

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Student Affairs Meeting Minutes

October 18, 2011

1:30 PM

Room # 115 EGF, # 545 TRF, POLY COM

Attendees: Andrea Moses, Bobbie Taylor, Dean Dalen, Ellen Brehmer, Eugene Klinke, Gail Johnson, Jodi Halsa, Kate Schmalenberg, Mary Fontes, Maureen O'Connell, Nicole Hagen, Pam Schorsch, Pat Amiot, Paul Peterson, Steve Crittenden, Sue Ridley, Susan Harrie, Thomas Greelis, Beth McMahon, and Jennifer Donarski (recorder)

| Topic | Responsible Party | Discussion/Outcome |
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| Good News | | |
| Announcements | Mary/Steve | <p>Trailer Towing and Passenger Van Training (Jan 1 2012): Julie Fenning email from Oct 12th: You will need to attend the training on January 1, 2012 in order to be allowed to tow a college trailer or drive a large passenger van. Not everyone that will need to do this training only those who will be driving those large vans or towing trailers.</p> <p>Foundation Scholarships (Dec 1 deadline): Dan Klug email from Oct 6th: Scholarship applications for spring semester are now available to download and complete. Deadline for completed forms is December 1, 2011. Website: http://www.nctcfoundation.com/NCTC_Foundation/Scholarships.html Please make sure you download the appropriate campus application. Contact Dustin Buse at dustin.buse@northlandcollege.edu if you have any questions.</p> <p>WENS: Julie Fenning email from Aug 22nd: Reminder to sign up for WENS if you have not yet. It needs to be done once a year. https://www.northlandcollege.edu/emergency/star-alert/registration/index.php</p> <p>Required Training "How to Video": Julie Fenning email from Aug 22nd: Please make sure to complete this ASAP by logging into your D2L.</p> |
| New | Beth McMahon | <p>Phlebotomy (attachment): There will be a new employee coming on board to teach this program. It is important to follow the program outline that is attached. Here are the program specific requirements:</p> <ol style="list-style-type: none"> 1. Minnesota Department of Human Services Licensing Division Background Study completion upon |

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| | | <p>program entry and annually thereafter. Evidence of approval to provide healthcare must be on file prior to the start of CLST 1106.</p> <p>2. All required courses for the Phlebotomy Program must be completed with a grade of “C” or better.</p> <p>3. CLST 1104 and CLST 1105 must be successfully completed no longer than one semester prior to enrollment in CLST 1106.</p> <p>4. All requirements for graduation, including developmental courses (READ0098, ENGL0090, MATH0080), must be completed prior to the start of CLST 1106.</p> <p>5. Required immunization and health data on the College's Health Screening Form must be submitted prior to the start of CLST 1106.</p> <p>6. Current CPR for Health Care Providers (AHA) or CPR for Professional Rescuer (RC) certification is required prior to CLST1104. Certification must be kept current for the duration of enrollment in this program.</p> <p>SEE PROGRAM ATTACHMENT</p> <p>CPR: It is important to look at the program specific requirements. For most programs the specifications are as follows: CPR for Health Care Providers (America Heart Association) or CPR for Professional Rescuer (Red Cross).</p> |
| <p>Follow up</p> <p>Cabinet Update</p> | <p>Mary/Steve</p> | <p>Forms (Comments): The purpose of this agenda item is to see if we need to keep the following forms.</p> <p>Transfer of Technical: No need based on all comments-Aviation will now use Substitute Transfer Course Equivalency Form. This form will be deleted.</p> <p>Administrative Withdrawal: No need based on all comments. This form will also be deleted.</p> <p>Closed Captioning: For anyone purchasing a video from this point forward has to make sure closed captioning is available. For all in-house videos we will need to have closed captioning as well.</p> <p>Job Fairs: We do not have job fairs at the college for many reasons. If employers would like to post jobs the information can be sent to Dean Dalen at this time. For employers who want to recruit employees, they may contact Karen Meine on the EGF campus or Cindy Cedergren who is the contact for the TRF campus.</p> <p>Stipend to remove barriers (UAS): See attached policy, procedure, and form for UAS students.</p> |
| <p>Area updates</p> | <p>Gene</p> | <p>Enrollment Management: From November 14-18 application fees will be waived for MN high school</p> |

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| | <p>Gerald Dean Rocky</p> <p>Paul/Steve</p> | <p>students who meet certain criteria (low-income, first generation, and students of color). At the cabinet level, it was approved to waive application fees for all students applying from the participating high schools.</p> <p>Financial Aid: No new updates.</p> <p>Learning Services: Assessment groups are starting up this week.</p> <p>Registrar's Office: Access Code Update: It seems that any number can be entered for an access code. This issue is being investigated.</p> <p>Graduate Minnesota: The "Graduate Minnesota" outreach program has begun. This is a MnSCU-wide grant based program that is reaching out to past students (meeting certain criteria) who have over 30 credits from Northland but did not graduate. It is an effort designed to see if any of those students would return to school and complete their degree. This means there may be a number of past students, beginning next week that would contact us for more information on this program because they received a card in the mail. Attached is a summary on information everyone should be aware of. <u>If you are contacted by one of these past students, IT IS CRUCIAL THEY ARE REFERRED TO ROCKY AMMERMAN.</u></p> <p>Student Athletics: The football and volleyball teams are going to playoffs. Volleyball will be hosting the regional. NCTC will play at 5 p.m. on Friday and at 1 p.m. on Saturday if we win. For the football playoff next week we do not know who we will play. For volleyball Jessica Fontes was the National Junior College Athletic Association (NJCAA) player of the week. Eiley Berg was the MCAC hitter of the week.</p> |
| <p>Campus Related Issues: 15 minutes</p> | | <p>TRF: No campus issues to report.</p> <p>EGF: No campus issues to report.</p> |