



Northland Community & Technical College Student Services

Sept 5, 2006

1:30

Room # 106

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

Topic	Responsible Party	Discussion/Outcome
Good News		The Welcome to College Picnic was a huge success with much participation, good food and beautiful weather!
Announcements	Mary Fontes	<p>Safety: Be careful of the Yellow Jacket wasps that are everywhere! Making a root beer funnel trap helps keep them away from outdoor projects. Contact Susie for instructions on making one of the traps, if interested.</p> <p>Also, the parking lots are full again, so be very careful of other drivers. Employee parking passes should be picked up from Diana in Human Resources. HR has taken over parking permit disbursement.</p>
Follow-Up	Susie	<p>Old NTC envelopes: There are two boxes of old NTC envelopes back in the file room in student services. If you would like to use them up, there are Northland stickers to go over the old return address.</p>
	Mary Fontes	<p>Pandemic planning: Some members of Student Services still need to mark their top choices for essential services in the event of a pandemic. This was a directive from the System Office and the list needs to be very specific. Once the choices have been made, the top 6 or 7 responses will be discussed in detail to determine the best way to implement the service chosen as essential and whether cross-training in functions will be required. This will be revisited in future Student Services meetings.</p>
New	Mary Fontes	<p>Registration cancellation update: There are approximately 59 students between the two campuses that were dropped for non-payment. Some students are expected to be reinstated but the final count was only about half of what was predicted. Karla suggested that the administration consider dropping students by 2nd or 3rd day next year.</p> <p>The system will get stricter in the future to qualify as criteria for not being dropped for non-payment.</p>

		<p>Documentation for Name Changes: Mary Fontes is still waiting to hear from Steve regarding the procedure regarding returning students with name changes.</p> <p>Start of semester discussion: There have been quite a few emergency loans given out and this policy may be looked at more closely, possibly making a student eligible for an emergency loan only once.</p>
Tabled		Address changes: Tabled
Ongoing		<p>Policies: No-show policy: Jo will be sending out new rosters to faculty. Students will be responsible for getting themselves reinstated in any classes that they have been dropped from. Some students weren't aware of the details of the policy, Students need to be made responsible for knowing policies, but there is concern that spring semester may catch up some students that may not research policies that are printed in the handbook. A "save your seat" message to students may be considered so that students drop classes rather than just letting the system drop them for no-show.</p> <p>The "search for open sections" feature has proven very valuable for many students looking for a particular class or a different class time.</p>

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