



Northland Community & Technical College Student Affairs Meeting Minutes

March 9, 2010

1:30 PM

Room # 115 EGF, # 545 TRF, POLY COM

Attendees: Gail Johnson , Pat Amiot Ellen Brehmer, Marna Klug, Jo Schill, Mary Fontes, Maureen O'Connell, Nic Thompson, Pam Schorsch, Susan Harrie, Nicole Hagen Dean Dalen, Eugene Klinke, Gerald Schulte, Jason Pangiarella, Lisa Bottem, Nicki Carlson, Rocky Ammerman, Steve Crittenden, Tara Harstad, Mya Zutz, Margaret Nelson, Kelsy Blowers and Jennifer Donarski (recorder)

Topic	Responsible Party	Discussion/Outcome
Good News		<p>We have the results from the Survey of Enrollment Experiences (SEE) that was administered Spring Semester to the students. We had some wonderful comments as well as areas for improvement. The students had a lot of nice things to say about the support staff. Keep up the good work everyone!</p> <p>Safety: On the EGF campus there are cracks in the parking lot by Entrance B that need to be fixed now that the snow is melting.</p>
Announcements	Steve	<p>E-Timesheets: Remember to submit your timesheets on the Friday we receive our paychecks. Also if a change is made to your timesheet you will need to notify your supervisor. There is not an instant-notify service through e-timesheet making it very important to let your supervisor know of any changes.</p> <p>Transcripts: The transcript request form has been updated on our website. There was also an additional statement added reading E-transcripts.</p>
Follow-up	Mary/Steve Mary	<p>Budget Request Process: Hopefully everyone who wanted to submit a request has done so. The supervisors and deans will be reviewing requests this week to prioritize them. There is a cabinet budget meeting this Friday and Budget is the main agenda item.</p> <p>NCA Visit: The NCA visit is April 26-28, 2010. Please make sure to read your emails from the NCA email account. Brian will be present at our next meeting.</p>

New	Mary/Steve	<p>MSEI Report: All two-year colleges attended regarding MSEI. Each college had a team of 5 people. The CCSSE benchmark scores were discussed and a short-term plan was devised on how to enhance our scores in certain areas.</p> <p>Policy Review: A large group of people met and have gone through the Student Service Policies (2000 series). There are a couple of policies that will require a lot of discussion. See attached PowerPoint handouts.</p> <p>PN Email: The PN programs on EGF, TRF, and Distance have rolled out the eligibility application for the new PN program. The application hotlink is on each “New PN” program’s web pages. The eligibility is open through March 15 and applies only to the “new” PN majors. If you have any questions regarding the “old” or “new” students please refer them to Bobbie Taylor. Feel free to use these email addresses below to route your questions and concerns: For EGF and Distance pnavisor@northlandcollege.edu For TRF: TRFpnavisor@northlandcollege.edu.</p>
	Rocky	<p>Wait Lists: Please remember the new wait-list feature will be out for the next registration session. Students will have the option to add themselves to the course waiting list. They will see their place on that waiting list and, when a space becomes available, an email will be automatically sent to the first student on the list, giving them a specific period of time to respond. If the student fails to register, the process will remove them from the waiting list, and notify the next person on the list that a seat is available.</p> <p>Cabinet Update:</p> <ul style="list-style-type: none"> -Community Forums: In response to some of the community concern with program closures, Ann and Kent are working on creating an advisory forum for the community to keep them update to changes. -CFI (reserves): CFI stands for Composite Financial Index. We have been asked why we do not spend the reserves. MnSCU requires colleges to have a certain percentage in reserves. As of right now we are actually at 10% which is below MnSCU standards. -Budget meetings begin: Starting this Friday, Cabinet will begin Budget FY10 and FY11 budget discussions.
	Susie/Sue	<p>Clarification on assessments: At times it can be confusing on who needs to retake the assessment. We would like some written confirmation to go by. The assessment expires by 3 years in reading and 2 years in Math. If you have any questions on who should or should not take the assessment please call Dean.</p>
Area updates	Gene	<p>Enrollment Management: Pat, Nicki, and Nic have been doing high school visits. A big thank you goes out to Mary for attending the Men’s Show at the Alerus. There will be a home show in Grand Forks at the end of March. If you are interested in helping email Gene or Nicki. Also TRF has 4 campus visit days in scheduled as they are not conducting a career expo this year and are trying something different.</p>
	Gerald	<p>Financial Aid: This summer students are eligible for the 2nd year Pell grant. President Barack Obama recently announced that his administration is planning to increase federal financial aid support and direct</p>

	<p>Dean</p> <p>Rocky</p> <p>Paul/Steve</p>	<p>college students from bank-based loans.</p> <p>Learning Services: No new updates. The assessment days are set and we are ready to roll.</p> <p>Registrar's Office: As of today the enrollment count was 260 ahead of the same time last year. On Marcy 16, there will be an advisor meeting. For ImageNow you can now shred after you are through scanning if you feel confident to do so. Also a reminder that April 1 is the first day of registration.</p> <p>Student Athletics: Women's Basketball is going to Nationals in Rochester. Men's Basketball won the division but did not advance after the state tournament.</p>
<p>Campus Related Issues: 15 minutes</p>		<p>TRF: Beverage Vendor Discussion: Informed staff of history regarding exclusive beverage vendor contract and that the TRF campus would be opening the RFP process to explore the possibility of a future contract. Staff voiced support for the RFP process. Announcement was made asking for staff participation. Anyone wishing to participate should contact Steve.</p> <p>EGF: Professional Development Funds (UPD Funds): Julie Fenning is getting together a new form for these funds. These funds usually go to finance the trip to Frontline for AFSCME employees. It needs to be noted that there are funds available.</p>