
Keys  
Vehicle Usage  
Facility Use

1:30 p.m.  Student Services – Rocky Ammerman  
Registration Adjustments  
Last Date of Attendance  
Class Lists  
Grade Reporting

1:45 p.m.  Break, Tour and Group Photo  
Tour – Jason Pangiarella  
Group – Julie Olson

2:30 p.m.  Policies – Becky Lindseth
Wednesday, January 10, 2007
Faculty In-Service Workshop Agenda
All full-time faculty expected at EGF Campus

7:15 a.m. Charter Bus Departs TRF Campus Commons
8 am - 9 a.m. Continental Breakfast
9-9:30 a.m. Brief Announcements from Administration/Faculty
Kevin Stuckey – Preparing for Lockdown Drill
9:30-10:30 a.m. Speaker- Donna Ignatavicius, MS, RN
President, DI Associates, Inc.
“Team Building and Maintenance”
Topics include: (see attached for more info)
  • Self-Assessment
  • Emotional IQ Development
  • Communication Strategies
10:30-10:45 a.m. Break
10:45-12 Noon “Team Building and Maintenance” Continued
12-1:00 p.m. Complimentary Lunch in Cafeteria
1:00 – 3:00 p.m. Department/Division Meetings:
Liberal Arts – meet in the following groups:
1. ENGL, JOUR, SPCH, SPAN       6. PSYC
2. BIOL                         7. HIST, GEOG, PLSC, ANTH, SOCI
3. MATH, PHYS                   8. CHEM
4. ARTS, MUSC, THTR             9. PHIL
5. ACCT, BUSN, ECON             10. HPER, FTIN

- All other common programs meet in respective groups: Nursing,
  Automotive, Admin. Support, Pharmacy Tech, Construction Electricity,
  Early Childhood Paraprofessional, Welding, Management
  Education – Rooms TBA
- All other faculty will meet with Kent Hanson and Al Shervold on
  Assessment Topics – Room TBA

3 p.m. Adjourn
Approx. 3:10 p.m. Bus Departs EGF Campus
TEAM BUILDING AND EMOTIONAL INTELLIGENCE: KEYS TO SUCCESS IN COMMUNITY COLLEGE EDUCATION

Overview: Community colleges are comprised of many departments, faculty, staff, and students. This workshop examines the dynamics of intra- and inter-departmental team building and maintenance, and allows each attendee to explore the strengths of his or her team. In addition, participants will be able to reflect on the major components of emotional intelligence and its relationship to successful team building.

Objectives: By the end of the workshop, the participants will be better able to—

1. Identify 10 major characteristics of a successful team.
2. Assess college departmental team strengths and identify areas that need attention.
3. Explain the relationship of emotional intelligence and successful team maintenance.

Biographical Information:

Donna Ignatavicius is nationally recognized as an expert in education and medical surgical nursing. She is a prolific writer and has authored many textbooks and journal articles including Medical-Surgical Nursing: Critical Thinking for Collaborative Care (2006). She has worked for more than 30 years as a nurse, educator, clinician and administrator. Donna has conducted thousands of continuing education programs and consultations in 49 states on critical thinking, curriculum, teaching/learning, and evaluation through her company, DI Associates, Inc.
Thursday, January 11, 2007 – for TRF Faculty – held at TRF Campus

8 – 9 a.m.  Continental Breakfast - Cafeteria

9 -11 a.m.  Assessment Activities:
- Those who met with Kent & Al on Wed – continue working on program assessment; Meet as group first, then split – Room 703
- Others will meet with Kent Hanson and Avis Dyrud as a group first, then split - Room 601

11 a.m.-12  Electronic purchase order training – Room 605 – Karla Anderson, Trainer

12 – 1 p.m.  Lunch provided in Cafeteria

1:00 – 1:45  Concurrent sessions:
1. Schoolpad – Holly Deschene – Room 605
2. Serial Cheaters - David Christian - Room 201

1-4 p.m.   Management Education faculty meeting – Room 701
* 8:30 - 9:00  Continental Breakfast  Commons

* 9:00 - 10:00  "Serial Cheaters"  Room 315
    Presenter: David Christian

* 10:00 - 10:15  Break

* 10:15 - 11:15  AED Training  Room 315
    Presenter: Dan Sponsler

* 11:15 - Noon  Work Time/On Your Own

* Noon -- 1:00  Lunch  Commons

* 1:00 - 3:00  Assessment  Room 315

* 3:00 - 4:00  Work Time/On Your Own
**Northland Community and Technical College**  
**Spring Semester Faculty In-Service Workshop**  
**January 9-10, 2008**

**January 9th - TRF Campus**

8 - 9 a.m.     Continental Breakfast in Cafeteria

9 a.m.     Theater - All faculty will first meet in Theater, then will break into the following groups and schedules.

