

## STUDENT AFFAIRS ADMINISTRATIVE COUNCIL

### MINUTES

November 18, 2010

**Present:** Dan Burcham, Mike Cairns, Matt Chaney, Sara Dew, Cindy Horn, Kathy Lake, Kristin Norton, Angie Roman, Kristen Salomonson, Paul Sullivan, Linda Telfer, Troy Tissue, and Leroy Wright.

**Absent:** Mark Schuelke and Alli Witucki.

#### **Leadership/Co-Curricular Transcript Initiative**

Dr. Burcham explained that has spoken to individuals and instructors concerning the leadership/co-curricular transcript initiative. They understand Academic Affairs and Student Affairs will need to bring confluence to tie in-class and out-of-class learning outcomes for the next HLC accreditation visit. A draft flow chart was distributed and all directors were asked to review to see if everything was captured. Various suggestions were made including adding:

- The Big Event
- Orientation
- Intramurals (or artistic events/applied activities)
- A box at the end for assessment as well as in the middle
- Conducting a summit to discuss this with the campus.

Angie Roman volunteered to work on the flow chart.

#### **Death of a Student**

Dr. Burcham indicated that a meeting had been held to discuss a death of a student and/or serious student injury protocol. Linda explained what happens once she is notified. Dan asked what are we responsible for and what should we be doing, i.e., should Ferris send someone to the funeral? It was determined that other universities do have a checklist and that an Emergency Operations Plan is being developed concerning this; however, a checklist needs to accompany it. The death of a student letter will be discussed at the next council meeting.

#### **Victim Assistance and Family Reunification Center**

Mike Cairns distributed a draft copy of the Emergency Operations Plan and explained that Student Affairs plays a major role in the emergency support function. He asked that the directors review this and send any suggestions of what other things could be done to him.

### **Announcements**

Kristin Norton announced that their office is extremely busy with suspensions and dismissals.

Kristen Salomonson indicated that

- Enrollment currently looks good.
- The Registrar's Office is extremely short staffed as two positions were combined into one (Gerst and Adolf), Betty Nelson retired and Elise Gramza is on maternity leave.
- Registration for summer begins January 24 and Fall begins on March 21.

Cindy Horn announced that:

- A Coordinator of Intramurals will begin on December 6 – Fernando Labra.
- Flag football is now completed with over 800 participants.
- Three-on-three basketball has three more weeks.

Kathy Lake reported that:

- Kristen and herself are assisting in the Registrar's office.
- She had attended a Strategic Enrollment Management conference and that a debriefing was being held to try to implement some of the ideas that were presented.

Paul Sullivan indicated that:

- The Birkam Health and Counseling Center is busy and noted that we are lucky that we are not seeing more deaths.
- Discussion followed on providing more programming.
- Paul agreed to compile some information for review.

Matt Chaney reported that the speaker on fraternities and sororities was wonderful with good attendance.

Sara Dew explained that:

- The Business Office has turned on tables for Spring.
- Financial Aid would be attending the area's parent/teacher conferences to offer workshops on filling out the FAFSA form.
- An consortium agreement with Montcalm Community College is being worked on.

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- Her student workers are fantastic in covering the front desk.
- Students are being encouraged to get their FAFSAs in as soon as possible after January 1 as it is on a first-come, first serve basis.

Angie Roman will be conducting three resume workshops for the GEAR UP seniors for Kia Hunter.

Leroy Wright indicated that he is:

- Dealing with a lot of mental health cases.
- Planning for Spring orientation
- Preparing for selection process for orientation team leaders.
- Jason Daday and Nick Campau attended the national orientation conference.
- Kristi Williams from Financial Aid is assisting with the Ferris Youth Initiative.
- Sylvia Moore is spearheading a video to send to Michelle Obama's office to try to get her to campus.

Respectfully submitted,

Linda Telfer  
Executive Secretary to the  
Vice President for Student Affairs