

Diversity Committee Meeting Minutes
May 11, 2005
3:30 p.m. Room 545

Members Present: Kristina Keller, Missy Majerus, Pam Schorsch, Mary Fontes, Gene Klinke, Michelle Thomas, Peggy Rogers, Kathy Olson, and Marcia Sandahl.

Each subcommittee was asked to give a report of actions to date to wrap-up the school year.

Student Recruitment/Retention: Student Services is currently working on an Enrollment Management plan which will include setting goals, strategies and timelines. The plan will be similar in form to the college's marketing and public relations plan. Goals in the plan that relate to the Diversity Committee include:

- a) Developing enrollment plans for students in targeted segments and, specifically, including increasing enrollment of minority students overall to 11% college-wide.
- b) Enhancing current monthly celebrations on campuses.
- c) Utilizing the ISRS system to capture, analyze, and detail all communications with minority and non-traditional students.
- d) Developing a recruiting guide and calendar for the recruitment of minority and nontraditional students
- e) Enhancing the college's current relationship with the Perkins grant to allow NCTC to expand minority and non-traditional recruiting efforts.
- f) Visiting tribal and public schools on the White Earth, Red Lake, Leech Lake, Turtle Mountain, and Spirit Lake reservations to include tribal college.
- g) Fostering on-going partnerships with community and other agencies.
- h) Giving presentations to area high schools about nontraditional careers by the New Venture Center Director (TRF) and Equity Coordinator (EGF).
- i) Offering "hands-on" exploratory workshops and Career Exploration Days designed specifically for women and men considering nontraditional careers.
- j) Attending the MnSCU's Annual Underrepresented Student Conference.
- k) Expanding the Mentor and Job Shadowing programs.

Student Services is looking for feedback on the Enrollment Management Plan from the Diversity Committee. A copy of the Plan is available from Gene Klinke. Gene also indicated that Student Services will be making adjustments in their services as they find a replacement for Jenny Steen who has resigned to take another recruiting position. The office will also be without their Administrative Support person as Michelle Bennett will be going on family leave in June. Her position will be covered by Rita Wald during the summer months.

Curriculum Integration and Professional Development: Peggy Rogers reported that the committee is in the process of putting together timelines of what they want to accomplish next year. They will meet in June to develop a tool to assess common course outlines and are looking at sending out a questionnaire for faculty to use when reviewing their CCO's. They anticipate surveying faculty in the fall. They would like to see a speaker on diversity be included in the spring inservice.

Community Initiatives: Marcia Sandahl reported that the committee is proposing to meet the first week of the fall term to put together a master calendar of diversity events the college will be hosting. This master calendar will be distributed to community members and groups to promote activities taking place at NCTC. At this time, the subcommittee's database includes only those organizations in the TRFalls area. A similar database needs to be created for the EGForks area as well. Marcia also indicated that a group of individuals have put together a grant application for a community-based diversity initiative in TRFalls and one focus area of the proposal is parent and community development events. It is anticipated the Community Initiatives Subcommittee will be very much involved in these efforts if the grant is funded. The subcommittee is in need of more members to aid in their efforts. Mary Fontes suggested that a brief description of each subcommittee's purpose and desired committee make-up be put together and made available for when the call for new committee members is sent out for fall. Each subcommittee chair will be asked to prepare this brief description.

Campus Ecology: No report at this time. It was suggested this subcommittee be revamped for fall.

Employee Recruitment and Retention: Mary Fontes reported that the subcommittee has recommended that candidates who travel long distances for positions open at the college be reimbursed \$250 for expenses incurred. They are also firming-up orientation activities for new employees and exploring peer mentoring for new employees.

The Diversity Committee will meet as a group during duty days Fall semester.

Meeting adjourned at 4:30 p.m.