Introduction to Strategic Planning Kick-Off..........................Deanna Murphy, COI, Continuous Improvement Specialist

<table>
<thead>
<tr>
<th>Liberal Arts &amp; Business Careers</th>
<th>All Health Programs</th>
<th>Trades &amp; Occupational Programs**</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>9:15-11:15 am</strong></td>
<td>9:15 - 11 a.m.</td>
<td>9:15 - 11 a.m.</td>
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<tr>
<td>Strategic Planning Session – Rm 604</td>
<td>Continuity of Operations Planning (COOP) –Theater</td>
<td>Continuity of Operations Planning (COOP) -Theater</td>
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<th>11:15 - 12</th>
<th>11-11:30 a.m.</th>
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<tbody>
<tr>
<td>Lunch – Cafeteria</td>
<td>Lunch - Cafeteria</td>
<td>Lunch – Cafeteria</td>
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12:00 - End of Day
*Dept. Mtgs. in the following groups:

**Humanities**: ARTS, ENGL, SPAN, PHIL, LIBR, MUSC - Room 217

**Social Sciences**: HIST, ANTH, SOCI, PSYC, PLSC - Rm 115

**Math & Science**: MATH, BIOL, CHEM, PHYS - Rm 117

**Business Careers**: ACCT, ADMS, ADMM, MKTG, BUSN, ECON-Rm 323

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<tr>
<th>11:30 am - 1:30 pm</th>
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<tbody>
<tr>
<td>Strategic Planning Session – Rm 604</td>
<td>*Dept. Mtgs. in the following groups:</td>
</tr>
</tbody>
</table>

1:45 - End of Day
*Dept. Mtgs. in the following groups:

**Nursing**: PNSG, NURS - Rm 627

**Therapies**: MSTM, PTA, OTA, RCP- Rm 735

**Techs**: RADT, PHRM, CVST, SURT-Rm 545

1:45 - 3:45 pm
Strategic Planning Session – Rm 604

*Academic Deans and Program Directors will provide a list of discussion topics for Dept. Mtgs.

**Management Education Faculty will meet in Room 515 from 9 a.m.-1:30 p.m. and participate in the 1:45 pm Strategic Planning session.
January 10th - EGF Campus

8:00 - 9:00 am    Room 315 - Continental Breakfast

9:00 - 9:10 a.m.    Announcements    Kent Hanson
                        Vice President of Academic and Student Affairs

9:10-10:00    Continuous Improvement Principles    Dave Jobe
                        COI Continuous Improvement Specialist

10- 10:15    Break

10:15- 10:45    Grant Writing 101    Bonnie Stewart
                        Vice President of Outreach and Advancement

10:45 - 11:45    Assessment    Al Shervold
                        Assessment Committee Co-Chair

11:45 - 12:15    Ergonomics    Cassie Hilts & Julie Grabanski
                        Occupational Therapy Assistant Faculty

12:15 - 1:00 pm    Complimentary lunch in Cafeteria

1:00 - 3:00 pm    “Minnesota Refugees…What You Need to Know”    Ann O’Fallon
                        Refugee Health Coordinator
                        MN Dept. of Health
### Northland Community and Technical College
#### Support Staff In-Service
April 7, 2008

**April 7th - TRF Swenson House**

8 - 9 a.m.     Continental Breakfast
9 – 9:15 a.m.  Introduction and Announcements

Introduction to Long Range Planning Kick-Off..........................Deanna Murphy, COI, Continuous Improvement Specialist

<table>
<thead>
<tr>
<th>Administrative Services and Human Resources</th>
<th>Academic Support and Student Services</th>
</tr>
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<tbody>
<tr>
<td>9:30-11:30 a.m.</td>
<td>9:30-11:00 a.m.</td>
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<tr>
<td>Long Range Planning through Appreciative Inquiry</td>
<td>Minnesota Refugees- What you Need to Know</td>
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<td>Ms. Blain Mamo, MN Department of Health</td>
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<td>11:30-12:15</td>
<td>11:00-11:30 a.m.</td>
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<tr>
<td>Lunch</td>
<td>Ergonomics</td>
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<td>12:30-2:00 p.m.</td>
<td>11:30-12:15</td>
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<tr>
<td>2:00-2:30 p.m.</td>
<td>12:30-2:30 p.m.</td>
</tr>
<tr>
<td>Ergonomics</td>
<td>Long Range Planning through Appreciative Inquiry</td>
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</tbody>
</table>
Tuesday, August 19, 2008 (at Thief River Falls)

