

STUDENT AFFAIRS ADMINISTRATIVE COUNCIL

MINUTES

April 19, 2012

Present: Dan Burcham, Mike Cairns, Matt Chaney, Sara Dew, Renee Douglas, Elisa Gramza, Cindy Horn, Kathy Lake, Angie Roman, Mark Schuelke, Linda Telfer and Alli Witucki.

Guest: Jerry Scoby

Absent: Kristin Norton, Kristen Salomonson and Leroy Wright.

Good News

Mike Cairns announced that the Commencement Team won the Distinguished Team Award this year, and Nick Campau was selected as one of the recipients of the Distinguished Staff Award.

Upcoming Moves

Jerry Scoby, Vice President for Administrative and Finance, provided a three-year overview/focus of the University Center with a timeframe.

- 1A. Relocate Telecommunications – July, 2011 – May, 2012.
- 1B. Relocate Network Infrastructure – April, 2012 – April, 2013.
- 1C. Move Telecommunications – April-May, 2012.
2. Visioning for University Center Programs and Services – July, 2011 – October, 2011.
3. General scope for University Center – November, 2011- January, 2012.
4. Set project budget and identify funding - \$20m project renovation.
(1/2 of the money is in the bank, \$1m is coming from the Bookstore account).
5. Solidify who the client is for the University Center (not completed yet).
6. Transportation Study – April, 2012 – June, 2012.
7. Identify planning team members (committee formed).
8. Develop strategy for where Bookstore and Dining relocate.
- 8A. Reopen Center Ice during UC renovation.
- 8B. Relocate Seattle's Best during renovation (maybe FLITE or Star, Quizno's to close during renovation.
Suggestions for bookstore temporary relocation:
 - Box store off-campus in close proximity.
 - Maybe split textbooks from the rest of the store and have two locations.
 - Second floor of FLITE
 - Large portable unit
 - Heavy Equipment building
9. Seek Board authority for planning and preconstruction services – Approved at March Board meeting.
10. Develop strategies for where other occupants relocate – March – June, 2012.

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11. UC Planning Phase – April, 2012 – February, 2013.
12. Utility work along Ives for Rankin; ready for Masselink/Carlisle demo..
- 12A. Carlisle and Masselink demo May 2013-June 2013.
13. Relocate Rankin Occupants – May 2013 – June 2013.
14. University Center renovation if vacate all – July, 2013 – June, 2014.
15. Bond issue sale.

A meeting will be held for building occupants and the building will not be done section by section. Most of the smaller units will move to Helen Ferris Hall. Mr. Scoby asked that we start thinking about the size that will be needed for the units. **Mark Schuelke will discuss this with Mike Hughes.** No Rankin reservations will be made for May 2013 and after. The directors discussed the programming issue, and Dr. Burcham encouraged Student Leadership and Activities and Career Services to discuss this with Don Flickinger prior to his departure.

Mr. Scoby indicated that the Honors Program will move to Ward/Miller halls. The Transition Center will move to Helen Ferris Hall. The decision needs to be made as to what will be in the new University Center.

Dr. Burcham asked that the directors think outside the box on this initiative. For example, he asked if Career Services should be in Timme; should the front desk person be one person for everyone as no one will be getting more staff. We also need to think about the Veterans' Office as well as Student Government.

Strategic Plan

Dr. Burcham distributed various documents on the Strategic Plan and noted that he needs updates. **The directors were asked to send Linda bulleted updates by next Friday, April 27).** Dan indicated that we will be having a retreat in July to discuss our strategic plan initiatives. The group thought that a session with all personnel to discuss assessment would be beneficial as well as a mix-and-mingle for the entire division.

Respectfully submitted,

Linda Telfer
Executive Secretary to the
Vice President for Student Affairs