**Members Present**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| x | *Jessica Amb 3000* | *x* | *Misti Wuori 1000* | *x* | *Mindy O’Connor 5000* |  | *Open 6000/7000* |
| x | Rick Karboviak 3000 | x | Teri Wright 3000 | x | Mandi Domier | x | Leslie Durkin 4000 |
| x | Shannon Hofer | ex | Linda Arnegard 5000 | x | Lois Karlstad 4000 | x | Susan Cordahl |
| ex | Dina Zavala-Petherbridge | | |  | Bob Kozojed |  | *Open 5000* |

**Agenda**

* Call to Order – Called to order by President Misti Wuori, 9:04
* Additions to the Agenda  - No additions
* Approval of minutes from the previous meetings—December meeting – Motion made Susan Cordahl/Mindy O’Connor to approve
* Treasurer’s Report – Nothing of note, OK for Mindy O’Connor to purchase a bag for the wreaths
* Report from State Staff Senate—None – did not meet
* Old Business
  + Comet Pride incentives and sales—Update – Misti Wuori will send one more push for last chance to buy a button before the Dueling Pianos drawing. Will take applications until March 1, 2018 and decide distribution at April meeting.
  + Presidential Search Committee—Update/questions? – All applications due by January 22, 2018
  + Morale issues/staff attendance at Christmas Open House—Susan – survey sent to employees for ideas.
* Full report will be provided at next meeting
* Many suggestions as to how can be different
* When results are gathered they will be presented to Mary Trudeau and Ashley Hanson
  + Morale Issues/ideas:  Sarah Gasevic—HR –unavailable, will invite for next month’s meeting
* New Business
  + Spring semester meetings – 9:00 time is preferred
  + Spring Semester project ideas—(First Generation students—job search, other new projects, Spring Break Food Drive, Spring Break Potluck)
* Potluck, March 14, 2018, noon – 1:00, snack bar. Perhaps all departments close for the hour and all attend. Will invite Spring Break students
* Spring break food drive – Mindi O’Connor and Jess Amb will work together on an email and suggest that departments will be responsible for breakfast, lunch, supper nonperishable food items to be distributed to students that stay for Spring Break. Food delivered by March 7, will put bags together on March 9, 2:00, OM105. Bags will be distributed Monday, March 12, 2018 from the Mail Room – OK’ed by Jon Nygard
* Lois Karlstad will contact Gate City Bank for reusable bags – Given 50!
  + Winter survival kits in state fleet cars—Misti – Jess Amb will bring up to Emergency Operational Committee (EOP) about lack of any winter items in State Fleet Vehicles. She will also talk to Jamie in Facilities
  + Additional new business? None
* Area Updates
* Academic Advising: Since registration is now closed, I will be working on handouts of general information re: Math 103 placement which can be used by advisors. I’m also going to put together a handout of general information re: online/distance Elementary Ed that the online advisors can use. I’m having a showing of a NACADA webinar on March 6 for faculty and staff. Continuing to respond to inquiries from prospective students and new students as they are admitted. Also working on plans of study for my advisees and new RN-BSN advisees.
* Academic Records: Assisting students with registration as needed. Summer 2018 term schedule has been posted to the Web. Working on fall 2017 term schedule and spring 2018 to follow.
* Business Office: Business as usual. Gearing up for Student Refund day, always a very exciting atmosphere!
* Expended Learning: Extended Learning welcomed Julie St. Germaine, WSC Distance Coordinator, in mid-December. Julie continues to learn the ropes and programs to recruit and advise Mayville State University students in the Williston and surrounding areas. Extended Learning staff was very busy between the end of the fall semester and start up of spring semester. Extended Learning enrollment looks to be up significantly over last spring; official numbers will be available after February 5.
* Admissions: We have hire Charyte full time for recruiting and admissions support staff. (not sure her official title). Finishing up spring admissions and working on summer and fall admissions.
* Financial Aid: Busy, busy, busy in Financial Aid! We are working on getting spring aid processed and reviewing Satisfactory Academic Progress from fall 2017. Trying to get all of the updated spring scholarships, waivers, etc. figured out and posted. Shirley is continuously working on policy, Susan is working on an ongoing procedure document. Also trying to brainstorm some ideas for Financial Literacy Awareness Month, which is in April.
* Adjourn
* Next meeting Date:  February  13  at 9:00 a.m. Old Main111