



## Northland Community & Technical College Student Services

Sept 27, 2005

1:00 PM

Room # 210

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

Topic	Responsible Party	Discussion/Outcome
Good News Announcements Follow-Up	Pam	<p><b>Word of the week:</b> Pride</p> <p><b>Safety:</b> The Safety Committee has not met yet this year. Mary Fontes will question Bob Gooden on this. –Discussion of the new parking layout and student traffic on the south end of the building.</p>
	Lindsey	<p><b>Marketing Update:</b> Comments on the new high school posters and how professional they look! Upcoming Oct events for Marketing; OCR visit on TRF/EGF, Oct 24 &amp; 25, Bonding Tour, PR Interviews, Oct 6 &amp; 7. Be informed that the OCR visit may request staff members from selected departments to visit with them while they are on campus.</p> <p><b>Needs of Dept:</b> Reminder that minor needs (items under \$100.00) may be purchased through by using the Local Purchase Order Pad. Lindsey or Rita each house Local Purchase Order for department use. –Please advise Mary Fontes if larger needs require her attention.</p>
New	JoAnn	<p><b>Spring Registration:</b> Discussion of hand out of the 2005/06 – Spring Registration Dates. JoAnn will check the room schedule book on a couple of issues. --Spring 2006 schedules for on-campus courses will be posted on the web sometime during the last week in Oct.</p>
Tabled		<p><b>Web Page Update:</b> College Web Priority List – Discussion of hand out of the top 15 current projects that Chad is working on. Please advise Chad, Mary Fontes or Lindsey, if you have web suggestions or updates. Staff is encouraged to check out other web sites for ideas that may be of use with the NCTC web site.</p> <p><b>Online Orientation/Registration:</b> # 3 on Web Priority List. Kate is working with Chad on this project. Development deadline date of Nov 2005.</p> <p><b>Professional Development Wkshops:</b> (Back Hanging File) Reminder that Professional Development</p>

	<p>Pam</p> <p>Kate</p> <p>Kate</p>	<p>Funds are available for workshops that may be of assistance to staff in their departments. Discussions of several workshops taking place in the region.</p> <ul style="list-style-type: none"> <li>• Conference for Women: Nov 9<sup>th</sup>-Fargo, Nov 10<sup>th</sup>-GF</li> <li>• Student Affairs Legal Issues Seminar-November 18<sup>th</sup>, Moorhead; additional information to come.</li> </ul> <p><b>Employee Apprec. Luncheon (Foundation)</b> – Oct 6<sup>th</sup> @ 11:30 AM-1:00 PM, EGF, Rm 315</p> <p><b>Data Integrity Mtg</b> – Oct 11<sup>th</sup> @ 10:00 AM-Noon / College Wide St Srv Luncheon Mtg afterward, TRF Agenda requested; please send agenda items to Rocky. Mary Fontes will check on the possibility of having a poly-com available for those unable to attend the meeting in TRF. –The College Wide Student Services meeting will focus on the NCTC mission and why we’re here. Completed Project Action items will be brought forward including updates of uncompleted topics. There may be updates from specific areas.</p> <p><b>In-service / Oct 20th:</b> Support staff in-service scheduled on the TRF Campus, with a 9:15 AM arrival, refreshments and welcome. Topics include; Safety &amp; Security, Data Privacy, Blood Born Pathogens, Customer Service, video from Al Zimmerman. Watch for updates.</p> <p><b>Upcoming Events:</b>  Nov 30<sup>th</sup> 12-1:30 PM, Audio Conference (discrepancy with new student registration dates) Will check.  Nov 1<sup>st</sup> @ 2:00 PM, #315, Violence Against Women - Bill Nelson, Presenter.  Nov 14<sup>th</sup> – FOM registers for Fall 2005</p> <p><b>Early Alert:</b> Early Alert Referrals have been handed out to the EGF Retention Team (Pam, Janet, Kate, Ellen B, Marna) There are over 50 students that are affected. If there is something going on with the student’s life that the team can be of assistance with they would like to help. --Discussion with Rocky as to the steps completed on the TRF campus involving Early Alert Referrals. Will look into the form letters that Kelsy Blowers updates on Vitural Office.</p> <ol style="list-style-type: none"> <li>1. Call attempt to student</li> <li>2. Form letter sent to student</li> <li>3. Copy of letter w/date placed in student file</li> <li>4. During appeal process, filed letter comes forward</li> </ol> <p><b>Cell Phone Issues:</b> Milt mentions the use of cell phone in the library at registration time. Cell phone usage in the class room may be at the discretion of the instructor. Cell phone usage in the student services area is still an irritating matter for staff.</p>

**Next Meeting: Tuesdays at 1pm, Room TBA**

