



Northland Community & Technical College Student Services Meeting Minutes

March 18, 2008

1:30 PM

Room # 106

Membership: ~~Gail Johnson, Andrea Moses, Rhonda Hettervig, Mary Fontes, Jo Schill, Karla Anderson, Susan Ridley, Ellen Brehmer, Kate Schmalenberg, Karen Meine, Yvette Schneider, Dee Olson, Marna Klug, Pam Schorsch, Susie Harrie, Amanda Johnson, Sandy Bratvold, Niki Brenny, Nic Thompson, Maureen O'Connell, Jennifer Donarski, Shannon Bolden, Gladell Nelson.~~

Topic	Responsible Party	Discussion/Outcome
Good News	Mary Fontes	<p>Safety: The safety meeting will be on Tuesday, March 25 from 12:00-1:30 in RM 106.</p> <p>A reminder about subpoenas, court orders, and warrants for students. Please find someone in the Registrar's office or an administrator to handle the issue. The Attorney General's office needs to be contacted before we act on subpoenas and court orders. An administrator makes the call and handles the situation. For warrants the police officer will have to remain up front and a staff member from the Registrar's office or an administrator goes to the student and brings them to the police officer.</p> <p>Also a reminder that there are 2 different forms students can fill out regarding release of personal information. We have the Consent of Information Release Form which is your standard form which states grades and such can be released and to whom they may be released. We also have the Withhold Directory Information form which lets the student decide if they want no information at all to be released. The orientation facilitators will clarify the intent behind the Consent of Release Form during the orientation sessions.</p>
Announcements		<p>Energizing our Frontline Network (May 20-21): <i>The conference will be held at Alexandria Tech this year.</i> Mary let everyone know to keep bringing in their sheets.</p> <p>Support Staff In-Service (April 7): Just a reminder that the In-Service is on April 7th in TRF.</p> <p>Administrative Professional Date (April 23 at Swenson House in TRF): Mary passed around a hand out and let everyone know to notify her if they want to attend.</p>

Follow-up		<p>Orientation/Registration: We looked at the outline and went over the process that will take place. Just a reminder that the orientations will be in RM 421A. Shannon will confirm a projector and a laptop for orientation sessions. Mary will talk with the library to see if they could issue Student ID's on Orientation/Registration/Assessment days. The Registration/Orientation form will be sent out as an attachment with these minutes as well.</p> <p>Online Orientation: Shannon, Nic, and Nicki Carlson were being recorded by video for the online orientation process. Shannon mentioned the different items that they recorded. The videos will cover areas from IT to Financial Aid and last approximately 30 seconds for each area. There will be script on the side of the video going more into detail on the topics that are discussed. The online orientation site will be ready for the first day of registration which is April 10. Shannon also brought up the fact that TRF and EGF need to be more uniform with the orientation process after Fall registration.</p> <p>D2L Orientation (Virtual Chocolate): Mary confirmed that she sent an email out to all student service personnel regarding the website.</p> <p>Waitlists: Susie went over the waitlist process. She informed us that in order to see the list that is available in virtual office we need to make a request to see that information. The request can be made right through virtual office.</p> <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. Step by step DARS tutorial: We will go over this in an upcoming meeting.2. ST1100UG screens:
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