

Student Affairs Administrative Council

Meeting Minutes

January 15, 2009

Present: Dana Bissett, Mike Cairns, Matt Chaney, Sara Erb, Jo Gerst, Cindy Horn, Kathy Lake, Kristin Norton, Kristen Salomonson, Mark Schuelke, Paul Sullivan, Troy Tissue, Rob Wirt, Leroy Wright

Emergency Planning Recommendations

Paul Sullivan distributed a document describing what the Counseling Center has done to make faculty, staff and students aware of what to do in the case of an emergency. Mike Cairns, Paul Sullivan, Marty Bledsoe and Ann Marie Gillespie are in the process of putting together the policies and procedures for the BRT (Behavior Review Team) and TAT (Threat Assessment Team) and will be meeting with the teams to discuss the policies and procedures in the near future. Mike thanked everyone who participated in the training for TAT and BRT.

Medical Leave Policy/Medical Withdrawal Policy

Paul Sullivan distributed draft versions of the Medical Leave Policy and Medical Withdrawal Policy. The committee has been working on updating the policies and hopes to have them finalized soon. Paul will bring the explanation that is provided to students when they take a medical withdrawal to the next Administrative Council meeting.

BRT/TAT

Mike Cairns explained what the BRT and TAT committees are. The BRT discusses students who may be a concern to the safety of themselves and others and determines a recommendation for what should be done about their behavior. The TAT is only called if a more serious threat takes place, such as a bomb threat, active shooter on campus or a weather related threat. The policies and procedures for both committees are being worked on and will be available soon.

Assessment – HLC/Requirements

Mike Cairns distributed a Student Affairs Assessment Overview document which explains what needs to be done by each department when assessing their programs. Mike explained that everyone needs to take “ownership” of their departmental assessment processes and be able to show what they did to make improvements based on assessment results.

Mike introduced Dana Bissett, the Student Affairs Assessment Assistant, who will be helping with Assessment and HLC. Dana is working on a newsletter called the FSUSA Today and will be contacting departments for articles and information for the newsletter. Dana, Kristen, Mike and Ted Halm are working on a Student Affairs Assessment web site.

Student Affairs Employee Survey

Kristen Salomonson announced that Institutional Research and Testing will be sending out a Student Affairs student employee survey on Tuesday, January 20. **Please encourage your students to participate in the survey.** The survey will be used to determine what students who work in Student Affairs have learned and what we can do to better prepare them for their career. Kristen will send a copy of the survey to the committee. The survey will be sent out twice, once at the beginning of the semester and again at the end of the semester.

Strategic Alignment Planning and Unit Level Planning

Mike Cairns distributed a copy of the Strategic Alignment Planning and Unit Level Planning documents that will take the place of Unit Action Plans. The documents are due February 1 to Linda Telfer. Mike reminded the group that this is not supposed to be a “wish list” but rather a list of priorities. Everyone needs to focus on what they need, not what they want.

Budget Reductions

Mike Cairns announced that budget reductions are likely in the future. A couple reductions have already taken place in Admissions and Student Leadership and Activities.

Spring Orientation

Leroy thanked Timme staff and others who helped to make Orientation a success. A total of 217 students participated in Spring Orientation. Added resources were available in IRC during Spring Orientation, such as UREC, Athletics, Veterans Services, James L. Lundberg Bookstore, etc., which added to the success of the program.

189	Students attended January 8, 2009
3	Students showed up on January 9, 2009
11	International Students
<u>14</u>	<u>Transfer Students who participated in the online Orientation process</u>
217	Total

Career Services

Leroy Wright said that Career Services and Student Leadership and Activities are looking into ways that they can collaborate to provide students, as early as their freshman year, with information and skills needed to succeed in their job search.

The Spring Job Fair is planned for February 5, from 12:00 p.m.-4:00 p.m., in the Ewigleben Sports Complex. Student volunteers are needed to help with the job fair. Students who are interested in helping with the job fair should contact Career Services at 591-2685 or they may stop by their office located in the Rankin Center, Room 255. Pre Job Fair workshops will be offered starting January 22 to help prepare students for the job fair. The workshops will include resume building, dressing for success tips and hints for success. More information can be found on the Career Services web page <http://www.ferris.edu/careerservices/>.

HLC Visit

Mike Cairns asked that everyone mark **April 18 - 22, 2011** on their calendars for the HLC visit. Mike asked that no vacations be taken during this time and that all directors be on campus and available for questions. The HLC visitors will ask to speak to certain departments and everyone should be prepared and available.

Announcements

Matt Chaney announced that MLK week is January 18-23. Kirk Nugent a keynote speaker will be in the Dome Room on Wednesday, January 21 at 7:00 pm. Matt thanked the MLK committee for all of their hard work in setting up the events.

Cindy Horn announced that on Monday, January 19, at 1:00 pm, a MLK basketball tournament is planned. Sara Erb is on the spring intramural schedule. New intramural games will be added for spring semester and they are planning to host a Cricket tournament. The recreation center has had problems with thefts, due to lockers being left unlocked. DPS is working to try to resolve the issue. Basketball court 3 has water damage, which occurred during holiday break due to a leaky roof.

Troy Tissue said that over 200 perspective students and families are expected to attend Dawg Day on Saturday, January 17. New Student receptions have been scheduled at the Dearborn Inn on February 11, at the Gerald R. Ford Museum on February 18 and at the Granger Center on February 25. The first week in March the Home Town Recruiter Project will take place. The Home Town Recruiter Project is where local students visit the high school they graduated from

to share their experience at Ferris. Faculty members in several colleges will also participate in the project. Megan Grassa will be heading the event.

Paul Sullivan announced that the Health Center gave approximately 100 flu shots for students and 500 for faculty and staff.

Rob Wirt said that it is time to apply for financial aid. An email message will be going out to students reminding them to apply.

Kathy Lake announced that the Financial Aid web site is in the process of being updated and should be available soon. Scholarship offers are down from this time last year, approximately 200 down for the Deans Scholarship and approximately 200 down for the Residential Life Scholarship.

Kristen Salomonson reminded everyone that today is the 4th day count. Applications are down 4.6%. Offers to attend Ferris are up by approximately 200.

Mike Cairns announced that Summer University will be held on June 8, 9 and 10, 2009. Commencement will be held May 8 and 9, 2009. The dates and times that each college will graduate has not been approved yet.

Leroy Wright announced that Student Conduct and the Dean of Student Life offices are working together on a Good Citizen of the month project. The students who win the award will receive a plaque or a certificate. Career Services is updating their web page. The spring 2009 campus and community newsletter is available on the Dean of Student Life page <http://www.ferris.edu/htmls/administration/StudentAffairs/deanofstudents.html>.

Kristin Norton asked that anyone who knows of any students who would be interested in volunteering to participate in UCDs to let her know and she will be happy to forward information to them.

Respectfully submitted by,

Sherry Hayes