

STUDENT AFFAIRS ADMINISTRATIVE COUNCIL

MINUTES

November 13, 2008

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

Guests: Carrie Adams, Teresa Fogel, Jane Hardybala, Pam Hughes, Sharon Metcalf, Angie Roman, Nancy Sage, Deb Sweet, and Linda Tingley.

P-Card

Pam Hughes indicated that the travel card will replace the Fifth Third card which previously went through the Investment Office. Individuals will need to apply for the new travel card and they will be responsible for payments but that Ferris will have more controls on the card as a University. This card will have more restrictions than the 5/3 card and is only for business related travel. The new card is not issued on the basis of credit ratings; however, an individual's credit rating may improve if payments are made on time.

Pam explained that each card will need to be set up with limits, and the area may determine those limits. She noted that this is a university backed card and that tracking on-line can be done by the employee and the department. Pam stressed the fact that no sharing of the card for any reason can occur. If an individual does not make payment after 120 days, the department will cover those expenses but the department can request that payroll deduction occur from the individual to repay those expenses. Pam also indicated that there is a 200% over limit rule so that a traveler is never strained; however, there are fees attached to this and that the University will not pay for those fees or any delinquent fees. The employee will still need to submit a travel voucher to be reimbursed.

Appointments will be made with each area to set the cards up. Pam will check to see if registration fees can be made on these cards and if there is traveler's insurance also.

Discussion followed on what to do for student travel. Pam indicated that there is a commercial declining balance card that could be used for students.

Planning Documents

Dan Burcham distributed the instructions and guidelines for Strategic Alignment Planning and Unit Level Planning. This will replace the previous UAP process. He asked that the directors share these materials with all members of their staff so that they become actively involved in the process. He indicated that the Strategic Plan will be tied to the budget planning. He also noted that sometimes major initiatives do not need funding such as moving people around for budget reasons. The template was attached to the distributed document and can also be obtained on the website at <http://www.ferris.edu/htmls/administration/president/unit-planning/Template2008.pdf>. All plans will need to be to the Vice President by March 1 with the President receiving it by March 15. The President's Council will then review divisional plans with decisions made by April 1. Dan

S.A. Administrative Council

Page 2

November 13, 2008

indicated that when money is allocated this year, we need to track where the money came from and what it was used for.

For Strategic Alignment Planning, all divisions and colleges should complete a review of their Mission Statement or Statement of Purpose, values, and vision statements in response to the University Strategic Plan. Long term goals should be developed, identified and approved by September 2009. During the 2009-2010 academic year departments and units will be expected to develop their goals building upon College and University goals. This will be discussed further at the next Administrative Council meeting.

Dan asked the directors when going through this process to please note if something needs to change for next year.

Good News

Dan Burcham indicated that he is asked repeatedly for good news. He shares the “good news” items with the President’s Council and the President uses the “Good News” reports that go to the Board and faculty.

Eagle Village hosted their Family Fun Day this past weekend at the Rec Center with 300-400 people in attendance. Approximately 10 connections were made with families interested in joining the foster parent program which is considerably more than previous years.

Kathy Lake reported that she is involved in interviewing candidates for the Vice President for Administration and Finance position and that they are looking at on-campus interviews during the first two weeks in December.

Paul Sullivan reported that they are seeing a maximum number of students at the Health Center and many of those students have complex problems. The Counseling Center is receiving calls from the off-campus sites for assistance. To date, the students have visited the Big Rapids campus for assistance but that Grand Rapids has indicated a desire to have a counselor there for a half day a week.

Paul also indicated that the Emergency Response Efforts Report will be submitted the first of December. A group needs to be convened regarding the victim’s family advocate services. There will also be a lunch held with the community ministry to develop a relationship with them in case of an emergency the faith-based needs of our students will be met.

Angie Roman reported that United Solar out of Greenville toured the College of Technology for four hours.

Mark Schuelke reported that the Set-Up Coordinator position has been filled with Larrey Eberts and Tony Kettel has volunteered to assist him for a few days.

