

# STUDENT SUCCESS COUNCIL

## MEETING INFORMATION

<b>TITLE</b>	Student Success Council		
<b>DATE</b>	September 26, 2025	<b>TIME</b>	9am – 10:30am
<b>LOCATION</b>	EGF 290, TRF 662	<b>RECORDER</b>	Mindy Rist
<b>CO-CHAIRS</b>	Sara Johnson, Lisa Bottem		
<b>MEMBERS</b>	<p><b>Present:</b> Sara Johnson, Lisa Bottem, Rebecca Johnson, Chris Fossum, Randy Sondrol, Deb Beland, Sara Dupree, Kari Beito, Joseph Agbeko, Mahogany Morrison, Mindy Rist, Sara Kleinvachter</p> <p><b>Absent:</b> Katlyn Tamaalii, Cory Floden.</p>		

I = Info

D = Discussion

A = Action

## Minutes

TYPE	AGENDA ITEM	ACTION TAKEN
I	Check-In	
A	<p><b>Current Proposal Requests:</b></p> <p>1. Accessibility Standards</p> <p>2. Late Diplomas</p>	<p>1.</p> <ul style="list-style-type: none"> <li>• ADA mandates accessibility for all.</li> <li>• Sessions with staff and faculty are in progress.</li> <li>• Sara, Chris, Cory &amp; Chad are meeting next week</li> </ul> <p><b>Concerns:</b></p> <ul style="list-style-type: none"> <li>• Need for consistent formatting (HTML or Word preferred).</li> </ul> <p><b>Recommendations:</b></p> <ul style="list-style-type: none"> <li>• Create a poster with meeting requirement text.</li> <li>• Use “Read Aloud” feature in Word to check accessibility of tables.</li> <li>• Use Accessibility Checker in Word, PowerPoint, etc.</li> <li>• Provide guidelines for all staff/faculty.</li> <li>• Host a “Lunch &amp; Learn” session for in-person engagement.</li> <li>• Use AI &amp; Copilot for language conversion and coding.</li> </ul> <p>2.</p> <ul style="list-style-type: none"> <li>• Diplomas were late due to a delay with the Parchment contract and template changes</li> <li>• One-time delay; will not happen again.</li> </ul> <p><b>Suggestion:</b> Add a survey to the graduation letter.</p> <p><b>Question Raised:</b> Length of Parchment contract.</p>

I/D	<b>Committee/Workgroup/Continuous Improvement Updates:</b> 1.Implement CRM Salesforce – Stacey/Sara/Mahogany  2.Class Offerings & Schedule – Joseph  3.Connect Students to College Services & Events- Mahogany/Bruce	1. •Admissions piece being added. •Working with Distance MN and IT. •Took over all campus applications as of Sept 1. • “Day 0” email sent with confirmation and required items. •Acceptance email sent once all items are received. •Specific letters in progress. •PSEO integration in progress. •Advisors to be involved after admissions piece is complete  2. •Phase 1: Looking at overlapping courses – enhance website info. •Phase 2: Looking at Software enhancements. <b>Suggestions:</b> •Weekend & evening courses (tried for specific programs). •Extra credit classes (e.g., bowling, yoga). •Offer online, on-campus, and video conference options. •Joseph interested in expanding OCHS. •Review block schedules at TRF & EGF campuses.  3. •Positive feedback from EGF campus. •Clubs starting. •Kelsey starting full-time on Oct 16 for TRF student life & athletics. <b>Suggestions:</b> •Use vans to bring EGF students to TRF athletic events- (Staff drive NCTC vehicles). •Incentives for fan bus participation. •Explore school bus contracts (e.g., Tri-Valley) and insurance compliance.
I/D	<b>Open Agenda/Information Sharing</b>	• Hunger-Free Campus Grant: Submitted on 9/26/2025 for \$37,500 (shelving, fridge/freezers, food for pantry). • Scholarships: Proposal for more options in EGF suggested. • Update: Work study will eventually move from Financial Aid to HR in Workday Student. <b>Suggestions:</b> •Fraud workshop for faculty. •Share “Northland 101” with faculty.
To I	<b>Check-Out</b>	

## PROPOSAL STATUS

Proposal	Council Recommendation	Date	President	Date
1. Accessibility Standards 2. Late Diplomas	Workgroups/Professional Development Proposal Completed	Ongoing 9/26/2025		

**NEXT MEETING: TBD. TIME: 9:00 a.m. – 11:00 a.m. LOCATION: EGF 290, TRF 662**