

STUDENT AFFAIRS ADMINISTRATIVE COUNCIL

MINUTES

June 26, 2008

Present: Dan Burcham, Mike Cairns, Jo Gerst, Cindy Horn, Kathy Lake, Kristen Salomonson, Mark Schuelke, Paul Sullivan, Troy Tissue, and Rob Wirt.

Assessment

Mike Cairns announced that he and Kristen Salomonson would like to meet with the directors on a one-to-one basis regarding their vision statement, core values, goals and initiatives. We need to make sure that department statements are in sync with the institutional goals and statements. Mike indicated that many people have indicated that our mission statement is very good. Kristen Salomonson indicated that our long mission statement is more of a values statement. The Assessment Committee will put a vision statement together to start with. He asked that the directors start meeting with their staff about their mission and goals.

Mike Cairns asked that the directors starting thinking about learning objectives. We need to ask if the students participated in Student Affairs activities and what they learned as a result of participating. This would include student workers as well.

Cindy Horn indicated that she attended the national assessment conference and shared a couple of books that she purchased. She explained that one institution had a booth set up where students could go and tell a camera what they liked and learned which seemed to work well also. Cindy noted that the presenters also spoke on cross-divisional collaboration.

Emergency Situations Presentation

Paul Sullivan indicated that the Emergency Situations Committee presented at Summer University and will be conducting training for faculty, staff, and students. He explained that we need to create a Threat Management Team which is derived from the Behavior Review Team. Paul will create that team in the near future. Paul explained that 167 programs were presented last year by the Counseling Center with information also being distributed in the form of table tents, messages on the FSU TV station, presentations to departments, and a presentation at the Academic Senate Retreat.

Jo Gerst suggested using Captivate, as Financial Aid does, to explain this. Paul will review this further. Mark Schuelke questioned if this was a part of the new employee orientation. Paul distributed a handout on the different levels of student behaviors. Dan indicated that if he has an avenue to distribute this material if Paul chooses. Dan also asked that Paul chronicle what he is doing as well.

UAP List

Dan Burcham distributed the approved UAP list. If your initiative is not on the list, it was not approved. Dan indicated that \$10,000 will come from Academic Affairs for the Minority Bus Tour and that a committee will be working on that in the near future.

The AED initiative did not get total funding.

Two recruiters for off-campus were approved. These recruiters will be knowledgeable in admissions and financial aid. Paul Sullivan questioned if there was a list of where our recruiters go. This will be discussed more at the retreat.

Budget

Mark Schuelke announced that he was cleaning up FY '08 with Enrollment Services being \$66,000 short in part-time adult. A meeting is being held tomorrow to discuss this.

Mark indicated that the FY '09 budget has been loaded and reminded the directors that S&E has not been increased but prices have increased.

Operational Efficiencies

Dan Burcham distributed the operational efficiencies that were submitted. He reminded the directors that these will be sent to the State as well.

Announcements

Dan Burcham welcomed Rob Wirt, Director of Financial Aid.

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Mike Cairns distributed “Thinking about Learning Objectives” that Leroy Wright prepared and asked the directors to review.

Paul Sullivan indicated that the Parent Orientation is going very well.

Troy Tissue announced that we are approximately 300 new students up in point-in-time from the previous year. Troy also indicated that the mailing for the Advantage Scholarship was mailed to 4,100 students.

Mark Schuelke announced that work will begin the last week of orientation on Starbucks. Dan asked that Mark also let the Downtown Business Association and the City know that the “Make a Wish” bike tour will be in town again on July 25 and 26.

Cindy Horn indicated that they diverted a crisis in the rec center when a patron thought he was having a heart attack after his daughter was injured. Both are doing fine but that they have discovered that the first aid kits need baby aspirin in them according to a nurse at the scene. The rec center also had a fire drill and it took less than two minutes to evacuate the building.

Cindy Horn also announced that she has met with the Racquet Facility and they will be working together on promotional items.

Mark Schuelke indicated that Minor Caps will be forwarded on tomorrow.

Dan Burcham asked that the Kiosks in various locations be replenished along with the purchase of one for the Rankin Center (preferably by the Bookstore).

Dan Burcham also reminded the directors that the names of the camp participants need to be captured for Admissions.

Respectfully submitted,

Linda J. Telfer
Executive Secretary to the
Acting Vice President for Academic Affairs
Vice President for Student Affairs