

STUDENT AFFAIRS ADMINISTRATIVE COUNCIL

MINUTES

December 16, 2010

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

Absent: Matt Chaney and Kristen Salomonson.

Guests: Amber Balmer, Leah Goode, Fern Labra, Dawn Schavey.

Introduction of New Employees

The following new employees were introduced:

Fern Labro, Coordinator of Intramurals

Leah Goode, Recruiting Officer

Amber Balmer, Recruiting Officer

Off-Campus Student Services

Dawn Schavey, FSU-GR, introduced herself and explained that she is housed in Grand Rapids but works with all off-campus sites. She is not involved with Kendall. Grand Rapids students do use the Kendall bookstore and also get their student IDs there. Dan indicated that Cindy Horn tried to do some things with Kendall when she was in Student Leadership and Activities but they did not come together. Dawn explained that she has worked with various Student Affairs staff on the main campus and would like to continue collaborating with our division. Cindy Horn asked if the off-campus students would be interested in using the rec center on the main campus. Dawn explained that the Grand Rapids students receive a card that allows them to use the GRCC facility. She also explained that they bussed off-campus students to a football game to get them involved with Ferris and will be looking at other opportunities as well.

TIP Letter

Dan Burcham explained that the TIP letters have been sent to all Michigan high schools requesting a list of their TIP students. To date, approximately 75 names have been returned.

Student Employment Workplace Skills

Angie Roman distributed information on a student employment model that she is using entitled, "Career Services Workplace Skills." She also explained that they discuss Career Services, send out special reading materials throughout the semester, and discuss what the students learn. Angie indicated that students tend to under-value their experiences.

General Education Task Force

Dan explained that the task force is struggling with understandable language of what the students need to learn.

Student Complaint Form

Linda reminded everyone that their Student Complaint forms are due. Please send them to her via e-mail.

HLC

Mike Cairns reminded everyone that the HLC team will be here April 18-20, 2011. He indicated that many times they will be looking for policies and procedures that are in place. Every department needs to have their Student Complaint Policy and procedures on their website. The team will probably want to meet with the Dean of Student Life, the Vice President for Student Affairs, the Financial Aid Office, the Director of the Counseling Center, and will also want to talk about diversity and assessment.

SPARC

Dan Burcham explained that he attended a SPARC meeting on Tuesday where a lively discussion was held regarding co-curricular activities.

Dan explained that Academic Affairs have embraced the OrgSync initiative and hopefully this will be all worked together with the Big Event and can be seen as part of the leadership initiative but that we must do it with intentionality. Dan indicated that he has spoke with two deans and eight professors and they are all willing to work with us on this. Amber Balmer suggested that we speak with Texas A&M as they were the ones who started the Big Event with the FISH program. Mike Cairns distributed a flier from the University of Pittsburgh regarding outside the classroom curriculum. It was suggested that when a process is used that it be wrote down and put on the website. This could be a good recruitment tool with two transcripts.

Announcements

Dan noted that he will be involved in a meeting regarding services for administrators. The committee will be refocusing on what they are doing

Mike Cairns:

- Distributed the Student Affairs Diversity Report. Thank you to everyone who contributed.
- Distributed flier on Behavior Review Team. Stressed that this is not an enforcement agency but the team will listen, coordinate, and offer advice. Encouraged staff to report a safety issue directly to Public Safety.
- Commencement is Saturday at 10:00 a.m. and 1:30 p.m.

Fern Labro

- Organizing Intramurals for Spring semester.

Cindy Horn

- Pool will close today, facility open until 5:00 p.m. tomorrow, offices will remain open.

Kathy Lake

- Fall recruiting completed with many high schools visits in and out-of-state.
- Spring recruitment will be to some high schools and out-of-state recruiting will be done.

Amber Balmer

- Hometown Recruiter Program is now year round with 66 students committed and will speak to over 1100 students at 23 high schools
- Calling first year students inquiring how their experience has been and offering services if needed. Over 800 calls were made with 200-300 students contacted.

Sara Dew

- Suggested that John Randle be contacted regarding workplace skills.
- Trying to communicate electronically regarding financial aid guide.
- Explained that FAFSAs need to be filled as soon as possible; first-come, first-serve basis will be used.
- John Randle conducted workshop at Career Center and Financial Aid will be going out to Parent/Teacher Conferences this year.
- Leroy Wright asked for list of resources that students could access.
- Explained the College Goal Sunday on February 13 and indicated that a few sessions will be held in selected areas.

- Indicated new procedures will be used for withdrawals regarding F or WF. The last date of attendance needs to be verified. It was suggested that these new procedures be sent in a university-wide notice so that all faculty know as well. Consortium students will be treated the same way so that Ferris is in compliance with federal regulations.

Alli Witucki

- OrgSync survey was sent with 700 students responding that they would like more information. This will be sent out by the end of the week and will also be presented during orientation and will be available in the office as well.
- Sent survey to RSO presidents asking them what kind of services, training, etc. that they would be interested in (35 responses).
- Will be conducting a student leadership workshop series in February.
- RSO Advisor survey was sent, encouraged advisors to respond.
- Will be host for a TIP training session on January 5.
- EUs first event will be the first week of Spring classes – Plasti Musik

Dawn Schavey

- “THEM” will be coming to Kendall.

Angie Roman

- Starting to plan to next semester, asked for possible dates of conflicts.
- March 24 – Job Fair
- March 29 – Grad Fair

Kristin Norton

- Case load for Fall, 2010 was lower this year but more suspensions and dismissals.
- Faculty, staff and students have indicated an interest in serving on a UCD. Will be offering a mid-year training session this year.

Leroy Wright

- Five hall directors will be leaving this year.
- Looking at an on-line orientation for transfers and summer sessions.
- Recruiting orientation leaders for Summer 2011
- Updating non-traditional/commuter website. Any suggestions or information please send to him.
- Nick Campau is working on January/February newsletter for non-traditional students.

S.A. Administrative Council Minutes

Page 5

December 16, 2010

- Looking for mentors for the FYI initiative. Only commitment to be a mentor is that you will need to make two connections per month. If anyone is interested, go the Diversity and Inclusion website to fill out an application at <http://www.ferris.edu/diversity/fofyi/Mentors-Guidelines.htm>.

Dan Burcham thanked everyone for a “great job.” We have 75% retention rate from Fall to Fall with students who did not have the academic backgrounds that students from other institutions had.

Respectfully submitted,

Linda Telfer
Executive Secretary to the
Vice President for Student Affairs