

## **NCA Meeting**

### Meeting Minutes

*November 30, 2012*

**Present:** *Stephanie Poitra, Mica Belgarde, Sheila Trottier, Wanda Laducer, Steve DeCoteau, Shirley Lafromboise, Harmony Lindgren, Kodi DeCoteau, Jennifer Davis, Annette Charette, Renee Olson, Luther Olson, Fabian DeCoteau, Wayne Sande, Damon Poitra, Irene Bear Runner, Harold Counts, Ina Mikkelson, Peggy Johnson.*  
*Entered the meeting at 9:46am Cathie Gladue*

**Absent:** *Christina James and Erica Azure*

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#### **I. Announcements:**

Each group broke up into their small groups to go over all of the information they have collected. They were asked to have a group discussion about all the information they have found and discuss any questions or issues they would like to talk about today.

#### **II. Discussion**

Each group gave a short presentation on what they have been working on and the questions and or issues they would like to discuss.

**Irene, Renee, Luther, Ina and Harold:** they discussed an issue with the catalog being different from the handbook and what is found on the website. They found the student handbook on the TMCC website. They would like to know which one is accurate. They are looking at the student privacy policy.

**Harmony, Annette, Wayne and Damon:** Harmony discussed that Erica and Holly are working on this section together when they will be creating a policy when the policy is finished she will turn in her report. Holly will be creating a committee for this policy. She had questions on how we handle and accommodate students during construction of new road; we set up alternative sites to enroll in classes. It was also discussed to look for research on whether students have a need for transportation or daycare and are they willing to pay for these services. They will need to contact the person in charge of this research and collect their data.

We will address the issues after the data has been collected.

**Cathie, Steve and Peggy:** Their concern was that board meeting minutes need to be collected electronically. Does the old meeting min need to be converted into electronic or can they remain in hard copy? Do we need to post our evidence electronically immediately or do we wait? Documents will be uploaded into Jenzabar there is a section in there where all documents and minutes will be kept.

**Stephanie, Jennifer, Kodi, Shirley, and Fabian:** How do you want us to upload our evidence when it's the whole catalog? Document the page numbers and the area it can be found in the catalog. She had other questions for explanation of what is a refund for financial aid, if there is a difference in resident's tuition, and what is a corporate parent. Shelia and Wanda answered her questions.

Meetings were adjourned