



Northland Community & Technical College Student Services

Sept 6, 2005

1:00 PM

Room # 106

Membership: Gail Johnson, Andrea Moses, Rhonda Hettervig(A), Mary Fontes, Jo Ann Schill, Mary Frendin, Rita Lealos, Karla Anderson(A), Susan Ridley, Ellen Brehmer, Kate Schmalenberg(A), Karen Meine(A), Yvette Schneider(A), Dee Olson(A), Marna Klug, Lindsey Wangberg(A), Pam Schorsch, Janet Gontarek

Topic	Responsible Party	Discussion/Outcome
<p>Good News</p> <p>Announcements Follow-Up</p>		<p>Hurricane Katrina Relief Efforts: Central Lakes College, Brainerd, MN, is challenging NCTC employees to see which campus can contribute the most \$\$\$ amount to the Hurricane Katrina Relief Effort. Closing date of challenge is September 30th. Deb Jacobson on the TRF campus will record pledges. See Deb Jacobson's email dated 9-2-05 for additional info.</p> <p>Farewell: Farewell reception for Devin Cunningham, ITS Ctr, Wednesday, Sept 7th @ 10:00 AM.</p> <p>Safety: Financial Aid Dept has advised caution when opening the cabinets in the file room (108A) that store financial aid documentation. If there is a need to archive in the financial aid cabinets, please be aware that only one drawer can be opened at a time. The file cabinet may tip over if more than one drawer is opened at a time. Gail will place a warning notice on the cabinet.</p> <p>No Cell Phone Area: A suggestion was brought to the group requesting that Student Services Dept be a "no cell phone usage" area. Mary Fontes will check with policy and advise if a courtesy sign could be used to detour individuals from using their personal cell phones in the area.</p> <p>Needs of Dept: Please bring needs to Mary Fontes' attention. Currently Mary is looking through a list of needs such as signs, color printer, furniture, etc.</p> <p>Data Integrity Meeting: (Issues carried over from St Srv Min dtd 8-2-05) (Tuesday, September 13th, 10:00 - 12:00, Room 106, East Grand Forks Campus) Review and discussion of Data Integrity Agenda Items:</p> <ul style="list-style-type: none"> • Rad Tech, RN, CE candidate - If not accepted into major what are next steps (intending on

		<p>going through; --how does it affect)</p> <ul style="list-style-type: none"> ○ Reports ○ Waiting List ○ Admission lists ○ Prerequisite ○ How is financial aid affected <ul style="list-style-type: none"> ● Web Issues (International Students) ● Rollover clean up (i.e. imm, hs→ some did not roll over/lost) ● Undeclared Majors
New	Ellen B	<p>Assessment Retakes: In reference to Ellen's email dated 8-18-05 "Assessment Retakes". Discussion of students wanting to drop out of developmental class/es and how the system blocks the student from making changes on-line. Further discussion will go to the Academic Affairs Committee to verify the requirements that student(s) have taken the necessary developmental course work before graduation.</p> <ul style="list-style-type: none"> ● Kent will follow through with Rocky to see if the college can remove the edit. ● Discussion of the Developmental Education Contract (form) to be brought to the student's attention during the time of assessment. Ellen will follow-up. ● Students that have not met the necessary assessment requirements and wish to retest are required to be on campus, and work with Ellen Anton prior to retesting <p>RN Meeting Reminder: w/Sue Field 9-7-05, # 106, @ 2:15-3:00 pm</p> <p>Office Changes: #119 Interim President Jim Davis (when on campus) & Bonnie Andrys #114 Mary Fontes #415A-D Ellen Brehmer (close to completion)</p> <p>Inservice-Support Staff: Scheduled for Thursday, Oct 20th. --Additional information will be provided</p> <p>Professional Development Wkshop: Information in hanging file; Room 108A (back file room)</p> <p>Reciprocity Approval: Update with checking ND reciprocity approval on-line.</p>
Tabled		<p>Web Page Update/Online Orientation</p> <p>Marketing Update: tabled due to Lindsey's absence.</p>

Next Meeting: Tuesdays at 1pm, Room TBA

