



Northland Community & Technical College Student Services Meeting Minutes

February 17, 2009

1:30 PM

Room # 106 EGF, # 545 TRF, POLY COM

Topic	Responsible Party	Discussion/Outcome
Good News	Steve /Mary	<p>Safety: Do not use boxes for door stops.</p> <p>STEM promotion ideas:</p> <p>Needs of student services (Ideas for improving communication and professional development needs): Have polycom meetings where the polycom actually works.</p>
Follow-up	Steve/Mary	<p>Diversity Drive In Conference March 23, 2009 in Detroit Lakes: If you would like to go contact your supervisor. We still need to have coverage in all departments.</p> <p>Date: Monday, March 23, 2009 Time: 10:00 a.m. - 3:00 p.m. Place: Minnesota State Community and Technical College, Detroit Lakes Campus Title of Event: Serving the Changing Populations in Greater Minnesota: Access, Opportunity and Success for American Indian, Somali and Latino Students. Registration fee: FREE</p> <p>To register:</p> <ol style="list-style-type: none"> 1) Go to https://secure.mnsu.edu/mnscupd 2) Enter your Tech ID number, password and campus 3) Go to, "Search for Class" option on left hand side of screen 4) Type in keyword, "diversity" 5) Register for conference

	Steve	Budget Process/Ideas/Finance Committee: The comments have been submitted and looked over. The next step will be for the comments to go to the finance committee to be looked at. After that has been done the comments will go to the cabinet for discussion.
	Steve	ELL: We have been continuing with supplemental instruction. Instructors have said this has had a significant impact on the students. Also we are still hoping for peer tutor grants.
Announcements	Mary/Steve	Professional Development Opportunities (Strength-based leadership, Microsoft office training and certification, Front line, online technology-webinars http://its.mnscu.edu/reportanddataservices/training/index.html) –If you get a chance you should go out to the mnscu website to see what webinars are available for your learning needs.
Area updates	Gene	Enrollment management: Not much for updates. There have been high school visits in NW Minnesota.
	Gerald	Financial Aid: Cladell has been using ImageNow for the last 2 weeks. She has been doing a great job. Mya and Kelly are currently at a meeting in St. Cloud to better help them understand the financial aid process. All of the financial aid for spring is done excluding new loans.
	Dean	Learning Services: There will be no Accuplacer testing this week as they are upgrading their system. For students that need to sign-up for their assessment they may do so online. If they are having troubles anyone in Student Services should be able to sign them up for a day to come in by accessing the site.
	Rocky	Registrar's Office (Registration Update): We are encouraging everyone who will be using ImageNow to begin. We need to find the problems that we have with scanning so Wyndle can fix them. The system is down today due to data base conversion. The schedules for Summer and Fall should be out March 1 st . The students will be able to register April 1 st . Also the calendar is out for next year. A few changes have been made but if something does not look right you can contact Rocky . Just a note for drop for non-payment-it would be easier if the drop date was 12 am among us and the other schools.
	Paul/Steve	Student Athletics: Basketball is just finishing up for men and women. They both qualify for the state tournament. Also the boys & girls high school sub-section tournaments will begin Wednesday night in TRF.
New		Dislocated Worker Scholarship Information: The form will be made available to area Job Service and MN WorkForce Center Offices. Remember though that Job Service/Mn WorkForce Centers will initiate this form for Dislocated Workers. See attachments. Behavioral Intervention Team-Webinar: The webinar will be on February 26 th in Room 306B on the EGF campus. There is still room. The webinar will feature professionals that help assess threats.
Campus Related Issues: 15 minutes		EGF: The career expo information has been sent out to 57 schools. The dead line to RSVP is March 13 th . The career expo will be on April 8 th and we have 13 programs that will be attending.

		<p>TRF: Gene brought up some concerns regarding the dislocated worker scholarships from the Foundation. The concerns were as follows:</p> <ol style="list-style-type: none">1. Enrollment Services was not involved in the discussions and has been receiving phone calls.2. Not sure how to answer questions or where to direct people.3. Were we supposed to write some type of letter and where to send them.4. Wanted this as a follow-up issue at the next SS meeting.
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