

## STUDENT AFFAIRS ADMINISTRATIVE COUNCIL

### MINUTES

June 2, 2011

**Present:** Dan Burcham, Mike Cairns, Sara Dew, Renee Douglas, Kathy Lake, Kristin Norton, Angie Roman, Kristen Salomonson, Dawn Schavey, Mark Schuelke, Paul Sullivan, Linda Telfer, Troy Tissue, Cindi VanderSloot (for Cindy Horn), and Leroy Wright.

**Absent:** Matt Chaney and Cindy Horn

#### Strategic Plan

Dan Burcham distributed a Progress Report on the Strategic Plan (7/12/10). Dan pointed out each goal that Student Affairs had a part of.

Goal 1, Initiative 3 – Should have had something in this initiative about OrgSync.

Goal 1, Initiative 6 – Registrar's Office had a part of this.

Goal 1, Initiative 7 – Now have one application.

Goal 2, Initiative 2 – Distribution of single applications

Goal 2, Initiative 4 – Students do have places to study.

Goal 2, Initiative 5 – Commuter student work (Leroy Wright)

Goal 2, Initiative 7 – Discussed need-based grants and funding.

Goal 4, Initiative 2 – We have started working on the University Center. Have an RFP to do visioning and should start very quickly.

Goal 4, Initiative 7 – Cindy Horn and Cindi VanderSloot are working on Wellness Plan in collaboration with outside group.

Goal 5, Initiative 3 – Our students put in 40,000+ hours of volunteer work.

Goal 5, Initiative 4 – Held collaborative events.

Goal 5, Initiative 5 – Held Financial Aid workshops.

Goal 6, Initiative 4 – Enhanced evaluation processes.

Dan indicated that he hopes that the departments do the same types of things but to be more aggressive especially in the Great Lakes Scholarship states.

The division's goals were distributed as well as the "Moving Forward" document dated January, 2011, for the division. He stressed that Ferris has one of the most engaged student populations in the State as the new student body President also ran The Big Event this year. Dan also noted that our division has never been so focused. Also distributed was the "Moving Forward" outline dated May 17, 2011. **He asked that the directors forward their updates to him by June 15, 2011.** If an assessment was done and can be reported on, please include that as well.

### **Student Affairs Retreat**

Dan Burcham indicated that he would like to discuss the following at the Student Affairs Retreat:

1. Strategic Plan
2. Discuss new goals
  - a. Recruitment/Retention
  - b. Student Worker Initiative
  - c. Social Media for Student Affairs

The directors were asked who else should be included in the Retreat. The suggestion was made to have secretaries involved for two hours which includes lunch where social media could be discussed. **Linda will send the list from last year and directors are to let her know who should be invited this year.**

### **Leadership/Student Worker Initiative**

Dan Burcham reminded the directors that the Student Worker Initiative evolved from the Administrative Employee Task Force. We need to enhance the student worker at the institution and develop them. Mike Cairns has been asked to Chair this initiative. Dan also noted that student employees are needed to back up staff which will enable them to have excellent work experiences and to articulate what they have learned. He also indicated that we need to also enhance the assessment and the use of assessment data.

### **Operational Efficiencies**

Dan Burcham asked that the directors start writing down their Operational Efficiencies as each department should have a lot this year. No due date has been given as of this date.

### **Orientation**

Mike Cairns thanked the core-planning team for orientation. We have 24 orientation leaders and two team leaders. The leaders will be visiting with the downtown businesses, cleaning up the Disc Golf Course, and meeting with the Educational Counselors.

### **211 Initiative**

Mark Schuelke explained that the 211 initiative is similar to the 911 number with the exception being that 211 is for non-life threatening services. Unfortunately, 211 is not up and running currently as there is a problem hooking up the switch. An 800 number is being used and last month, 178 calls were received with 52 being “unmeant” requests. Both Ferris and United Way are supporting this but Mecosta county is not.

