

Student Affairs Administrative Council
Meeting Minutes
April 23, 2009

Present:

Dan Burcham	Mike Cairns	Matt Chaney	Jo Gerst
Cindy Horn	Kathy Lake	Angie Roman	Kristen Salomonson
Mark Schuelke	Paul Sullivan	Troy Tissue	

Savings Opportunities

Dan Burcham encouraged everyone to find ways to save money in their budget if possible.

Kristen Salomonson said that she will not be filling Linda Stebleton's adult part-time position after Linda retires. Kristen said that she has not replaced six positions in order to save money in her area.

Troy Tissue suggested electronically sending messages to students using the Admission's Reach program instead of sending them items through the U.S. mail.

Kristen Salomonson said that Enrollment Services is monitoring printing and copy usage to see where they can cut printers and copiers on the second floor of Timme. In the future, Enrollment Services is planning on networking printers so that they can be shared.

Troy Tissue said that they are in the process of interviewing Student Ambassadors. They are also looking for two or three tour guides for the summer.

Dan asked that everyone look for ways to save money in their departments.

Professional Relationships, Collaboration and Retention Efforts with Academic Affairs

Dan asked everyone to create a list of areas that they collaborate with Academic Affairs to host events, etc. Academic Affairs is being encouraged to collaborate with Student Affairs for events, speakers, etc.

It was suggested that the Big Event should be held twice a year.

Writing Student Learning Outcomes

Mike Cairns thanked everyone for their contributions to the evidence list. Mike distributed copies of the evidence list at the HLC Annual meeting. Many were impressed by the list and couldn't believe how many areas Student Affairs supports student learning.

Amuse-bouche Spreadsheet

Mike Cairns thanked Paul and Angie for providing information in the Amuse-bouche spreadsheet. Mike will be meeting with other areas in the near future.

Mike explained that the Amuse-bouche spreadsheet is only a preview document and can be followed up with a Microsoft Word document that includes more detailed information. Some questions that should be answered include:

- What are you doing to support student learning?
- How do you know? What evidence do you have?
- What changes did you make as a result of the information gained?

HLC Visit

Mike Cairns said that everyone is expected to be on campus and available for the HLC visit on April 18, 19, & 20, 2011. Please make sure that you have a back-up person as well. Mike said that he cannot guarantee that the HLC Team will want to meet with everyone, but everyone must be available to answer questions in the case they want to meet with your area.

5-Star RSO Scrapbooks

Mark Schuelke suggested encouraging faculty members to judge the RSO scrapbooks next year, so that they see what student groups are doing for the campus and outside community.

Announcements

Troy Tissue said that the video of the Big Event is almost complete. A link to the video will be posted on the Ferris homepage. The Dawg Days sessions are complete for 2008-2009. Troy is working on ways to improve the process.

Sherry Hayes announced that a flyer with the extended building hours for Rankin, FLITE, the IRC connector and Business (computer labs) was sent out via campus-wide notes, was posted in the Torch, posters were also made for each building and flyers were distributed at the residence halls, and around campus via the Student Activities office.

Angie Roman announced that Career Services has partnered with the Federal Government to promote job opportunities available within the government. Angie and Carrie will attend a training session for this program this summer.

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Matt Chaney announced that the office furniture for the new Multicultural Student Services office has been assembled. A wall will be built after May Commencement. He is hoping to move into their new office in June. Multicultural Student Services is busy working on several year-end events; the Pignic, Ferris Talent Show, and Step Show. The Bus Tour will leave on May 11 and return May 14.

Mark Schuelke said that the Big Event and International Festival went well. The Student Leadership and Activities Office is busy working on Ferris Fest plans.

Paul Sullivan and Marty Bledsoe are going to Kendall to train Kendall staff for emergency response situations. Paul is working with Mecosta County General Hospital to create an emergency plan.

Jo Gerst and Debi Whitman are offering training sessions for individuals and departments interested in learning the new FERPA regulations.

Kathy Lake said that the Financial Aid office is sending out awards for the new scholarship initiative. A Ferris Cares announcement is going out to students letting them know that they can fill out a special consideration form for financial help. The students and families must meet certain criteria in order to receive help. The Ferris Cares program was put together to help students and families strained by financial situations.

Kathy thanked Cindy Horn for meeting with Enrollment Services and the Business Office staff to discuss issues and concerns. The departments are currently working on ways to alleviate the issues and concerns brought up by the meetings.

Kristen Salomonson distributed the application numbers for Fall and Summer 2009. Currently, orientation is down by 228 students. This number does not include transfer students already signed up and the increase in Summer Semester numbers, so 228 is not correctly reflected.

Mike Cairns announced that the Student Affairs Assessment webpage will go live next week.

Respectfully submitted by,

Sherry Hayes

Administrative Assistant to the
Associate V.P. for Student Affairs