

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Student Affairs Meeting Minutes

Thursday, July 21, 2016; 3:00 PM
 Rooms 301 EGF, 735 TRF (Videoconference)

| Topic | Responsible Party | Discussion/Outcome |
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| Good News | | Welcome back Kari! Reminder Notice Sent 7-18-16 regarding duties and responsibilities of Kari, Beth, Myesha, and Jackie Kuznia. |
| Announcements | Mary | <p>Professional Development Opportunities: (From group)</p> <ul style="list-style-type: none"> • DARS Users Conference 2016 will be held at Cragun's Resort and Hotel on Gull Lake on October 11th and 12th. The day and a half conference will again be held back-to-back with the Transfer Specialist conference (October 11-12, full day + half day). • 2016 Transfer Specialist Conference, Thursday, October 13 at Cragun's Conference & Golf Resort, 11000 Craguns Drive, Brainerd, MN 56401. <p>Inservice – Reminder: August 17, 2016, block out your morning and need to be in EGF</p> <p>WebEx Consultation Series: Proposed Changes to the Allocation Framework: email sent from Mary 7/7/16</p> |
| Follow-up | Lisa Linnea | <p>Sexual Violence Training (Students-Personal Empowerment Through Self-Awareness (PETSAs)): A meeting which Lisa will facilitate will be held after the state meeting regarding sexual violence, Tuesday, August 9, 2016 to discuss meeting the new legislative requirements.</p> <p>Procedure 3340P Assessment for Course Placement Procedures implementation update (attachment) Tabled until Linnea is present.</p> |
| Business | Mary | Housing Loan – Refer to email forward to the group on 7-14-16 from Shannon Jesme. The President's Council has decided to discontinue the student housing loan program effective immediately. The new student housing and current budget constraints have given reason to reassess the sustainability of this program; we are simply not able to continue the program. |

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| | <p>Jodi</p> <p>Mary</p> <p>Mary</p> <p>Mary</p> <p>Mary</p> | <p>Health and Nursing Student Immunization Requirements – Email forward from Jodi Stassen regarding health data information 7-14-16. We are implementing a new program to track all of the health and nursing students’ immunizations, CPR, and background study information. They will no longer use the NCTC online health screening form, instead they will use a site from an outside vendor (Verified Credentials). There will be a one-time cost of \$35. Also stay tuned as mandatory finger printing is coming.</p> <p>Students with Transcripts (outside the US)/ Communicating with Applicants – When anyone is working with a prospective student who has transcripts from outside the U. S., send the inquiry directly to Pat Amiot in admissions. We want to streamline all requests and provide consistent information to the inquirer. Also, we want to make sure that the prospective student completes the correct application for admission.</p> <p>Diploma Mills – We received a list from the system office of diploma mills. We will not be able to admit students with credentials on those lists. (See attached).</p> <p>Forgot StarID or Tech ID – When someone calls and states that he or she has forgotten their Star ID or TechID, anyone from any office may assist the student by directing him or her to the StarID Self Service site at https://starid.mnscu.edu/idm/faces/runFlow.jspx?_afLoop=10299636878885264&_afWindowMode=0&_adf.ctrl-state=oiiii98d4y_4</p> <p>MTLE Testing – Besides the MN Teacher’s License Exam there are many other tests provided through our testing centers. (See attached list of the most typical exams offered from Amanda for both sites)</p> |
| <p>AASC Updates</p> | <p>Mary</p> <p>Mary</p> | <p>AASC Meeting – Meetings will start up again in the fall</p> <p>New Programs:</p> <p>Program Changes:</p> <p>Suspend/Close:</p> <p>Other:</p> <p>Concerns Needing Attention:</p> <p>Outstanding items from previous meeting –</p> <ul style="list-style-type: none"> • Training for New Employees (not just faculty members): Inputting information, checking email, checking extension/office, class cancellation, FNs, FWs, LDAs • Sending Bills – Paper bills are not being sent out. Working on web communications at the system level but notices are being sent out through the channels available. • Opt in – Texting. How can we promote? Welcome Wednesday. Add to web communications that are sent out. FAid communication already sends out notice to opt in when corresponding with students. |

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| <p>Academic Concerns</p> <p>Area updates</p> | <p>Nicki (Mary/Pat)</p> <p>Gerald</p> <p>Linnea</p> <p>Lisa</p> <p>Chad</p> <p>Paul/Jason/Richard/Nic</p> | <p>New Concerns:</p> <ul style="list-style-type: none"> • Another section of MATH apps for nurses? • Digital Marketing Cert. – Principles of Marketing is a prerequisite to Digital Marketing but they are offered in the same term. <p>Enrollment Management/Admissions: Same day compared to last year we are down in FYE 6% (833 last year and 734 this year), and headcount -28 (2526 last year and 2498 this year). We have many AOR days on both campuses to get through. Recruiting events have been scheduled with available staff for 2016 and into 2017.</p> <p>Financial Aid:</p> <ul style="list-style-type: none"> • Alliss grants are available. The form is on the financial aid website http://www.northlandcollege.edu/students/student-forms/docs/ALLISS_opportunity_grant.pdf • 32 letters were sent out to candidates for the MN Occupational Grant Pilot project. Northland has approximately \$127,000 to award. • We are about 80 financial aid applications ahead of last year. • Prior, prior year financial aid applications can be submitted for fall 2017. Jerry is already booked for a financial aid night in September. • If you need a work study student, contact Tiffany in EGF and Mya in TRF. <p>Academic Success Center: No report</p> <p>Registrar’s Office: Lisa not available. There was discussion on Consent of Release and length of being valid (1 year or unless otherwise specified).</p> <p>Marketing Update: Not available. You Visit tours available and securing many hits.</p> <p>Student Life/Athletics/Fitness Center/Housing: Jason is getting the FY17 calendar in place. Official move-in date for Northland Foundation Housing is set for August 20, 2016. They are working to get some residents in earlier due to athletes coming in early.</p> |
| <p>Campus Related Issues: 15 minutes</p> <p>Next Meeting Date</p> | | <p>EGF:</p> <p>TRF:</p> <p>August 2016 – Skip? Yes, it was recommended to skip the August meeting and send any updates out through email notification. We are to meet again in September.</p> |