

## STUDENT AFFAIRS ADMINISTRATIVE COUNCIL MEETING

### MINUTES

May 6, 2010

**Present:** Dan Burcham, Mike Cairns, Matt Chaney, Kathy Lake, Kristin Norton, Angie Roman, Kristen Salomonson, Mark Schuelke, Linda Telfer, Troy Tissue, Cindi VanderSloot (for Cindy Horn), Rob Wirt, Alli Witucki, and Leroy Wright.

**Guests:** Chris Weber, Joe Riddering, and Mike Pethick.

#### **Contracts and Vendors**

Mike Pethick provided us with an overview of the process used for the purchase of products and services. He also explained the process of purchasing from new vendor/independent contractors and the insurance requirements. Mark Schuelke questioned why he would have signature authority if his contacts need to go to three offices before he can sign them. Mike explained that Mark has to sign off on purchases from his budget; therefore, the need to sign the contract.

#### **Ferris Orphan/Foster Youth Initiative**

Dan Burcham explained that the public relations piece for the Ferris Orphan/Foster Youth Initiative will be handled by David Pilgrim. He will work with Financial aid in securing money for these students. There will be a mentor piece to this initiative in which Leroy Wright will work on. Discussion followed on the conferences being held concerning this, and it was noted that Western Michigan University has the best program in the state.

#### **360 Evaluation**

Dan Burcham thanked everyone who participated in his 360 evaluation and noted that he would be meeting with the President in the near future to discuss this.

#### **TIP Letter**

Rob Wirt indicated that a letter would be going to all TIP students indicating that their TIP awards would be reinstated and if the State decided to not honor their commitment, they would have to repackage.

#### **HLC Update**

Mike Cairns asked that the directors be thinking about 2-3 items that they would like someone to know about their area. There is no specific due date, but by the time HLC draft is done, the items should be secured.

Mike Cairns asked how we should let our staff know about HLC so that they are not clueless when HLC arrives on campus.

The division also needs to be thinking 2-3 of our strengths and challenges.

### **Commuter Student Survey**

The Commuter Student Survey deadline is Friday. The results of the survey will be reviewed and services will be improved for our commuter students according to what their suggestions are. To date there is a 26% response rate.

### **Connect the Dots Training**

Anne Marie Gillespie is developing a Connect the Dots Training so that all faculty and staff have a knowledge of what the Behavior Review Team and the Threat Assessment Team procedures are.

### **Student Complaint Policies**

All directors were instructed to make sure that their Student Complaint Policy is on their website and easily accessible.

### **Round Table**

#### **Cindi VanderSloot**

- The rec center is slow this week and will be closed next week.
- A meeting was held regarding the pool.

#### **Mark Schuelke**

- Ferris Fest started out wet this year but ended with better weather. The vulgar language was heard all over town.
- The Torchbearers Awards ceremony was well attended.

#### **Rob Wirt**

- Governor has proposed to greatly reduce the TIP funds. A letter was previously sent to all TIP students indicating this reduction as he felt it was better to add to the awards instead of take away. A second letter will be going out indicating that the funding will be restored as it looks like this will not happen.

#### **Matt Chaney**

- The Pig-nic was held last week and well attended.
- Gearing up for the annual bus tour with 26 students traveling and videotaping will be done for future use.
- Received \$10,000 for a scholarship at the Black Greek Council Step Show.

**Angie Roman**

- Career Services is wrapping up last minute interview for employers
- Received a donation of \$1500 from Auto Owners.
- Job Fair dates for the next academic year are October 28 and March 24.

**Leroy Wright**

- Conducted Orientation Team Leader training for summer orientation. May 17<sup>th</sup> will be the practice run.
- Will be reviewing the commuter student needs as a result of the survey conducted.

**Mike Cairns**

- Fred Heck indicated that the Academic Affairs division is interested in e-portfolio tool to document academic goals for students.
- Thanked everyone who will be assisting with Commencement. Mike noted that more off-campus students are interested in participating.

**Kristin Norton**

- Student Conduct has been crazy this week.

**Kristen Salomonson**

- Kristen and Kathy Lake will be doing end of term processing for the first time since Jo's departure.

**Kathy Lake**

- Summer University will be held June 8 and 9. If anyone has examples of great customer service, please send to Kathy Lake tomorrow by 5:00 p.m.

**Alli Witucki**

EU held one last event this week.

**Troy Tissue**

- The recruiting cycle is coming to an end with admits being up and orientation sign-up looking good.
- Dispatching recruiters to San Diego to attend a military veterans recruitment program. General Lehnert has put together a program for all 15 universities.

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- Currently meeting with colleges (College of Business and College of Engineering Technology) to discuss their recruitment schemes and timelines.

Respectfully submitted,

Linda Telfer  
Executive Secretary to the  
Vice President for Student Affairs