



## Northland Community & Technical College Student Services Meeting Minutes

April 8, 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, Cladell Nelson.

| Topic         | Responsible Party | Discussion/Outcome   |
|---------------|-------------------|--|
| Good News     | Mary Fontes       | <b>Safety:</b> April 22, 2008 is the next safety meeting.  |
| Announcements |                   | <p><b>Energizing our Frontline Network (May 20-21):</b> <i>The conference will be held at Alexandria Tech this year.</i></p> <p><b>Administrative Professional Day (April 23 at Swenson House in TRF):</b> Notify Mary if you want to attend.</p> <p><b>Financial Aid Advisor/ Counselor Training (Monday April 21):</b> The training will be for the advisors/counselors at 1:30 in <b>RM 106</b>.</p>  |
| Follow-up     |                   | <p><b>Orientation/Registration:</b> Everyone is ready to go for Orientation/Registration on April, 10. TRF will also be using a back-up plan as the online orientation may not be done for at least a month.</p> <p><b>New Student Recruitment Scholarship:</b> The reason for the scholarship is to help a student make a decision who is debating between us and other colleges. We will have 2 for Fall semester.</p> <p><b>Any structure comments?</b> Discussions are still taking place. Make sure if you have any comments to let <b>Mary</b> or <b>Anne</b> know. If you email <b>Anne</b> make sure to cc <b>Mary</b>.</p> <p><b>NCES Database:</b> Here is the link for the database we talked about in the last meeting</p> |

<http://www.nces.ed.gov/> Once you get to this link you will need to click on the School, College, and Library search tab to get to the school search.

**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)**

1. **Step by step DARS tutorial:**
2. **ST1100UG screens:**