

STUDENT AFFAIRS ADMINISTRATIVE COUNCIL

MINUTES

October 30, 2008

Present: Dan Burcham, Mike Cairns, Matt Chaney, Jo Gerst, Cindy Horn, Kathy Lake, Kristin Norton, Kristen Salomonson, Mark Schuelke, Paul Sullivan, Linda Telfer, Troy Tissue, and Leroy Wright.

P-CARD

Linda Telfer distributed some information on the different p-cards that are being use. She indicated that the Vice President's Office has received some requests for the travel p-card. Linda asked that the directors review this information for discussion at the next administrative council meeting when a representative from Purchasing will be in attendance.

HLC

The directors continued with their HLC discussion.

The organization promotes a life of learning for its faculty, administration, staff, and students by fostering and supporting inquiry, creativity, practice, and social responsibility in ways consistent with its mission.

4a The organization demonstrates, through the actions of its board, administrators, students, faculty, and staff, that it values a life of learning.

- All Students Affairs departments support professional development through division retreats, department retreats, professional organizations, national, state and local conferences.
- The following promote a life of learning in the Division of Student Affairs:
 - The Finance Division of Student Government supports Registered Student Organizations (RSOs) to travel to conferences and sponsors events.
 - Scholarships provided to Student Government members and the Student Ambassadors.
 - Entertainment Unlimited receives Student Activity Funds to offer various events on campus.
 - The Torchbearers Leadership Awards upholds the mission of the University and a GPA has been added for a requirement.
 - The Ferris State Bus Tour sponsored through the Office of Multicultural Student Services.
 - Threat Assessment Team
 - Faculty Advisor of the Year Award through Student Leadership & Activities promotes a life of learning and social responsibility.
 - The Student Affairs Faculty/Staff Recognition Lunch acknowledges the achievement from other divisions who have supported our efforts.

- The MLK Legacy Award
- Academic classes conduct research for the Division of Student Affairs, i.e. Social Norming.
- Michigan Campus Compact Awards which includes the Humanitarian to Service Award, and Heart and Soul Award.
- Student Leadership and Activities attends the MCC Service Leadership campus where information is shared with other universities.
- WOW (Working on Wellness) Program sponsored by University Recreation and is promoted at the University's Benefits Expo.
- Student employee survey is conducted to see what they are learning by working in our areas.

4b The organization demonstrates that acquisition of a breadth of knowledge and skills and the exercise of intellectual inquiry are integral to its educational programs.

- Learning outcomes are introduced in Student Leadership and Activities and University Recreation such as communication, leadership, problem solving. This is connected with the core values of the institution and diversity.
- Student Development Record through the Volunteer Center.
- Partnership with Career Services and the different colleges as well as connecting with employers, networking, and internships.
- Various Student Affairs departments intentionally speak to FSUS classes and RSOs.
- Tunnel of Oppression
- Monthly celebrations such as Black History, Native American, and Hispanic.
- Office of Student Conduct and the Dean of Student Life handle academic dishonesty cases.
- Student Development transcript (e-portfolio)

4c The organization assesses the usefulness of its curricula to students who will live and work in a global, diverse, and technological society.

- Social responsibility is stressed in:
 - The Office of Student Conduct, through Harm Reduction and the Drug Education series.
 - TIPS training
 - Interfraternity Council (IFC) conducts anti-hazing seminars
 - IFC self governs and handles their own judicial process.
 - Student Affairs staff are advisors to IFC, BGC (Black Greek Council), Panhel (Panhellenic), and Student Government.
 - Ferris State is the only public institution in the State that has the co-curricular transcript.
 - Hometown recruiters are used.

4d The organization provides support to ensure that faculty, students, and staff acquire, discover, and apply knowledge responsibly.

