



Northland Community & Technical College Diversity Committee Meeting

March 17th, 3:30 pm

TRF: Room 545, EGF: Room 115

MINUTES

Topic	Discussion/Outcome
1. <i>Student Athletes Accessing Workstudy</i>	<ul style="list-style-type: none"> Steve is talking to Gerry Schulte – need to claim workstudy job in beginning of the school year otherwise may not get in
2. <i>Uniforms</i>	<ul style="list-style-type: none"> Must be made in the USA – State guideline
3. <i>Encumbering Funds PRIOR to Purchases</i>	<ul style="list-style-type: none"> We have had 13 instances; only 3 are considered acceptable reasons why they were done late New guideline that will be in effect: If you get more than <u>3</u> 16A letters, you will lose your right to purchase If you give Kari something late, she will not do the PO online, each person will be responsible now for doing their own paper copy if it's for something that <u>has not</u> been encumbered prior to purchase
4. <i>Rental Car Agreements</i>	<ul style="list-style-type: none"> Let Steve know and he'll give you the #, we have to go through Enterprise
5. <i>Athletic Insurance</i>	<ul style="list-style-type: none"> Provide in writing to students that they have to have adequate insurance Make sure out of state is covered here in MN
6. <i>Out of State Travel Forms</i>	<ul style="list-style-type: none"> Must be done 2 weeks prior to going out of state
7. <i>Absence from Regular Duty</i>	<ul style="list-style-type: none"> Have to have for HR purposes
8. <i>Expense Reimbursement</i>	<ul style="list-style-type: none"> Have to have a form for reimbursement, if you wait 60+ days, it will be taxed
9. <i>Feedback from the MCAC conf</i>	<ul style="list-style-type: none"> Membership dues will increase 3% See Paul for a list of new rules if you are interested – will send out to dept
<i>Sample Grade Check Form</i>	<ul style="list-style-type: none"> This process may become electronic – may revamp the forms