



Northland Community & Technical College Student Services

Sept 12, 2006

1:30

Room # 106

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

| Topic | Responsible Party | Discussion/Outcome |
|---------------|-------------------|---|
| Good News | | Pam had a wonderful time at a Womansong event on Monday and would like others to consider it as a professional development opportunity for next year. |
| Announcements | Mary Fontes | Safety: The parking lot improvements have helped parking tremendously, but some students driving in the parking lots and especially in the street are often going too fast. Although it's not posted, Mike believes that the parking lot speed limit mandated in Minnesota is 10 mph, but he will check the Minnesota Driver's Manual to be sure and let everyone know. Speed limit signs may be considered. |
| Follow-Up | Mary Fontes | <p>Pandemic planning: Mary Fontes met with Dennis Bendickson regarding the essential services list for the pandemic planning mandate. An initial list was handed out and will be discussed in further detail until decisions have been reached as to essential services to maintain in the event of a pandemic, who will perform these services and whether cross-training will be needed.</p> <p>Parking permits: After the last meeting, Tiffanie sent out emails with the form to fill out for parking permits. Parking permits were then distributed by the Human Resources department.</p> |
| New | Mary Fontes | <p>Data Integrity/ College Student service meeting: The tentative date for these meetings is the 26th of September, with Data Integrity at 10:00 AM and the College Student Services meeting at 1:00 PM. The locations have not yet been decided, but the College Student Services meeting will be broadcast via Polycom to the opposite campus.</p> <p>Anne Temte Support Staff meetings: On September 22, Anne will hold meetings with Support Staff on the EGF campus, at either 10:00 AM or 3:00 PM. Times have also been set up for these meetings in TRF.</p> <p>Documentation for Name Changes: Steve and Mike from the System Office discovered that there is no</p> |

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| | | state requirement to have any official name change documentation on file. Students will only be required to fill out a "Change in Student Status" form to be kept in their file to document name changes. Andrea will add the disclaimer addressing accurate information to the "Returning Student Application." |
| | Kent | Discussion with staff about responsibilities: Kent will be shadowing student services staff one at a time in order to get a better idea of what tasks the student services staff are responsible for and how those jobs relate to each campus. Mary Jo will be scheduling these visits in EGF. He will also be spending time in TRF doing the same thing. Kent and Mike will be spending time in the classrooms evaluating faculty, beginning this Thursday. They will begin with instructors on probation and work up to the most senior faculty members. |
| | Mike | Registration/ orientation: Faculty at registration is a big help, but more participation is needed, especially in Liberal Arts. Training sessions on how to advise students may be considered as a way to help faculty feel more comfortable and be more effective in helping with registration and could also be a good refresher for present advising staff. Mike would like faculty to examine general education course schedules more closely so that they can build their courses so that they are easy to schedule. Also, creating more reserved sections for some courses may be more advantageous than closing and then reopening sections later. |
| | Mary Fontes | Direct Deposit/ check information (students): Mary Fontes met with Donna Quam, Dennis Paesler, Rocky Ammerman and Shari Olson on this issue. Because students were getting checks more quickly than direct deposit, checks will be created in TRF on one day and disbursed the next to keep the interest in direct deposit. Checks will be run every day, but major days for checks will be Wednesday and Friday. Not all first-time-borrower checks require a 30 day delay any longer. Professional Development: The Conference for Women will be held on November 30 in Fargo and December 1 in Grand Forks for anyone interested. Also, Holly has tech training sessions available on the website. |
| | Andrea | FYI: Andrea has developed "Save your Seat" flyers concerning being dropped for no show. She would like to put these in the new packets and post them around campus in December and January. Also, she has developed a form for students requesting enrollment verification for insurance or other reasons. The forms will be on Virtual Office and can be filled out and left with Andrea . |
| Tabled | | Address changes: Tabled |
| Ongoing | | Policies: |

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