

## **STUDENT AFFAIRS ADMINISTRATIVE COUNCIL MEETING**

### **Minutes**

**Revised -- September 9, 2010**

**Present:** Dan Burcham, Mike Cairns, Cindy Horn, Kathy Lake, Kristin Norton, Kristen Salomonson, Mark Schuelke, Paul Sullivan, Linda Telfer, Troy Tissue, Rob Wirt, Alli Witucki and Leroy Wright.

**Absent:** Matt Chaney and Angie Roman.

#### **Retention Efforts/Collaboration in Housing**

Jon Shaffer, Director of Housing & Residence Life, explained the role of residence hall staff in offering early warning mid-term academic intervention. Jon noted that hall staff meet one-on-one with those students receiving a mid-term warning. He went on to explain his dissertation findings concerning this. Dan Burcham noted that the Communication Center would be doing calling to all new students with a list of services available for those needing any kind of assistance.

#### **Student Affairs Faculty/Staff Appreciation Event**

Mike Cairns indicated that October 21<sup>st</sup> is the date for the faculty/staff appreciation event. A list of past honorees was distributed and the directors are to submit this year's names to Linda by September 17. Linda will review the list for duplicates and will send a confirmed list to all participating.

#### **211 Advisory Committee**

Dan Burcham explained that he has received a letter from the Mason County United Way Executive Director asking for a representative from Ferris to serve on the 211 Advisory Committee. Mark Schuelke will serve on this committee since the Volunteer Center is involved with the next meeting being November 2, at 3:00 p.m..

#### **Assessment Highlights**

Dan Burcham thanked everyone who had participated in the Assessment Highlights sessions and encouraged the departments to collaborate with other areas.

### **Academic Senate Committees**

Dan Burcham explained that he needs a representative to serve on the Athletic Advisory Committee and the Student Life Committee for the Academic Senate. Kathy Lake will serve on the Athletic Advisory Committee and Leroy Wright will serve on the Student Life Committee.

### **Budget**

Dan Burcham asked that the directors review their budget and noted that each department needs to stay within their budget as the Vice President's Office will not be able to cover departments at the end of the year. He encouraged the directors to cut back on some of their expenditures now and not wait until the end of the year. If any department has expenditures that they cannot cover, they will to be discussed in Administrative Council.

### **Assessment Highlights**

Cindy Horn explained the "passport" that U-rec used for training and the required lists of things that the students learned from this activity.

### **Round Table**

Mike Cairns

- Please send to Linda electronically a list of things that we are doing well and the opportunities we have for improvement.
- OMSS Get Acquainted event is tonight.
- Distributed HLC video competition material.

Kristen Salomonson

- Record enrollment at 14,381 - more students on the Big Rapids campus and new business up significantly.
- Preliminary meetings on replacing Lotus Notes.
- Attended a meeting to unveil the new ad campaign for the University.

Kathy Lake

- Hired the following people:
  - Admissions Recruiters
    - Leah Goode – will be in the College of Education and Human Services
    - Amber Balmer (Temporary) – will work with student success and retention
  - Veterans Program Specialist
    - Adam Forges
  - Coordinator of Recruitment (additional duties)
    - Angela Garrey
  - Financial Aid Specialist
    - Jennifer Zajac (to begin 9/13/10)
- Enrollment Submit will kick-off in early October and presentations will be given on what Enrollment Services does.
- A dinner for WNF scholarship recipients (for next Fall) is planned in Novi and Grand Rapids.

Alli Witucki

- Distributed flier on upcoming EU events.
- Bulldog Bonzana September 15
- OrgSync has 1500 users
- Presenting on OrgSync and co-curricular transcripts. (OrgSync bags were distributed)

Mark Schuelke

- OrgSync people attended training session last week and commented on how impressed they were with Ferris' OrgSync initiative and what we have done compared to the other 150 schools. Other schools would like to use our campaign and we have agreed to let them do so after our campaign has been kicked-off officially.
- Football game this Saturday to include Red, White and Blues concert.
- Rush is currently being conducted for fraternities and sororities.
- Bulldog Beginnings and Rock'in in the Rec went very well with many athletes turning out.
- Meijer Madness went well even with changing the day.
- Founders' Day went well even with the rain.

Troy Tissue

- September 18 – Dawg Day

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Rob Wirt

- Verified 209 financial aid files between August 21-27.
- Received 184 phone calls the first day of classes.
- \$2 million more awarded in financial aid this year.
- Did analysis on Great Lakes Scholarship students and it was determined that they are less needy than Michigan students.

Linda Telfer

- Will check on availability of athletic passes this year.

Cindy Horn

- Conducting different tracking on building usage this semester.

Kristin Norton

- Presenting to Panhellenic
- The painters have painted the black marker line on the wall.
- Promoting "Know the Code."
- Thanked Nancy Mettlach for spearheading the upgrade of the software program.
- If anyone is interested in UCD training, please let Kristin know.

Leroy Wright

- Asked that the directors encourage the off-campus commuter students to look at the quick links to view information on study lounges available, parking, etc.
- Meeting with Ken Plaz, Mike Cairns, Jon Shaffer, and Nick Campau every Monday to talk about weekend activities on and off campus.
- Developing a Foster Youth Initiative that will include mentoring and connecting participants to faculty/staff members.

Dan Burcham

- FFA negotiations are continuing.

Respectfully submitted,

Linda Telfer

Executive Secretary to the

Vice President for Student Affairs