



Northland Community & Technical College Student Services

July 25, 2006

1:30 PM

Room # 210

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

Topic	Responsible Party	Discussion/Outcome
Good News		It rained! Mary's summer classes are all done!
Announcements	Mary Fontes	<p>Safety: Nothing new reported</p> <p>Anne Temte attended the meeting and introductions were made. Her priority is to get to know both communities and views Northland as one college.</p> <p>Update: How to..... cheat sheets: Andrea updated these instructions to students to reflect changes in the new website. Please destroy any old copies you may have left. She will update one for college purposes to be sent with statements.</p>
Follow-Up	Janet	Kent's schedule: Kent will be in TRF Tuesdays and Thursdays each week (in room 461F.) Also, Stacy and Becky will try to spend more time in EGF.
	Mary Fontes	<p>Programs and programs with wait lists: Welding has 24 with a wait of 19; Carpentry has 18 with a wait of 15 in EGF and 5 in TRF and ConEI has 23 with a wait of 29.</p> <p>Professional development: The books in Yvette's office are back now that the Business office is finished being painted. There are forms online for staff interested in professional development opportunities or an email can be sent to Gail.</p>
	Susie	Prospect lists to faculty: The challenge of making the prospect lists more valuable to faculty has been eagerly accepted by Scott , who hopes to have a solution early in the fall semester.

	Mary Fontes	<p>Online Programs: This discussion will continue. The blueprint for services has not changed and from prospect to admission, the Distance Education office will collect information and EGF will take over for graduation. Some students thought they were applying for online classes when they were actually filling out an online application, but that should be less of a problem with new website improvements.</p> <p>Equipment/ supply needs: Email requests were sent to Mary Fontes for her to formulate a working wish list.</p> <p>Registration Update: It is felt that the evening orientation/ registration session is valuable to many applicants and good ideas for improving the sessions were discussed. More discussion will follow.</p> <p>Pandemic planning: Ideas will be formulated and discussed at future meetings to arrive at a concise list of procedures to consider in the event of a pandemic in varying degrees of seriousness. A copy of the email attachment sent out by Mary Fontes is included with these minutes.</p>
New	Karla	<p>A letter is set to go out with the bills explaining the Drop for Nonpayment policy. It was suggested that an exact date (August 16) be included on the letter as a deadline to apply for financial aid to encourage students to take care of financial aid affairs. The Business Office hours will also be included, as well as the Campus Safety Brochure. Farm Op students will be encouraged by instructors to pay online by 9-1. Karla will also ask the System Office and/ or Chad to check on the possibility of making the payment link on the website the same for both campuses and to add more links for payment throughout the website.</p>
Tabled		<p>Address changes: Tabled Charging against Financial Aid on MBS: Tabled</p>
Ongoing		<p>Policies:</p>

Next Meeting: Tuesdays at 1:30 pm, Room TBA