7:30-8:30  Continental Breakfast - Cafeteria
8:30-8:45  Welcome—Theater
8:45-9:30  President Temte’s Address—Theater
           Chancellor McCormick’s Welcome – via video
9:30-10:15 Announcements—Theater
           o  New employees/faculty members—Becky Lindseth
           o  Telephone changes—Clinton Castle, Julie Fenning
           o  Extreme Entrepreneurship Tour—Kirsten Michalke, Norma Konschak
           o  60 Credit Legislation, Student Driver Info, Enrollment Info, Capital Project @ EGF—
              Kent Hanson
           o  AA Graduation Requirement 2.0 for MnTfr—Rocky Ammerman
           o  Last Day Attended/No show policy and reporting—Rocky Ammerman/Gerald Schulte
           o  Financial Aid—Gerald Schulte
           o  Concurrent Sessions—Norma Konschak

10:15-10:30  Break – refreshments in theater lobby

10:30-11:30  NCA Update—NCA Steering Committee—Theater

11:30-12:30  Lunch - Cafeteria

12:30-3:30  Appreciative Inquiry—Phase II
           12:30-2:00  Faculty last name A-K  Rooms 601 & 604
           2:00-3:30  Faculty last name L-Z  Rooms 601 & 604

12:30-3:30  Concurrent Sessions
           12:30-1:10  Faculty last name L-Z, select one session from A, B, C, or D.
           1:15-2:00  Faculty last name L-Z, select one session from E, F, G, or H.
           2:00-2:40  Faculty last name A-K, select one session from A, B, C, or D.
           2:45-3:30  Faculty last name A-K, select one session from E, F, G, or H.

1:45-2:15  Refreshments available in cafeteria

(see descriptions on page 2)

<table>
<thead>
<tr>
<th>Concurrent Sessions</th>
<th>Room 701</th>
<th>Room 603</th>
<th>Room 605</th>
<th>Room 515</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:30-1:10 (L-Z)</td>
<td><strong>A</strong></td>
<td><strong>B</strong></td>
<td><strong>C</strong></td>
<td><strong>D</strong></td>
</tr>
<tr>
<td>2:00-2:40 (A-K)</td>
<td>Purchasing:</td>
<td>Faculty Credentialing:</td>
<td>GroupLink—IT &amp;</td>
<td>AED/CPR Training &amp;</td>
</tr>
<tr>
<td></td>
<td>Procurement Cards</td>
<td>Creating your personal profile—</td>
<td>Marketing</td>
<td>Information—Dan</td>
</tr>
<tr>
<td></td>
<td>and Purchase Orders—Business Office Staff</td>
<td>Mary Bydal,</td>
<td></td>
<td>Sponsler &amp; Andy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diana Hermreck</td>
<td></td>
<td>Mueller</td>
</tr>
<tr>
<td>1:15-2:00 (L-Z)</td>
<td><strong>E</strong></td>
<td><strong>F</strong></td>
<td><strong>G</strong></td>
<td><strong>H</strong></td>
</tr>
</tbody>
</table>
A. Purchasing: Procurement Card and Purchase Orders—Business Office Staff
This session will be used to review the procedures required to properly submit, authorize, and finalize transactions using Purchase Orders (paper and electronic) and Procurement Cards.

B. Faculty Credentialing: Creating your personal profile—Diana Hermreck & Mary Bydal
Effective July 1, 2008, MnSCU Policy 3.32 was formally implemented. To serve the need of MnSCU institutions and faculty members, MnSCU has rolled out the Web Based Salary and Credentialing System. This system requires that each employee complete up to three forms: Personal Profile, Salary Placement and Qualification Evaluation. This session will introduce you to registering your account on the system and completing your personal profile; additional information about the credentialing system will also be provided.

It is recommended that all new faculty and returning temporary part-time and adjunct faculty attend this session to get their profile created in the system.

C. GroupLink—IT & Marketing
IT and Marketing departments are implementing an electronic tool to accept and delegate requests for services. Please join the staff as they explain how GroupLink will change the way we work.

D. AED/CPR Training & Information—Dan Sponsler & Andy Mueller
This session will serve as an orientation to the use of AED (Automated External Defibrillator) Units.