- Bulldog Values Days
- Student Community Standards
- Harm Reduction Program
- Social Norming Campaign
- Hot Topic Discussions
- Civility Presentations
- Diversity Presentations
- Honor Codes where students are taking ownership for their own work and not plagiarizing.
- Student Conduct addresses academic dishonesty cases.
- Dean of Student Life Newsletter
- Confidentiality letter signed by student workers.
- Code of Conduct for Student Ambassadors
- Orientation code of Ethics
- TV show where the Dean of Student Life, the Birkam Health and Counseling Centers, Job Search
- Maximize your Job Search
- Wellness Program
- Admissions process asks for information on ethical conduct.

Announcements

Cindy Horn announced that a Flag Football Intramural Team would be going to regional competition at CMU.

Kristen Salomonson announced:

- She just attended an assessment conference in Indianapolis.
- Student Affairs Retreat is Wednesday with morning and afternoon sessions being offered. Please let Linda Tingley know before tomorrow afternoon who will be attending.

Mark Schuelke announced that:

- EU is sponsoring a Halloween Bingo tonight
- November 5 – Tom DeLuca
- November 18 – Ghost Hunters
- December 15 is the President's Pancake Break
- The First Lady's Attic is progressing slowly
- Tony Kettel's retirement party was yesterday and his last day is tomorrow.

- Four students and two staff members attended a regional conference

Kathy Lake indicated that:

- Enrollment Services had eight positions open and four have now been filled. Two new recruiters will begin on November 10, Paul Langdon received the Veterans position, and Laurie Kilbourne received the position in Financial Aid.

Cindy Horn noted that:

- The Director of Student Leadership & Activities position currently has 21 candidates.
- The Assistant Director of Student Leadership & Activities position has approximately 50 candidates.

Jo Gerst indicated that they are gearing up for registration which starts on Monday, November 3, at 6:00 a.m.

Paul Sullivan reported that:

- Both centers are seeing a record number of students and they have been conducting a record number of educational programs.
- The client load during the day is heavy but there is not much at night.
- His staff had to decline doing some residence hall programs this semester.
- The Sexual Assault and Violence Committee meets on Monday and he would like a couple of Student Affairs people to sit on that committee.
- There is still no vaccine for the Pandemic Flu.
- Renee Douglas is organizing a meeting with the local clergy as Ferris is interested in offering a spiritual component to Ferris' Emergency Preparedness Plan.
- The Birkam Health Center still has flu vaccines.

Matt Chaney noted that:

- Last evening the GLBT had their first program which was well attended with approximately 55 students, faculty and staff. Since October is GLBT history month, more events will be planned next year.
- Amber Balmer was hired as a new student worker.
- Matt was asked the status of his move. He indicated that he would defer that to Dr. Burcham. Dr. Burcham indicated that a decision would be forthcoming.

Troy Tissue distributed the DASUM numbers for the state universities. He indicated that the universities with the most growth have new residence halls. He also indicated that:

- The new recruiters will begin on November 10

- Veterans' Breakfast will be November 11 with Colonel Harris as the guest speaker.
- November 1 is a General Dawg Day
- The Wheeler Pavilion message sign is up and running.

Kristen Norton just returned from an assessment conference and also indicated that the Hall Directors are continuing to do a good job with conduct cases.

Leroy Wright reported that:

- Orientation for Spring is in progress
- The Orientation Resource Fair will be held in IRC Spring semester to enable students to get connected.
- Career Services is in full swing and Angie Roman is looking for ways to connect with the colleges. She had connected with Good Year and they will be visiting campus.
- The Hall Directors indicated that the students are feeling overwhelmed with mid-terms. They are making connections with the students that received F, D, or C grades.
- He had his first experience with the "Project Request Form."
- The Dean of Student Life has a new website.

Dan Burcham questioned if there were recruiting materials for the Hometown Recruiters. Troy indicated that they did have materials but they were looking at February for this initiative.

Dan Burcham indicated that he would mention the co-curricular transcript opportunity to Student Government.

Mike Cairns indicated that:

- He received a note from former employee Dean Brennan indicating that he was creating videos for Texas State University's Marketing Department. He also gave some ideas regarding other marketing ideas.
- Threat Assessment Committee will meet with the consultant next week, November 3 & 4.

Respectfully submitted,

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