

STUDENT AFFAIRS ADMINISTRATIVE COUNCIL

MINUTES

September 8, 2011

Present: Mike Cairns, Matt Chaney, Sara Dew, Cindy Horn, Kathy Lake, Kristin Norton, Angie Roman, Kristen Salomonson, Dawn Schavey, Mark Schuelke, Linda Telfer, Alli Witucki, and Leroy Wright.

Guest: Nick Campau

Assessment

Mike Cairns distributed the assessment timeline for 2011-2012 and the partners list for the coming year.

Faculty/Staff Diversity Mini Grants

Nick Campau distributed information on the Faculty/Staff Diversity Mini Grants and encouraged all directors to take advantage of this opportunity. He noted that all applications are reviewed and these grants provide financial assistance for projects, workshops, and activities that strengthen excellence in diversity and inclusion.

Title IX

Mike Cairns indicated Title IX deals with how schools handle sexual assault and harassment cases. Kristen Norton and others have been working on this and a report will need to be submitted to the President's Council. Kristin will let Linda know when she is ready to discuss this at Administrative Council.

It was also noted that the Student Complaint Policy will be reviewed as well as some language associated with that may need to change.

Continuity Plans

Mark Schuelke announced that a meeting had already been held regarding developing our continuity plans on the website. He noted that they want simple answers and to the point. Discussion followed and it was determined that Dr. Burcham will need to set a deadline for these plans.

Student Leadership Initiative

Angie Roman reported that this initiative will begin in Fall 2012 with the exception of the conference which will be held on September 28th. If a person attends two concurrent sessions they will be invited to dinner. EU is supporting this event and it will be a five-star event and also partnering with Sandy Alspach's class. Mike stressed the fact that due to shrinking budgets, cooperation is going to be the key on many events.

Student Employee Initiative

Angie Roman reported that a 20 page document has been developed for this initiative which will be called the Professional Trainee Initiative. The website is up and running. There is a total of seven students (three in Career Services, three in Student Leadership & Activities, and one in Academic Affairs).

Enrollment

Kristen Salomonson reported that the enrollment data is on the IR&T website as well as student type, location and program.

NSSE

Kristen Salomonson reported that the NSSE is scheduled for Spring 2012 and the survey will go out in February. With this 2012 survey, we will have a total of three surveys that will be administered (2008 and 2010 as well as 2012). Academic Affairs pays for this survey.

Announcements

Kristen Salomonson

- 9/24 – First Dawg Day; Career Services and Student Leadership & Activities will have a table. There will be a slight change in time for lunch.

Mark Schuelke

- Will be starting the recreational tournaments.
- Rankin Center will be receiving some of the Card Wildlife stuffed animals.
- Brailsford & Dunlavey (University Center consultants) will be conducting a survey regarding what people would like to see in the new University Center.

Matt Chaney

- Very pleased with turn out for the Get Acquainted Day.
- Transition to Success is Monday at 6:00 p.m. in the Dome Room.

Alli Witucki

- Distributed EU's events for this semester.
- Distributed list of Homecoming events.
- Everyone was encouraged to record their volunteer hours again this year.
- The RSO Presidents' and Treasurers' meetings are tonight.
- Bulldog Bonanza is next week.

Angie Roman

- Distributed Career Fair posters for October 6. There will be two chances to win an iPad2.

Leroy Wright

- Working with the Foster Youth Initiative and have gave those students our contact information.
- Thanked Mark and Mike for stepping up to be mentors for these students.
- Working with Hall Directors and will be discussing articles of interest with each person getting to facilitate a session.

Mike Cairns

- The Campus Community Task Force will be meeting tomorrow.
- Still haven't heard from HLC.

Cindy Horn

- Did a different Welcome Week this year with a Rec Fest. The athletes participated in sports with non-athletes such as basketball, volleyball, etc. They also had four novelties and ice cream.
- The Rec Center is closed on Saturday this semester and only two people have complained. The hours on Sunday are from 5:00 p.m. – 11:00 p.m.
- The pool will be open on Monday.
- Have purchased fold-up table tennis games that can be used on the pool tables.

Nick Campau

- Will be doing the TV show again this year (three shows in Fall semester and four next semester).
- Tomorrow is the Spiritual Exploration Fair.

Kristen Norton

- Kristen reported that she had 1200 cases last year, down 400 from the previous year, and down 300 from the year before. However, the suspension and dismissals were up. She reported over 525 alcohol related cases and over 100 drug related.
- Conducted 31 "Know the Code" classes.
- Will be conducting UCD training soon.
- Issued a suspension before classes started.
- In the process of developing a survey for faculty to review their service for academic misconduct.

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- Will be upgrading the database and will be able to conduct a survey of students going through the student conduct process.

Kathy Lake

- Admissions Recruiters are meeting right now and a new recruiter, Kasey Stevens, will be recruiting in Chicago.
- Have hired an Enrollment Services Office Specialist, Shelli Garland.

Sara Dew

- Working on getting refunds for students.
- Part-time employee resigned last week.
- Kristi Williams is on medical leave.
- Becky Vokes, the front desk person, will be in a blended position. She will be handling the Michigan Competitive Scholarship and special considerations.
- Heather Cosgrove (former student employee) has been hired in a full-time temporary position as she already knows the front desk.
- The WNF scholarship is being reviewed and needs to be ready in October.

Dawn Schavey

- State-wide marketing is going out this weekend to the top five community colleges.
- Will be having a gaming competition again this year.
- The Hispanic Center person will be starting.
- Will be making two trips to the Big Rapids campus; one for a football game and the other for the Career Fair.
- New change implemented in the on-line advising system. This will enable them to pull reports, send confirmations, send letters, etc.

Respectfully submitted,

Linda Telfer
Executive Secretary to the
Vice President for Student Affairs