

		<p>e-App Issues: Rocky, Gene, and Mary went through the process that Michelle Pichaske sent out and there may be a problem. We are waiting to hear back. TRF has not been getting a lot of applications. We think it may be the campus selection and what the students are choosing. The choices need to be more clear for the students when filling out the application and right now we are trying to work on that and find out some information from Michelle. We have been having students submit a paper application until the issue is cleared up. A problem may be a glitch in the system of them being a former student. The TRF address is not appearing on the banner to the left of the website and in the future we need it to be modified.</p>
Announcements	Mary/Steve	<p>Fee Statement Problems (email from Kent): Kent sent out an email and apologized about the error of not having the student life fee deducted until after the financial aid had been disbursed. Any comments from students have been forwarded to the business office. If any students are experiencing any more issues they need to check with the campus business office.</p> <p>New procedure/Itineraries with expense reports: Just a quick reminder that when you submit expense reports you also need to submit your itinerary. When we have an audit it is necessary to have that documentation. If meals are included in the travel plans and you chose to have a different meal you will have to pay for that at your own expense. There are a few exceptions to this rule and an example would be a special diet due to medical needs. Make sure to provide your itinerary with you expense report in the future.</p> <p>Sustainability ideas for Student Affairs: Try to take a look around you on things we can do in student affairs. An email was sent to employees on ways to look into the future with resources. Some suggestions were recycling, print double-sided, car pooling and using poly com for meetings. By scanning and sending PDF files have reduced the amount of printing.</p> <p>Also the trio program grant has been put off for a year and will be due next fall if you want to write a grant get more information from Marna.</p> <p>January In-service - Appreciative Inquiry (TRF-am, EGF-pm): At last cabinet meeting the January In-service was discussed. Hank is in charge of putting together agenda. The In-service will be January 7th although right now we do not have the times. TRF in the morning and EGF in the afternoon.</p> <p>Professional Development Opportunities (Strength-based leadership, Microsoft office training and certification): This training is brought from a special grant from HR development dollars. Anyone who is in an administrative support role might want to look at the training and certification. There are 20 spots on each campus.</p> <p>ACT conference (Feb 13, 2009): This would be a good conference to attend. It has the most current and up-to-date information. If you would like to go contact Gene or Mary. This conference usually takes place in Bloomington.</p>

		Veteran Resource office: The Veterans resource office will now be located in Room 311 when Phase II Construction begins.
Area updates	Gene	Enrollment management: There will be a career trade show on December 11 th . Only 3 programs have signed up to go (Cosmetology, Massage Therapy, and Paramedicine). We were asked to bring as many programs as possible and need more volunteers. Also there is a job and career fair in White Earth on December 4 th . There will be a good turn-out of programs at that location.
	Gerald	Financial Aid: There was a Financial Aid Fall conference that was just attended by the financial aid employees. It was one of the best conferences and it was very productive and informative. There was plenty of good information on financial aid. We are also looking for more eligible federal and state work-study students. Right now we are advertising in the Pioneer and on the hallway monitors. Please refer prospective work-study students to Mya, Gail, or Kelly .
	Dean	Learning Services: Jim Retka, Mary and Dean are tri-chairs on the criterion five of NCA. We are behind on our criterion and may be asking some staff for help. Assessments are going very smoothly at both campuses. Also there is a CLA opening on the EGF campus.
	Rocky	Registrar's Office: December 5 th is the last day to withdraw from classes. Also we will be installing Image Now the weeks of December 1 st and 8 th .
	Paul/Steve	Student Athletics: Basketball season is started and there is a home game tonight against Fergus Falls. We need a strategic plan for the student athletic department. The process has just been starting.
New		Fund Raising (mission/purpose, resources, case-by-case): If you work with student club on campus or any fund raising make sure that it falls within the mission of that club or organization. Talk to Steve or Mary to see what guidelines need to be followed. Some things have happened in the past cannot continue in the future if it is in violation of state policy or statute.
Campus Related Issues: 15 minutes		EGF: What the expectation is going to be over the holidays, what is the expectation of coverage from each area. There needs to be minimal coverage. TRF: Rocky has reported that students registering for Spring semester are down about 100 from last year at this time. Last year's numbers were down from the previous year. We need to identify additional methods to motivate students to register. An example would be having faculty help us facilitate this process.