

STUDENT AFFAIRS ADMINISTRATIVE COUNCIL

MINUTES

January 13, 2011

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

Absent: Paul Sullivan

Guests: Dawn Schavey, Tom Liszewski, and the Good Choices Design Team which includes Kourtney Bartz, Larissa Field, Tom Englesman, and Samantha Matthews and two Graphic Arts instructors – William Culpepper and Alison Popp.

Applicant Transcript Review

Due to recent situations in hiring individuals, Dan Burcham indicated that he is requiring all Search Committees to request official transcripts of applicants and that a review of those transcripts be done prior to any offers being made.

Back-Up Staffing

Dan Burcham indicated that we have back-up plans for various things in our division but would like the directors to chronicle their back-up staff as well. For instance, if a particular staff member is gone, who would be their back-up. This will be discussed at the next Administrative Council meeting.

The Traveler

Dan Burcham indicated that The Traveler newsletter for off-campus students has been well received. He questioned if this could be sent to our off-campus sites as well. Discussion followed on sending a postcard or e-mail with the link to the website as the newsletter is also on the website. Leroy suggested a link on the CPTS website as well.

University Center Planning

Mark Schuelke distributed an article from the ACUI publication, The Bulletin. This spoke about programming during the construction of a new University Center. This article covers space, budgeting, marketing and communication, and opportunities. He noted that Alli and himself have been discussing alternate programming space while Rankin is under construction. Mark explained that currently there are about 4000 events with 1700 being faculty events. He also indicated that there will need to be an increase in the labor budget during this time for security reasons. The directors discussed other areas that could be used which included churches and areas schools.

25th Anniversary of Office of Multicultural Student Services

Matt Chaney indicated that there would be a 25th anniversary celebration of OMSS on April 29th at the Holiday Inn. He noted that this would be the pignic weekend and Alpha Phi Alpha's anniversary also. Discussion followed on a reprint of Raymond Gant's book for this event as all proceeds go to scholarships.

HLC

Mike Cairns distributed examples of evidence and asked that the directors review this document for accuracy. Any changes need to be sent back to Mike.

Reminder: The HLC Visit is April 18-20, 2011 and everyone needs to be on-campus and available.

Good Choices Great Future Presentation

Tom Liszewski explained the history of the social norming campaign which is now called Good Choices Great Future. Kourtney Bartz, Larissa Field, Tom Englesman, and Samantha Matthews gave an excellent presentation on this campaign. Mark Schuelke asked that the SafeRide bus be added to their Drunk Dial Card as well. Dan Burcham suggested that this presentation be done for the President's Council also.

Round Table

Mike Cairns

- distributed an article from USA Today on "Youths prefer praise to sex, booze."

Cindy Horn

- Distributed Spring Intramurals 2011 schedule
- Distributed Fitness Program brochure
- Announced MLK basketball tournament on January 16
- Currently reviewing equipment needs and it looks like 30 pieces of equipment will need to be replaced.
- Pool will be closed all summer.
- Mark Schuelke asked if there was a way to standardize the equipment in the Rec Center with that of the Racquet Facility making it easier for members to use.

Kristen Salomonson

- 4th day count will be run later today

Sara Dew

- Financial Aid is busy trying to get money for students.
- Front desk person took another position prior to beginning.
- Jennifer Zajac no longer works in Financial Aid.
- Laurie Kilbourne will be handling the scholarships.

Kathy Lake

- Posting the Financial Aid front desk person next week.
- Admissions Recruiters are busy with Spring College Fairs in the Great Lake states.
- Enrollment for fall looks good.

Troy Tissue

- Dawg Day is this Saturday
- January 29 is a College of Engineering Technology Dawg Day.
- Hometown recruiter article was in The Torch.
- New Student Receptions will be held in February.

Dawn Schavey

- Finishing phase one of on-line orientation.
- “Statewide” website launch is being done instead of “off-campus.”

Alli Witucki

- 480 people attended last night’s “Plastic Musik” event.
- Homecoming applications for student chairs are available on the following link:
<http://www.ferris.edu/htmls/alumni/Homecoming/Application.pdf>
- RSO Presidents’ and Treasurers’ meetings are next Thursday, January 20th.
- Survey was sent to RSO advisors on how SL&A could be of assistance. As a result, a risk management seminar will be held.
- Distributed the EU schedule.
- Have top headliners for Ferris Fest already but cannot release information yet.

Angie Roman

- Career and Leadership Conference will be 9/28. A request for proposals will be sent out.
- Changed the name of the Job Fair to the Career Fair.
- Career Fair is March 24.

Student Affairs Administrative Council
Page 4
January 13, 2011

Matt Chaney

- MLK Freedom March is on Monday, January 17 at 3:00 p.m. beginning in IRC Connector.
- Tunnel of Oppression will be Monday, Tuesday, Wednesday from 10:00 – 2:00 p.m. in RC 125-127.
- MLK keynote speaker will be Dr. Marc Lamont Hill on Tuesday, January 18, from 7:00-9:00 p.m. in the Dome Room.

Kristin Norton

- Things are picking up in Student Conduct.

Leroy Wright

- Orientation Leader recruitment is coming up. Please encourage students to apply.

Dan Burcham

- This semester the visioning for the University Center will begin. All constituencies need to be brought in early.
- Thank you to everyone who worked on recruitment and retention this year.

Respectfully submitted,

Linda Telfer
Executive Secretary to the
Vice President for Student Affairs