



Northland Community & Technical College Student Services Meeting Minutes

September 8, 2009

1:30 PM

Room # 115 EGF, # 545 TRF, POLY COM

Topic	Responsible Party	Discussion/Outcome
Good News		Safety:
Announcements		In –Service: A Support Staff In-Service has been scheduled for Thursday, September 17, 2009 to be held at the Warren Community Center. Please reserve this date on your calendar.
Follow-up		
New		<p>Process for how/when to open new classes or reserve sections: When a section needs to be opened for a new class you need to notify the academic dean in order for them to open the section.</p> <p>RCFN Process (Vets. 3rd party. Etc): It was talked about if there is an easier way to contact the students that are on the drop list. The process now is to divide up the names on the list among the advisors and have them call the students. The process works well with the exception of having to call the same people a second time. To be a discussion at a later date.</p> <p>Communication: Communication is a big part of our daily jobs. Starting this semester Anne Temte will be sending out a weekly bulletin. As far as other matters we need to remember to keep items college-wide (ex: forms, procedures, etc). Also make sure to look in Virtual Office for the most up to date forms.</p> <p>Student Life Activity Form (attachment): We had more than one form and are in the process of having one form for both campuses. The activity form is available with Karen in EGF and Kari in TRF. There will be a back to school picnic on September 22nd. A DJ will be present and students will be able to play Frisbee golf. For October there will be a hypnotist on the EGF campus as well as a Halloween party.</p>

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