

STUDENT AFFAIRS ADMINISTRATIVE COUNCIL

MINUTES

December 15, 2011

Present: Dan Burcham, Mike Cairns, Matt Chaney, Sara Dew, Cindy Horn, Kathy Lake, Kristin Norton, Angie Roman, Kristen Salomonson, Mark Schuelke, Paul Sullivan, Linda Telfer, Alli Witucki and Leroy Wright.

Absent: Renee Douglas

Administrative Equity Issues

Dr. Burcham noted that he will be able to announce who received equity tomorrow. The letter from HR will not be distributed until mid-January. He noted that he would like to call the supervisor first before talking to the employee. Dean Salomonson suggested calling the employee into his office instead of visiting their office as some people working in the same office did not get the requested raise.

President's Higher Education Community Service Honor Roll

Dr. Burcham distributed information from President Eisler on the Service Honor Roll and indicated that he had tried to work on this previously but few people on campus wanted to be a part of this. Alli Witucki indicated that she tried to work on this also but that the Michigan Campus Compact Award took a lot of time to gather information and is due at the same time, and she felt that Ferris had a better chance of winning that award. Alli indicated that Ferris might be able to qualify for the lowest award as 7% of our work study funds would need to be put toward community service.

Clinton Global Initiative – University (CGI U)

Dr. Burcham distributed information to the directors on the CGI U and asked that they please let their student leaders know about this as the deadline is January 17.

Disciplinary Actions

Dr. Cairns reported that a group of young women got into a fight; the same women padded their time cards and shoplifted in town. Some parents want these students dismissed but every student is afforded due process.

Mark Schuelke indicated that he was dealing with a fraternity and a reported kidnapping case. The fraternity has called their nationals on this, Mark has spent two hours reviewing the police report, and the police also gave him three other reports on this fraternity.

Emergency Response Team

Mark Schuelke attended the Emergency Response Team meeting for Dan Burcham. He noted that the continuity plans were discussed and all were asked to have their plans done by the end of December. Dr. Burcham indicated that he would like the directors to discuss them in January when we return.

Another agenda item was that the emergency phones would be put in after finals. He also indicated that Ferris is going to try to standardize these items.

The team was asked if the two videos that were presented on the active shooter were beneficial. It was determined that new employees should be shown this as well as the student leaders.

Mark Schuelke distributed a flier that was passed out in Rankin this past weekend regarding the Ferris budget. No name was attached to the flier.

BRT Survey Results/Highlights

Kristen Salomonson conducted a survey to determine the awareness of the BRT (Behavioral Review Team) and Threat Assessment Team (TAT) teams; 400 people responded. Most people did not know the mission or membership of the teams and felt that they needed better information as to how referrals were made. It was suggested that the BRT and TAT teams be discussed at department meetings and maybe a quick reference card be developed. It was also suggested that maybe the Faculty Center could assist in getting the word out.

Registration

Kristen Salomonson reported that registration is up 228 students and student credit hours are up 2100. The Big Rapids campus is a little below last year but is up 600 student credit hours. The three colleges that are behind are: Allied Health Sciences, Arts and Sciences, and Business.

Orientation is down a little so far.

Announcements

Kristen Salomonson

- Donna Myers' retirement party is today at 3:00 p.m.
- Questioned the status of the painting for the second floor and lobby as West building was allowed to get outside bids.

Sara Dew

- Friday at 5:30 will be the first drop for continuing students for non-payment.
- Second drop will be January 6.
- SAP form is on the web.

Paul Sullivan

- Finished the student work assessment and patient satisfaction assessment and is working on non-user assessment.
- Reviewing claims and insurance company rejections.
- Transition to Mediat is going well.

- Discussed how Ferris codes their international students so that the Health Center can be consistent with Ferris.
- Dr. Burcham indicated that the Health Center needs someone to be “keeper of the system” and suggested Angela McCane. Paul indicated that he was the only person that could do that. The Medicat system will go live on January 3.
- Searching for a health care provider (physician). Posting closes tomorrow and there are no applicants. Next search will begin after this one closes and an aggressive search will be done. Would like to have someone in place by February 1.

Mark Schuelke

- Next week the phones will be down for work to be done regarding the move of Telecommunications.
- Had fourth water main break in 16 months this week.
- Had a couple of roof leaks yesterday due to the rain.

Alli Witucki

- Will have six Five-Star events next semester.
- Revising the RSO handbook with the assistance of Chris Weber in Risk Management.

Angie Roman

- Have a Student Employee Initiative Advisory Board meeting with about 25 student employees with six being professional trainees. Performance evaluations are being completed on them. Students have indicated that they learned professionalism, stepped outside their comfort zone, and learned time management skills. The challenge is to get the other student employees part of this initiative.
- Met with the other Career Services Directors from the sister institutions
 - Ferris posts all open positions on the Career Services website.
 - Many Career Service offices oversee Student Employment.
 - Discussed the Governor’s dashboard regarding keeping work in Michigan.
 - Only 238 internships were posted in the State of Michigan last month as the State did not use the institutions’ data.
 - Many colleges have a Career Center which is a one-stop Career Development Center where they work with students from start to finish.
 - A few universities do not do the placement survey.
 - The institutions are working on a common placement survey for all institutions in the State.
 - Governor Synder is real interested in bringing international students to the area as he sees Michigan as going global.
 - Ferris State University was applauded by a State representative as “Veteran Friendly.”
 - A veterans’ group was formed from the institutions and are meeting.

- Ferris was mentioned as working with the community colleges in offering bachelor's degrees at the community colleges.

Leroy Wright

- Orientation Leader recruitment is coming up.
- Involved in three search processes.
- Dealing with behavioral concerns in the mental health area, ADA issues, legal issues, and conduct issues.
- Questioned if the Health Center was seeing an increase of medical withdrawals right now. Paul indicated that they do not give medical withdrawals so that students do not have to take exams. They look at whether the students have been seen previously and had experienced problems in the past. This will be discussed at a future meeting.
- Meijers provided funding so that the FYI students could get a coat, etc. Unfortunately, there are a lot of layers involved and it is difficult to use these funds.

Kathy Lake

- Interviews for Troy's positions are being held.
- Two WNF dinners were held; one in Detroit and one in Grand Rapids.
- Done with Dawg Days for the year with the next one being held the first Saturday of January.

Linda Telfer

- Have concluded the interviews for the Director of Student Affairs Budget Management position and the search committee will be meeting with Dr. Burcham on Friday.

Mike Cairns

- Commencement is this Saturday
 - 10:00 a.m. – Arts & Sciences, Education and Human Services, and Engineering Technology
 - 1:30 p.m. – Allied Health Sciences, Business, and CPTS
 - Guests must have tickets this year.

Cindy Horn

- Susan Hastings-Bishop has announced her retirement at the end of May.
- IM schedule is completely full and will be offering three free tournaments.
- Swim lessons are already getting filled up.
- Changed model of hire for students at the Rec Center as there are now 10 subs to cover when other students are unable to work.

S.A. Administrative Council
Page 5
December 15, 2011

Dan Burcham

- The Ferris United Way campaign is at \$63,108.
- Applications and Admits are ahead of last year.

Kristin Norton

- Many UCDs are scheduled.

Respectfully submitted,

Linda Telfer
Executive Secretary to the
Vice President for Student Affairs