

# STUDENT AFFAIRS ADMINISTRATIVE COUNCIL

## MINUTES

May 7, 2009

**Present:** Dan Burcham, Matt Chaney, Jo Gerst, Cindy Horn, Kathy Lake, Kristin Norton, Angie Roman Kristen Salomonson, Mark Schuelke, Paul Sullivan, Troy Tissue, Rob Wirt and Leroy Wright.

### Approved Planning Initiatives

Dan Burcham distributed the approved planning initiatives for both Student Affairs and Academic Affairs. He suggested using any rolled money from this year to fund the initiatives that were not funded. Dan also explained that the Great Lakes Scholarship and Need-Based Scholarships will be dealt with differently and is being expanded. Funding was received for the geographical and Hispanic recruiters which will be retained for another year. We also received considerable funding for prospect mailing. He noted that quite a bit of money was rolled from last year and suggested that the directors review their budgets for year end.

### Staff Evaluations

Dan Burcham distributed a copy of the evaluation form and explained that he only uses part of the form and indicated that next year there would be a part of diversity inclusion for goals and outcomes. He noted that during this process assessment is used as performance also. Please note that the form distributed is for administrative employees and that there is a separate form for CT employees. The directors were asked to start this process as they are due to the VP office by June 1.

### Announcements

#### **Cindy Horn**

- there is a drain issue with the hot tub as it does not meet the new codes. Since this is a new code, many people have to order different drains and those drains are on back order.
- Member of the Alliance of Ferris Employees, new group at Ferris.
- Distributed summer hours for the Rec Center.
- If you have a locker in the Rec Center and have not rented it for the summer, please remove your items or they will be donated to Goodwill.

#### **Mark Schuelke**

- Rankin Center has been open 24 hours from April 27 – May 6, Monday – Friday with extended hours on Saturday. The IRC Connector was open until 2:00 a.m..
- The Torchbearer Ceremony was held last week with Kia Hunter as the keynote speaker. This year the Greek Awards were combined with the Torchbearers.
- Ali Witucki, a recent graduate, will be Acting Assistant Director of Student Leadership & Activities.
-

- Planning is underway for Welcome Week in the Fall with a schedule of events being distributed at the next Administrative Council meeting. The theme this year is, "Living the Dream." Plans are being made for faculty and staff to volunteer 125 hours of community service.

### **Kristen Salomonson**

- Race and ethnicity survey has been distributed encouraging staff to update. Another survey will be sent in the Fall for students.
- Rewriting reports for Banner
- Assessment information is due on May 15.
- Student Affairs Assessment Website is up and running
- Mike Cairns has been talking to Ric Underhile regarding the retreat in July.

### **Rob Wirt**

- The Michigan Promise Grant is not going to be cut as much as it sounds as they are basing their projections on the year.
- 31 awards have been granted for Ferris Cares.
- Sent 2000 WNF certificates to the high schools.
- Financial Aid for orientation is being streamlined. Will identify who is attending and pull their files. Will also be scheduling webex.
- As of last week, FASFAs are up 12%.
- Students will see an increase in dining costs which will be going to the Board this week.

### **Paul Sullivan**

- Counseling Center is slowing down this week.
- Health Center still seeing patients with flu symptoms and students getting contraceptives before leaving campus.
- CDC has now developed the protocol for schools and hospitals.

### **Matt Chaney**

- Pig-nic hosted between 700-800 people.
- Annual bus tour will be May 11-14.

### **Troy Tissue**

- Academic Affairs and Student Affairs collaborating to bring the SERV program to Ferris which is a transition program for military in their first year.
- Send messages for Financial Aid on the Ferris Cares program.
- EMAS is new vendor for CRM.

S.A. Administrative Council

Page 3

May 7, 200

- Training for the Orientation Leaders has begun with Student Ambassador also involved this year.
- Orientation numbers are a little behind but slowly increasing.
- Deposits are up

**Kristin Norton**

- Student Conduct is not slowing down with many cases of plagiarism.

**Angie Roman**

- Will be purchasing a new recruiting system that is web-based.

**Leroy Wright**

- Distributed an orientation training schedule.
- Will be supporting the Summer Work Program through Michigan works
- Thanks to Nick Campau, Mark Schuelke, and Student Government 10,000 free notebooks will be given away to students this Fall.

Sincerely,

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