E. Expense Reports, Leave Requests, and Driver Verification—Human Resources
This session will be presented by the Human Resources staff to review the procedures to properly complete Expense Reports and Leave Request Forms. Effective January 1, 2009, any employee who will be traveling for business purposes either using a state vehicle or private vehicle must have completed the Driver Verification process.

F. Room and Vehicle Reservations: New system demo—IT Staff
A new system to reserve rooms and vehicles will be rolled out this year. If you are a regular user of vehicles or schedule rooms for special events or meetings on campus, you will want to attend this session.

G. D2L Update and WebEX—Holly Deschene
Are you interested in the status of technologies to enhance your course delivery? Join the IT staff and D2L faculty to share information and ideas on D2L and WebEX.

H. Safety Training: Bloodborne Pathogens—Human Resources
This OSHA required training session is designed to provide a basic understanding of bloodborne pathogens, common modes of their transmission, methods of prevention, and other pertinent information. Employees required to complete this training have received an invitation to attend the training. Contact Julie Fenning for more information.
**Wednesday, August 20, 2008 (at East Grand Forks)**

8:00-9:00  Continental Breakfast – **Room 315 Lobby**

9:00-12:00  Keynote: Language and Learning: Teaching Linguistically Diverse Learners
Kim Johnson, The Collaboration for the Advancement of College Teaching & Learning
**Room 315**

12:00-1:00  Foundation Employee Appreciation Lunch—**Commons**

1:00-2:00  Joint Division Meetings (led by Division Chairs)

<table>
<thead>
<tr>
<th>DIVISION</th>
<th>CHAIR</th>
<th>MEETING ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts-EGF</td>
<td>Brian Huschle</td>
<td>Room 305A</td>
</tr>
<tr>
<td>Liberal Arts I-TRF</td>
<td>Diane Drake</td>
<td>Room 305A</td>
</tr>
<tr>
<td>Liberal Arts II – TRF</td>
<td>Linda Samuelson</td>
<td>Room 305A</td>
</tr>
<tr>
<td>Business-EGF</td>
<td>Deb Riley</td>
<td>Room 305A</td>
</tr>
<tr>
<td>Health &amp; Human Services-EGF</td>
<td>Beth McMahon</td>
<td>Room 341</td>
</tr>
<tr>
<td>Nursing-EGF</td>
<td>Barb Forrest</td>
<td>Room 341</td>
</tr>
<tr>
<td>Nursing-TRF</td>
<td>Dorinda Sorvig</td>
<td>Room 341</td>
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<tr>
<td></td>
<td>Sue Field</td>
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<tr>
<td>Technical-TRF</td>
<td>Tishara Melcher</td>
<td>Room 341</td>
</tr>
<tr>
<td>Trades &amp; Technical-EGF</td>
<td>Dennis Weirima</td>
<td>Room 301</td>
</tr>
<tr>
<td>Trades –TRF</td>
<td>Tim Reuter</td>
<td>Room 301</td>
</tr>
<tr>
<td>Management Education</td>
<td>Ron Dvergsten</td>
<td>Room 337</td>
</tr>
</tbody>
</table>

2:00-2:30  Refreshments in **Commons**

2:30-3:30  **Group Meetings**: The following meetings have been scheduled to allow cross-campus participation; you are strongly encouraged to attend one of the following meetings.

<table>
<thead>
<tr>
<th>Programs or Disciplines wishing to meet—Rooms will not be assigned.</th>
<th>This time is being granted to give those programs/disciplines time to meet with their cross-campus colleagues.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment &amp; Program Review</td>
<td>Current committee members are requested to attend this kick-off meeting for the 2008-2009 Academic Year. For more information, contact Al Shervold.</td>
</tr>
<tr>
<td>Room 217</td>
<td>Convener: Al Shervold</td>
</tr>
<tr>
<td>Developmental Education</td>
<td>Faculty currently serving on the committee and those interested in contributing to the continued improvement in the delivery of developmental courses should attend this session.</td>
</tr>
<tr>
<td>Room 218</td>
<td>Convener: Norma Konschak</td>
</tr>
<tr>
<td>Distance Education</td>
<td>Faculty currently serving on this committee and those who participate in distance ed. should attend this session to provide direction to the committee for the upcoming year.</td>
</tr>
<tr>
<td>Room 219</td>
<td>Convener: Hank Roehrich</td>
</tr>
<tr>
<td>Resale Policy</td>
<td>A draft policy regarding Resale accounts was presented at the Finance Committee last spring. Further revisions were made this summer. (attached copy). We are inviting all faculty members responsible for resale in their programs to participate in the review of this revised draft.</td>
</tr>
<tr>
<td>Room 301</td>
<td>Conveners: Kent Hanson &amp; Dennis Paesler</td>
</tr>
<tr>
<td>Security Meeting</td>
<td>The purpose of this meeting is to determine the schedule for student security officers on both campuses. All interested parties should attend.</td>
</tr>
<tr>
<td>Room 305B</td>
<td>Conveners: Becky Lindseth &amp; Jim Jesme</td>
</tr>
<tr>
<td>Student Life: Clubs, Athletics, &amp; Field Trips</td>
<td>If you are currently serving as an advisor or coach, you will want to attend this session to get the most current information on student life policies and procedures.</td>
</tr>
<tr>
<td>Room 339</td>
<td>Conveners: Dennis Bendickson, Mary Fontes, &amp; Steve Crittenden</td>
</tr>
</tbody>
</table>
For April 10, 2009 Faculty In-Service Workshop

