

**Northland Community and Technical College  
East Grand Forks Campus  
Administrative Support  
Advisory Committee Meeting  
October 25, 2015**

**MINUTES**

- Attendance:** The Administrative Support Program Advisory Committee met on October 25, 2016, at 6:00 p.m. at the East Grand Forks campus for a dinner meeting. Attendance included: Angela Morgan, Maureen O'Connell, Linda Simmons, and Heidi Sundquist.
- Call to Order:** Linda Simmons called the meeting to order at 6:20 p.m.
- Minutes of Previous Meeting:** The minutes of the March 22, 2016, meeting was approved by Angela Morgan and seconded by Maureen O'Connell.
- Reports:** Enrollment: Graduates: 4 in December, 2016 & 6 in May, 2016. These graduates will be taking the NOCI Test.
- New Business:** Discussion regarding Keyboarding I & II course descriptions on the web page, using committee member, Michelle Olderbak's suggestion to add the following sentence to Keyboarding I: *"This course is an introduction to administrative documents, and the development of keyboarding techniques.* The following will be added for Keyboarding II: *"This course is continuous to administrative documents and development of advanced keyboarding techniques."* Heidi Sundquist motioned to approve changes. Angela Morgan seconded motion. Linda Simmons will type the motion and talk to Brian Huschle and have the paperwork ready for the next AAS meeting. The changes will take effect fall, 2017 if AAS approves the motion.
- Other Business:** The question of which majors are most beneficial to employers when students attempt multiple majors was briefly discussed as a topic for the next meeting. Further discussion was tabled until next meeting.
- Adjournment:** The meeting was adjourned at 7:20 p.m. by Maureen O'Connell, seconded by Angela Morgan.
- Next Meeting:** Tuesday, March 22, 2017.