

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Student Affairs Meeting Minutes

Tuesday, March 15, 2016; 2:00 PM (Note time change)
 Rooms 290 EGF, 735 TRF, AC13B Aerospace (Videoconference)

Topic	Responsible Party	Discussion/Outcome
Good News		Lynell is back from Hawaii☺ NCTC will hold a celebration event March 14 (tonight) at 6pm in the NCTC TRF campus commons to recognize the outstanding women's basketball season that ended with a second place finish at the national tournament! Women's basketball received the sportsman award and our FB page had over 7,000 views from people wanting to see information about the team.
Announcements	Mary	<p>Professional Development Opportunities:</p> <ul style="list-style-type: none"> • Advising Needs of First Generation Students: Taking a Closer Look – 3/23/16, Webex, 1-2:30 pm – Kelsey Blowers has offered to facilitate with a brief discussion held afterwards. • Regional Transfer Meeting – 4/12/16, MSCTC – Fergus Falls • Intersectionality: Understanding our Students' Multifaceted Identities – 4/13/16, Webex, 1-2-30 pm • Regional Transfer Meeting – 4/19/16, Itasca • Frontline Conference – 5/25-26, 2016, WSU • NISOD Conference – 5/28-31, 2016, Austin, TX • Educational Equity in Action – 6/20-21, 2016, U of M <p>Let your supervisor know if you are interested in attending any of these events.</p> <p>Save the date: President Bona is asking all employees/faculty/staff to plan to block out 2 hours or more of time on their calendars to attend a college-wide message on Wed Aug 17 in the morning. Attendance is mandatory. More information to come and signs will be posted to notify students that we will be unavailable during this time.</p>
Follow-up	Mary	<p>Policy Sessions: A 3rd session, 3000 series policies, is coming up on Mar 23rd.</p>

		<p>Much work being done on policy revision. Our concern is that these revisions are going to the board just now and it will be short window of time to get the approval process done. Mary will call Gary to discuss. The 5000 series is regarding finances for the SA area. We will be working with Shannon on those changes.</p>
Business	Mary	<p>The Administrative Services committee's discussion points are:</p> <ul style="list-style-type: none"> • Moving ETAS to the aerospace site • Testing center move to TRF main campus • New set up of Conference room in TRF • Former CRJU center possibly used by Foundation Housing <p>In the discussion only phase for now, but if anyone asks: We will be looking into using an old daycare for use with housing for students to congregate. They are also looking for donors.</p>
AASC Updates	Mary	<p>New Programs: Program Changes: Suspend/Close:</p> <p>Other:</p> <ul style="list-style-type: none"> • Many course changes were approved. • Respiratory program specific requirement changes. <p>Concerns Needing Attention: Outstanding items from previous meeting –</p> <ul style="list-style-type: none"> • More MNTC area 6 and 3 courses on schedules (EGF and TRF) No discussion yet • 360 degree program issues update: Lisa and Mary had questions about some unresolved issues. They will reconvene to resolve these issues with Jeremy. • Karleen talked about TRF welding getting through AASC. Some changes have been made but production welding will still need to be revised. We are in our first term of the diploma program. Upon approval it will be updated online. • CONE course prerequisite (AC/DC majors) no discussion needed per Brian <p>New Concerns: When is CVT coming off of the web? Training for New Faculty: Inputting information, checking email, checking extension/office, class cancellation</p>
Academic Concerns		

