

Northland Community and Technical College
East Grand Forks Campus
Administrative Support
Advisory Committee Meeting
October 29, 2013

Attendance	<p>The Administration Support Program Advisory Committee met on October 29, 2013, at 6 p.m. at the East Grand Forks campus for a dinner meeting.</p> <p>Attendance included: Tena Hanson, Jen Knudson, Roxanne Melberg, Julie Rivard, Mary Knutson, Heidi Sundquist, Katie Stoley, and Linda Simmons. Linda Simmons called the meeting to order at 6:45 p.m.</p>
Minutes of Previous Meeting	<p>The minutes of the January 29, 2013, meeting was approved by Roxanne Melberg and seconded by Mary Knutson.</p>
Reports	
Enrollment	<p>Linda reported on the enrollment. It was noted that enrollment has remained similar to the past with 15 students graduating last academic year. There were a total of 4 who graduated in December and 11 students in the program last spring.</p>
New Business	
Business Division Training Plans	<p>There was a lengthy discussion on the Business Division Training Plans and Evaluation for Administrative Support Internships. The training plan was updated to the current terminology and duties of administrative Secretaries today. The revise copy will be on the agenda for the next meeting for review.</p>
Other Business	<p>One student has completed an Internship at Camrud, Maddock, Olson, and Larson Ltd for fall 2013. Her position was an Office Clerk and it was a good learning experience for her. Another student has signed up for an Internship for spring semester 2014.</p>
Adjournment	<p>The meeting was adjourned at 7:50 p.m.</p>