### Announcements

Kristen Salomonson

- Summer enrollment is up 220 students over last year.
- Summer student credit hours are up 1500
- Big gains were on the Big Rapids campus and on-line.
- Diversity numbers are up in Hispanics but down in African American students.
- Enrollment for summer is at 6500 students (up 106 on campus and 114 on-line).
- Summer orientation dates are filling up with only those toward the end being open even after adding seats to the others.
- Fall registration is up as well as student credit hours.
- There will no longer be vaccination holds on accounts per Paul Sullivan.
- Met with University College regarding developmental education and a review of admissions standards will take place. This committee was President directed but not specifically to review the standards. This will be discussed at the next Administrative Council meeting.

Renee Douglas

- Working on overall goals for next year.
- Cleaning offices for Student Conduct's move into the Birkam Health Center.
- Working on a "unified face" for the Counseling Center so that when people see a document, they know it is from the Counseling Center.
- By the end of the summer, the Counseling Center will be paperless.
- Questioned why they were not using Xtender. **Renee to contact Sam Fattore regarding this.**

Kathy Lake

- Working on next year's recruitment territories for recruiters.
- Will be interviewing for recruiter position.
- Recruiter training will be taking place.
- Completed interviews on two clerical positions.
- Conducting interviews for the NCAA position.
- Selected a new Director of Financial Aid – Sara Dew
- One more position will be posted in the next couple of weeks.

Sara Dew

- Auditors are here this week.
- Rough summer for Pell Grants.
- Allowed students extra Pell Grants this year. Now have to show progression and pass their classes. Because of complications, had to "hand do" all consortium students.
- Will be contacting orientation students if financial aid papers are not complete.
- New federal regulations indicate that students entering Ferris will need a high school diploma and that a certificate of completion will not suffice for financial aid. Ferris will

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- need this documentation before we are disburse funds.
- Discussed renewal requirements for the WNF scholarships. If student does not meet criteria for scholarship, they will drop down to the scholarship level that they do meet.
- Kristine Workman is the person managing scholarships now. (Will be introduced at the next meeting.)
- SAP (Student Academic Progress) will be discussed at Strategic Enrollment Team meeting on Monday.
- If students do not make grades, they will not get financial aid. This will impact 1500 students right now. Current students will be on probation until the end of Fall semester.
- Meeting with University College to collaborate efforts on advising students and developing a plan for the student.

Troy Tissue

- Troy and Kathy Lake will be taking the “million dollar walk.” This is where they will be reviewing what needs to be repaired, replaced, etc. on the Admissions campus tour.
- Jason Daday is planning the Dawg Days for next year.
- Since pre-registration for orientation begins in February, provided some communication to those students during when they registered and will be visiting campus.
- Will be providing an electronic survey in registration room and have ability to communicate with those students requesting information, etc.
- Still admitting students and will continue through summer.
- Had communications with Service Members Opportunity College – will be working on a consortium with them and the HVAC program.

Cindi VanderSloot

- Pool is closed and demolition of underbelly has commenced.
- Rec Center is closed on the weekends with the exception of a few “special events” that have been pre-arranged for athletics.

Kristin Norton

- Updating “The Code.”
- Need to considerer the new Title IX regulations. (Will be discussed at the next council meeting.)
- Getting ready to move to the Birkam Health Center.
- Housing is already moved to Helen Ferris Hall.

Angie Roman

- Career and Leadership Conference is being planned. EU will be co-sponsoring the keynote speaker.
- Still a need for presenters.
- Date is September 28.

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Dawn Schavey

- Working with Jason Daday and Grand Rapids Public Schools in bringing 8<sup>th</sup> and 9<sup>th</sup> graders to campus.
- Will be posting the Americorp position to work with the Hispanic Center in West Michigan.
- Planning another trip to a football game.
- Issued student IDs to make them a part of Ferris.
- Students will receive a t-shirt once they have completed orientation.
- Will be calling students who are not registered yet.

Dan Burcham

- Looking at a reverse Associate degree with GRCC.

Leroy Wright

- Ferris will host the Michigan Teen Conference June 21 and 22. All faculty, staff and students are invited to attend.
- Anyone interested in mentoring a Ferris foster student, let Leroy Wright know.

Respectfully submitted,

Linda Telfer  
Executive Secretary to the  
Vice President for Student Affairs