Area updates	Nicki	<p>Enrollment Management/Admissions: Not much to report. Per Nicki, we are in transition to Services Cloud with information from the N drive including enrollment folder lists, visits, etc., being transferred over. Per Mary, we have a good contract with Oracle/Blue Leap. They will have a meeting with Nicki, Stacey, and Teresa Theisen next week to see if we are all on the same page. A reminder to inform Nicki when you attend recruiting events that are not on the calendar.</p>
	Gerald	<p>Financial Aid:</p> <ul style="list-style-type: none"> • MN Occupational Grant Program Mary forwarded the Grant Pilot Program information to us. Criteria as follows: Must be a MN resident, be a graduate or have a valid GED, and be enrolled for fall semester. Encourage students to complete their FAFSA early <u>even if they need to use estimated information</u>. FAFSA applications are down 50 from a year ago, but there are still more coming in. Occupational programs have been updated and aviation is now listed.
	Mary	<p>Academic Success Center and Diversity:</p> <ul style="list-style-type: none"> • Please refer to the email from Heather, dated 3-11-16, regarding transition specifics. • Per Brian, a search committee has been formed and dates planned for committee meetings and interviews in an effort to fill this position. In the interim, there will be some availability to schedule appointments with Heather for students who have disabilities. Karen Meine has her calendar and can schedule students. Measures have been taken to help with internal communications such as; a new email address to contact us, and we will have Heather here 1 day a week through May, but no appointments will be taken for the next 2 weeks. • Brian Huschle is the interim supervisor. Please contact him with concerns or questions.
	Lisa	<p>Registrar's Office: There will be an Advisor Training coming up in July. Please accept when you receive the notice. When looking through grad applications, check the list to see if we are missing anyone who should be a graduate, but are not on the list. Transfer training is on Apr 12 with some advisors attending, but will still have sufficient staffing on both campuses. EGF capped at 15 and it is full. TRF has not been capped.</p>
	Chad	<p>Marketing Update: U visit will be up and running by the end of this week. The 360 degree tours and online orientation are very nice, per Mary. Chad is currently working on the media guide, the</p>

	Paul/Jason/Richard/Nic	<p>transition from Hobson to Oracle Service Cloud, and the Jack Hanson story is out on the web with more stories to come.</p> <p>Student Life/Athletics/Fitness Center/Housing: The update on housing is as follows: Interviews are underway for a housing manager. Lars said housing is close to being ready for students to sign up. May 15/last day of finals is the deadline to sign up. Football/volleyball students will be returning earlier than other students and we need to get them into housing on time. Some students have paid rent through the end of May and should get a rent refund for the time they are not occupying. There is a lot of interest from students to get into housing at Foxtail. We will contact Lars to come and talk to our group for a Q & A session after final word from the foundation. There are 144 beds with 1 person per bedroom. Rent includes free use of washer/dryer and internet. Sign up is online on a first come first serve basis. We will require a \$150 deposit, and we are working on a timeline for 1st payment due, keeping in mind when FA is disbursed. There is a 2-year Tech Occupational Grant available. See Jason regarding who qualifies. Football recruits underway Region 13 at MCAC-meeting next week The last of the skating activities are done. There was not a lot of participation, but the opportunity was there. Lots of green sheets have been signed. Lots of activities coming up. Jason mentioned the theatre production of “Mixed Blood”, a look into Autism. On the topic of Orientation, there was a prep meeting yesterday. It was decided that Aug dates are not going to work so they will be looking at alternative dates, facility availability, and budget needs. This orientation will be considered a student life event and geared towards having fun, gathering information, gaining foundational skills and helping with connection/retention. There will be more information in an upcoming email.</p>
Campus Related Issues: 15 minutes		<p>EGF: Pam asked a question regarding orientation. She was wondering if it should be called something else since it is a student life function. Per Jason, the orientation idea came from an opportunity to write a grant and be accepted so there would be funds available for a student function. There are still a few questions regarding what student expectations are, what information will be covered, and then to create a mission statement on the basis of having fun, student needs, financial information, connecting with advising staff, and putting their plan together to build their future. Advisors would be asked to attend so the student can put a face with a name. Nothing has been finalized and you can contact Bobbi or Chad with your input.</p> <p>New item: The faculty handbook needs to be completed. It should include information on training for email use, eservices, and how to's.</p> <p>TRF:</p>

Next Meeting Date

Thursday, April 21, 2016; 2:00 pm; Rms: 290(EGF), 662(TRF), AC13B(Aero)