

STUDENT AFFAIRS ADMINISTRATIVE COUNCIL

MINUTES

February 11, 2010

Present: Dan Burcham, Mike Cairns, Jo Gerst, Cindy Horn, Kristin Norton, Angie Roman, Kristen Salomonson, Mark Schuelke, Paul Sullivan, Linda Telfer, Rob Wirt and Alli Witucki.

Absent: Matt Chaney, Kathy Lake, Troy Tissue, and Leroy Wright.

Guest: Nick Campau.

Strategic Planning

Dan Burcham distributed the Student Affairs Planning document and noted that this would be going to SPARC. Below are the items that will be in collaboration with Academic Affairs and their status:

- Degreeworks – implement
- EMAS – going well
- Simplify communication flow with other campuses – need status
- Enhance First Impressions (with Physical Plant).
- Enhance sense of community for other campuses, i.e., chat room. (Kristen Salomonson to provide update and look at licensing.)
- Review of semester grades and mid-term grades for all students. (Kristen Salomonson to provide information on this.)
- Use Communication Center for calling for early warning and first semester warning.
- Commuter Student Programs (Include Student Government representatives and Rankin Center representative)
- Establish baseline data (Need to track students according to majors).
- Establish early warning as many students do not get mid-term grades.
- Develop a prototype recruiting program with academic departments. (already completed)
- Construct a generic recruiting model. (Kristen Salomonson to review with Troy Tissue.)

Directors were asked to forward any suggestions that they may have about retention to Dr. Burcham.

National Conference on Student Leadership

Mark Schuelke distributed information on an on-line Certified Student Leader course. This course will cover the eight learning modules:

- Managing conflict
- Conducting effective meetings
- Spearheading strategic planning
- Leading with integrity
- Embracing diversity and difference

- Transitioning leadership
- Planning and publicizing events

He indicated that they could certify 26-50 students at a cost of \$3500. Dan Burcham expressed his concern about the lack of goal setting with this program. He expressed his desire to have a professional conference and a meeting will be held with the following individuals: Alli Witucki, Mark Schuelke, Cindy Horn, Angie Roman and Dan Burcham.

Student Complaint Policies and Procedures

Paul Sullivan indicated that he felt that each department needs policies and procedures for student complaints. He developed the Health Center and Counseling Center policies from the Student Affairs document and he has posted this the website and in the offices. Paul indicated that this lets customers know that we do care and are willing to handle complaints.

Mike Cairns reminded the departments to send their complaint log for Fall Semester to Linda Telfer. If you did not have any complaints, please send an e-mail to Linda to let her know.

Higher Learning Commission

Mike Cairns thanked Rob Wirt and Kristen Salomonson for speaking to the HLC team that was on campus to review the Ed.D. Program. Mike provided some insight on what the team asked.

Budget

Dan Burcham announced that he would like to conduct two budget meetings with the Student Affairs division where Sally DePew will speak about the State budget and Dan would explain what needs to be done.

Announcements

Angie Roman

- Distributed posters on Job Fair and Career Services
- Communicated with students from other campuses including CPTS about services.
- Extended Bulldog Career Link.
- Interviewed pharmacy students at Grand Rapids and Kalamazoo locations.
- Scheduled webinar for all students.
- Developing a colloquium with Math and Biology faculty and students concerning trends and career preparation.

Nick Campau

- Orientation Leader recruitment currently occurring.

Kristen Norton

- Co-chairing sexual assault forum.
- Speaking to the Department and Languages and Literature about academic integrity issues.
- Held BRT this week.
- Conducting Workshop on Hazing for IFC on Wednesday.

Cindy Horn

- Challenges with people entering the building and not following the rules.
- Swim Club and swim lessons hit record enrollment.
- Involved with the Vagina Monologues.

Paul Sullivan

- Busy in Counseling Center with incidents originating in the residence halls.
- Has a waiting list.
- Conducting lots of programming.
- Health Center is not quite so busy right now.
- Submitted a student fee increase for the Health Center to assist with the budget.

Mark Schuelke

- Students are upset with coffee shop only open 7:00 a.m. to 11:00 a.m. as well as the shortened hours of Quiznos.
- Sent five students to the ACUI billiards and table tennis tournaments; however, it was cancelled the next day due to the weather.

Alli Witucki

- Last weekend was RSO night at the hockey game with 15 groups attending. Sold homecoming t-shirts for \$1.
- Accepting applications for student employees for Student Leadership & Activities.
- Torchbearer nominations are due next Friday, February 19th.
- Distributed campus calendar and also noted that the Fall 2010 calendar is completed.
- Five-star event tonight, The Food Dude.
- The hypnotist that is coming is not recommended for small children.
- Challenges with homecoming this year as the Holiday Inn is not available. Will eliminate pep games this year. Discussion was held on where to have the dance.

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Kristen Salomonson

- Applications are coming in well with 200 more admits on campus.
- First New Student Reception only had 70 people attending due to weather.
- Second New Student Reception had people who had registered for the first reception attending also.
- Two searches are in the final stages.

Mike Cairns

- Welcome back Angie Roman
- Leroy Wright will be back on February 22.

Jo Gerst

- Cindy Adolf's retirement party was held and she is on her way to Florida.

Rob Wirt

- Governor would like to reinstate the Promise Scholarship.
- Conducting a Financial Aid Webinar.
- Dawn Schavey dealing with other campus students and Sheri Edstrom is reviewing the process for improvements.
- Attended State Financial Aid training last week. If we do not receiving stimulus money, we will be looking at a 15-20% budget cut next year.
- Financial Aid Office is right on target for awarding.
- Conducted a TIP scholars FAFSA workshop.
- Scholarship offerings are up.

Respectfully submitted,

Linda Telfer

Executive Secretary to the

Vice President for Student Affairs