Developing Meaningful Strategies for Investing the Federal Stimulus Funding
Bringing Our Strategic Plan to Life

Please check the box (or boxes) that categorize your idea:

- [ ] Displaced worker programs and services
- [ ] Recruitment and retention
- [ ] Under-represented student services
- [ ] Classroom technology
- [ ] Equipment
- [ ] Program/curriculum development
- [ ] Tuition relief
- [ ] Facility improvements including deferred maintenance, energy efficiency investments, and renovation projects
- [ ] Transitional funding to offset program reductions and/or closures
- [ ] Online curriculum development and infrastructure investment
- [ ] Investments to improve institutional efficiency (i.e. software/programming to reduce staff time)
- [ ] Restoration of budgets due to FY09 unallotment

**Description of Proposal:**
How will this proposal contribute to the NCTC Strategic Plan? Check all that apply:

<table>
<thead>
<tr>
<th>GOAL</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspire Success</td>
<td></td>
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<tr>
<td>Cultivate Quality</td>
<td></td>
</tr>
<tr>
<td>Revolutionize Growth</td>
<td></td>
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</tbody>
</table>

Provide the details (who, what, when, where, why, how):

What do you expect that this proposal will cost? Provide some details (e.g. personnel costs, equipment costs, software costs)

Contact Person – “owner” of the proposal
After taking input from many faculty members about the planned in-service for Friday, April 10, we have decided to make the following changes:

- **East Grand Forks faculty** will not travel to Thief River Falls. Instead, they will meet as a group in the morning to discuss and develop ideas for innovations that will advance the goals of the NCTC strategic plan and make best possible use of in-coming federal stimulus money. Refreshments will be available at 8 am. The planning session will run from 9 am to 11 am in the Commons area. No lunch will be provided.

- **Thief River Falls faculty** will meet as a group to similarly develop ideas. Refreshments will be available at 8 am. The planning session will run from 9 am to 11 am in the Theater area. No lunch will be provided.

- **Hazards training** and other required online training must be completed by faculty members individually. Time is being provided for these activities on a scheduled in-service day. However, if individuals do not use this time, they must still complete the training before the end of the semester. At the Thief River Falls campus, a computer lab will be available on April 10 from 1 pm to 3 pm for faculty to complete the online training with assistance from Julie Fenning; faculty may, however, complete the training at another site, if they choose. In East Grand Forks, staff from the technology department will be available to assist faculty members individually on that day.

- **Annual assessment plans** must be completed prior to the end of the academic year. Academic groups can opt to get together on the In-Service day or at another time members identify.

In the future, in-service days will not be scheduled on Good Friday. It appears that it is the intention of many faculty members to use personal leave for all or part of the day. While we understand that the day has significant meaning for many, it is not a recognized state or federal holiday.

With the changes to the schedule, the deans will adhere to the limits of no more than 10% of the faculty approved for personal leave on April 10. This is not intended to be punitive. We are in a shared governance environment in which faculty seek to have a role in shaping the future of the college. April 10 is a day that the faculty and administration agreed would be in-service day. The administration has planned activities through which it sincerely seeks the input of the faculty; without your presence and participation, your insight is missed.

We encourage you to attend the morning planning session. Though we are in a time of budget constriction and reduction to our base budget, we will be the recipient of federal stimulus money. With the help of faculty members and other members of the college community, we will identify areas where the stimulus money can be invested for the best possible on-going effect.