



Northland Community & Technical College Student Services Meeting Minutes

September 18, 2007

1:30 PM

Room # 106

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

Topic	Responsible Party	Discussion/Outcome
Good News Announcements Follow-Up	Mary Fontes	<p>Safety (Security camera in Mailroom Suggestion Update): Mary Fontes emailed Bob concerning the suggestion of the security camera. He will bring it to the next meeting of the Facilities Committee.</p> <p>Kate reported that the Safety Committee is planning a lockdown, including students, in October. The date will be announced a week before the chosen day.</p> <p>There also may be online safety classes offered this fall. <i>Convenience Learning</i> has been contracted to do the training in noise and chemical safety. "Lock Stoppers", a Velcro-type product may also be used to auto-close doors that do not have that feature now.</p>
New	Mary Fontes	<p>First-aid kit locations were sent out in an email from Becky. Rick is the contact person in charge of stocking supplies in the kits.</p> <p>Continuous Improvement Update: There hasn't been a meeting since the last SS meeting, but some dates have been changed. The remaining meeting dates will be Sept 21 in EGF, Oct 3 in TRF and Oct 24 from 9:00 - noon in EGF (for a summary for all Student Services personnel.)</p> <p>Support staff in-service: In Warren, MN on September 28 at the Community Center. There are no cars available, so staff will drive their own cars and rideshare. If you would like to volunteer to drive, please contact Mary Fontes. Please make sure you have provided the required documentation required to HR per the Vehicle Use Policy if you plan to drive.</p>

Jo

Assessment / Registration Dates: The dates have been set for orientation/registration dates for spring semester. Assessments will be offered on these dates.

Immediate space concerns: Because of newly added positions (1 new Advisor, 1 new Success Coordinator, and 1 new Financial Aid Support person), rearranging the Student Services area will be required. A laundry list of ideas to reconfigure the space or utilize other space in the college is in attachment along with these minutes.

Policies changes (2075, 2075P): The question was asked whether a student would stay in school if they were waiting for the decision on their suspension appeal. If their appeal is accepted, they would have to turn around quickly to appeal for reinstatement of their Financial Aid. If their appeal is denied, they do have a second level of appeal to the Vice President of Academic Affairs. An appeal form for Financial Aid reinstatement is sent out with suspension letters, but students should be alerted to the urgency of appealing quickly, if possible. The actual number of the policies are 3240 and 3240P. The grade appeal policy (**3430**) has been separated from the other appeals policies and they will be forwarded to **Mike** from **Jo**. If the appealed grade is over 30 days old, it will be turned back to the student.

Lotus Meditation Center (Islam International Students): Because of the large number of students that may wish to have a place to meditate or pray, especially during the upcoming Ramadan, **Brian Huschle** suggested the Lotus Meditation Center on the UND campus. The Lotus Center is available to the entire community, and offers a place for meditation, Yoga and T'ai Chi, along with Multifaith gatherings. The contact person for these gatherings is Lora Sloan Anderson at 787-9939. **Niki** will see about getting the information, along with the fall schedule, out to students via the Pioneer.

Recruiting Scholarship Feedback: The student originally offered the scholarship from EGF has decided to attend another college. After asking the group what they would like to do about the available money for this fall, it was decided to offer it to a student in spring semester. The student would have to prove successful spring semester and, if so, would receive the money in the fall of 2008.

Positions: Janet has taken a position at another college in the MnScu system, so her advisor position will be posted in the near future. That position, along with the other already posted Advisor position, will share duties in transfer and PSEO to make Kate's more available for counseling duties. **Gene** will come to the EGF once a week when he is able; to help out until the position is filled.

The Success Coordinator (one per campus) will do intrusive advising and targeted activities to help with the successful education of under-represented students (Pell recipients, students of color and first-generation students.)

Also, **Niki** will have support on the EGF campus with multicultural concerns and duties from one of these positions, which will also handle International admissions.

The support position for Financial Aid will also take some of the work load from **Rhonda**, so she can work as the Assistant Director of Financial Aid, thus easing some of **Donna's** work load.

		<p>Suggestions for DARs & ISRS (screens, information, policies A laptop could be brought to the meeting to go through screens, especially the ST1100UG, so more people understand the information there. (tabled)</p> <ol style="list-style-type: none">1. Holly D. & D2L:2. Step by step DARS tutorial:3. ST1100UG screens:

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

Immediate Space Needs Suggestions for Student Services

- Use office 110 for the new advisor
- Put two (advisor and Success Coordinator) in Mary's office and move Mary to office 110.
- Use Marna's office, possibly for Suzy Dowers on Wednesdays and Fridays, when she is not on campus
- Make an open reception area in the middle and put desks along the wall (might require reconfiguring the computer cabling and power)
- Use the back file room and divide into more offices (might require a door cut into one of the glass panels)
- Get rid of the table; put in a smaller table; put in more cubicles to make space for an additional desk
- Split Kent's office into two or put two people in it (Mary Jo)
- Move Anne in with Kent and put Mary Fontes in the "Fishbowl"
- Andrea is not on campus Fridays, so her desk could be used by someone on that day
- Put Kent in the "Fishbowl", put Gail and Rhonda in Kent's office, and move the two new advisors into the financial aid offices
- Divide Renee's office in two
- Move into offices in 125 or 205
- Move someone into the old C.O.I. offices
- Let Gene use Niki/Suzy's office if he comes on Mondays or Thursdays
- Take out the SS bathrooms
- Combine the small computer room and the SS bathrooms
- Move administration somewhere else and move into those offices
- Add a modular unit outside the building and cut a doorway
- Take over the Business Office (Financial Aid?)
- Take over 106
- Add 106 to the back SS file room
- Have the Residential Carpentry program build a house on college property and move Student Services into that
- Move Student Services into the Church across the street

Revised 09/18/07