

# STUDENT AFFAIRS ADMINISTRATIVE COUNCIL MEETING

## NOTES

**December 1, 2011**

**Present:** Dan Burcham, Mike Cairns, Matt Chaney, Sara Dew, Renee Douglas-Wurdock, Cindy Horn, Kathy Lake, Kristin Norton, Angie Roman, Kristen Salomonson, Mark Schuelke, Linda Telfer, Alli Witucki, Leroy Wright and Dawn Schavey (FSU-GR).

### **Football Coach Announcement**

Dan Burcham indicated that an announcement had been made that Coach Pierce would no longer be the Football Coach. Discussion followed.

### **Campus Usage Policies and Procedures**

Dan Burcham questioned what our policies and procedures were for use of the Ferris State campus. Alli Witucki explained what her policies and procedures were concerning use of grounds. Dan asked that the policies and procedures be reviewed and clarified.

### **Enrollment**

Dan Burcham explained that enrollment is very positive and thanked all the staff for their hard work. Kristen Salomonson reported the following:

- Fall 2012 – up 498 students, 370 are Big Rapids FTIAC
- Spring 2012 – up 126 students, down 56 students on the Big Rapids campus

Sara Dew spoke of the SAP policy and Leroy Wright questioned what would happen to the student's housing if their appeal was not upheld. Sara indicated that the Business Office would charge them for the days that they had the room.

Angie Roman indicated that she was having difficulty getting students to interview for summer internships as there will not be any financial aid this summer. Sara explained that the Pell Grant money was only good for two years and that the students knew about this prior to registering for classes. Angie noted that the students admitted that they were not blindsided but that they could not afford to pay for their internship and not get paid on internship. Kristen indicated that the student should know this when enrolling in their major.

### **Student Employment**

Sara Dew announced that John Randle has sent a note regarding students "padding" their time cards. She asked that the directors review their employees carefully when signing off on Kronos.

### **Equity Adjustments**

Dan Burcham indicated that a group of individuals met to review the equity adjustments for the division. This group developed the criteria used and will also serve as the appeal group.

### **Search Update**

**Associate Provost** – Kristen Salomonson indicated that there will be open forums for the candidates and encouraged all directors to attend. They will be held in Pharmacy 201 on:

- December 1- 10:30 a.m. – Steve Durst
- December 2 – 1:00 p.m. – Paul Blake
- December 5 – 10:45 a.m. – Andy Karafa

**Director of Student Affairs Budget Management** – Linda Telfer indicated that two candidates are being asked to have an on-campus interview to begin with. She asked that the directors try to attend the interview time if at all possible.

**SSRIII position** – materials are being reviewed – 55 candidates.

**Part-time Financial Aid** position had 44 candidates.

**Associate Director of Admissions** – will be conducting phone interviews.

### **Announcements**

#### **Angie Roman**

- Will be awarding Conflict Resolution Certificates (28 registered, 11 no shows).
- Career Week – March 26-30.
  - Asking everyone to stop and focus on their career for that week.
  - Three Career Fairs will be held: Education – virtual, Health (to be held in Optometry building), and Business and Engineering to be held in Wink.
  - These are student-run events.
  - Faculty will lead tours in their colleges.
  - Workshops will be conducted at 11:00 a.m.
  - Also a Graduate School fair will be held.
- Career Services is doing many things with social media.

#### **Matt Chaney**

- Serving on the Dean of FLITE search committee and have identified two candidates.
- Native American event last night was successful.

#### **Alli Witucki**

- 211 is up and running in Mecosta County.
- Five-Star event tonight (last one for the semester).
- EU has two more events this semester.

**Renee Douglas-Wurdock**

- Tomorrow is the last day of the Student Satisfaction drive with over 100 surveys completed.
- Thanked Dan and Linda for their assistance in securing a temporary counselor for the growing client base and noted that Chris was injured and will be off work for awhile.
- Will be working with the Foster Youth Initiative.

**Cindy Horn**

- Wrapping up intramurals.
- Last minute pool work is being done.

**Dawn Schavey**

- Will be running a report on students who haven't registered and will be calling them.
- Organizing the graduation celebrations.
- Will be running the SAP report for their students.

**Kathy Lake**

- Dawg Days is Saturday.

**Kristin Norton**

- Will be addressing the Academic Senate to review and modify the academic misconduct policies. Kristen has already addressed the Deans' Council and they suggested that it be taken to the Academic Senate also. Need to review the ethical codes.
- Five students were referred to Student Conduct from one program due to plagiarism. They are dropped from the program.

**Mike Cairns**

- Dealt with a student who was dismissed, six credits short of graduation, that was caught plagiarizing.
- Thanked everyone who assisted with the Title IX review.
- The Diversity meeting went well and thanked everyone who attended.
- Will be having the mid-year assessment review in February.

Respectfully submitted,

Linda Telfer