



Northland Community & Technical College Student Services

Oct 17, 2006

1:30

Room # 106

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

Topic	Responsible Party	Discussion/Outcome
Good News		<p>Pam informed us that NCTC will be involved with Marketplace for Kids again this year and that 5 faculty have already responded to help with the event.</p> <p>Student service staff is enjoying having the App Extender installed on their desktops, which eases searching the archives and are hopeful that the microfiche data will eventually be transferred to a searchable media as well. We will be requesting bids from two vendors for this service.</p>
Announcements	Mary Fontes	<p>Safety: The safety committee had their first meeting today.</p> <p>The Allied Health Professionals week is coming up. Chad will add a graphic and a link to programs on the home page of the website.</p> <p>Professional Development:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Student Affairs Conference Feb 8-9, 2007, in Arden Hills <input type="checkbox"/> Nelnet dynamic forms training on October 19, during Staff in-service, from 1-3 <input type="checkbox"/> Energizing the Frontline Conference May 23-24. They are looking for dynamic keynote speakers. Please contact Yvette with suggestions
Follow-Up	Mary Fontes	<p>Returning Students/ moving paper work: Mary Frendin and Mary Fontes met with Karla about adding an insert to the regular application letter regarding Business Office holds. Karla will work on something that can go out so that applicants are referred to Sandy to check the status of those holds.</p> <p>Student Service Staff Job Duties List: The lists have gone out to support staff to update the abbreviated list that goes to faculty and to create their own comprehensive paragraph of duties including school and community involvements (committees, clubs), and special skills. The list will be based on the example list from the TRF campus that was also sent out. 4 updates have been turned in to Susie</p>

		already. Please look at the two lists and send any updates to Susie . Mary Fontes will work with Dennis on the college-wide lists.
New	Mary Fontes	<p>Spring Registration: Registration started on October 15 for online majors and will begin at 8 am on October 20 for current campus students. The first orientation/ registration date for new students will be Tuesday, November 14 at 9 am and 1 pm. Chad has added a banner and flash media piece to the website to lead students to the registration page. They will first have to agree to the Drop/ Withdrawal policy, which will then take them to the Registration/ Cancellation policy, which they will have to view before they can click to access the registration window. The website addition was discussed at the Shared Governance meeting last week to make students aware that registration was imminent.</p> <p>Personal Data Sheets: Andrea suggested a link through the registration process that would catch students and require them to fill out the PDS before they were able to access the registration window since access codes will no longer be used after spring semester. There will be more discussion on this topic.</p>
Tabled		Pandemic planning: Tabled
Ongoing		Policies: Ongoing

Next Meeting: Tuesdays at 1:30 pm, Room 106