The First Lady's Attic is awaiting clothing racks to be built as many people have donated items. The computers were moved to the Student Lounge due to the location of the First Lady's Closet and they are getting much more use.

Teresa Fogel reported that a group of students just returned from a programming conference where various venues were in attendance.

Linda Tingley announced that two recruiters have started and that two other searches are going through phone interviews. The Hispanic Recruiter will be reposted.

Matt Chaney reported that the Multicultural Student Services Office is conducting many diversity presentations and that the Hot Topic regarding voter reaction was well attended.

Dan Burcham reported that he has accepted the recommendation of the OMSS Office Relocation Committee to move OMSS into FLITE.

Leroy Wright indicated that the recruiting season for orientation has begun with applications available on his website.

A note of appreciation was distributed from Ken Plas who received a Student Affairs Faculty/Staff Appreciation Award.

Mike Cairns indicated that progress is being made on developing the policies and procedures for the Threat Assessment Team.

EMU Creed

Dan Burcham distributed a copy of the EMU Creed for review and suggested that we revisit our Bulldog Values.

HLC

The directors went through the last criterion and Mike Cairns indicated that Dana Bissett would be collecting the data that we have discussed. The directors were instructed that everything needs to be documented in writing.

Criterion Five: Engagement and Service – As called for by its mission, the organization identifies its constituencies and serves them in ways both value.

5a. The organization learns from the constituencies it serves and analyzes its capacity to serve their needs and expectations.

Volunteer Center
Campus Community Task Force
Students Affairs Outreach Programs
Faith-Based Community

TIPS Training
Generation articles are distributed
Dean of Student Life Off-Campus Newsletter
Big Rapids Neighborhood Association
Diversity is discussed at staff meetings
Assessment material was developed and used for various events. This material was analyzed for improvement.

5b. The organization has the capacity and the commitment to engage with its identified constituencies and communities.

Mecosta County Human Services Collaborative Board (Mark Schuelke will capture what their activities are and how we relate to them.)

Volunteer Center
United Way
Chamber of Commerce and Visitors Bureau participate in orientation
Student Employment – community
Student Government Big Event
Sexual Assault Committee
Pandemic Flu Plan
Financial Aid nights at the high schools
Student Leadership & Activities assisting with Fall Festival downtown
Homecoming
Student Conduct works with Big Rapids Police Department and Mecosta County Sheriff
Diversity Sessions held at Yoplait
Co-Curricular Transcript
Philanthropy Activities (in five-star binders)
 Zeta Phi Beta Coat Drive
 Phi Sigma Sigma – Breast Cancer Awareness
 WILL Conference
 Walk for Warmth
 Relay for Life in the Spring
 Colleges against Cancer
 Student Government Gift Boxes
 YBBW Annual Leadership Conference
Homecoming 5K Run
Swim Lessons including Adult Swim
Salvation Army Angel Tree
EU Conference for Programming
OMSS Picnic

5c. The organization demonstrates its responsiveness to those constituencies that depend on it for service.

Gear Up
Summer Camps
Student organizations volunteering in the K-6 schools
MLK College Day Visits
Big Event
Campus Community Task Force
Gear Up + Scott Herron initiative
Students assisting with Gear Up
Discounted rates at Rec Center for community events
Overnight events for local schools
Churches using facilities
Make a Wish – Wish a Mile Bikeathon
Safe Ride
City of Big Rapids utilizes the pool for water aerobics
Non-traditional Orientation as part of the resource fair.
Memorial services
Midnight Madness
United Way – brochure features many students
Parent evaluations in orientation
Job Fair evaluations
TIPS
Threat Assessment Team
Pool used for deep water rescue and CPR by local agencies
Counselors attend conferences for CEUs
CPR and first aid classes are offered
Wellness initiative offered
First Responders work with Red Cross
Career Services has close relationship with Workforce Development
Business leaders are donating business clothes to the First Lady's Attic

Respectfully submitted,

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