

STUDENT AFFAIRS ADMINISTRATIVE COUNCIL

REVISED MINUTES

November 17, 2011

Present: Mike Cairns, Matt Chaney, Sara Dew, Renee Douglas, Cindy Horn, Kathy Lake, Kristin Norton, Kristen Salomonson, Paul Sullivan, Linda Telfer, Alli Witucki, and Leroy Wright.

Guest: Mike Wade

Mike Cairns called the meeting to order in the absence of Dr. Burcham who was attending Town/Gown. Mike explained that the first item on the agenda, Assessment Institute, would be discussed when Mike Wade arrived.

Death of a Student Procedures

Dr. Cairns indicated that a student had died in Clark Hall this week and explained that there were some problems in dealing with that situation. Below are the directors' concerns.

1. Death was posted on Facebook by other students and that is how an aunt found out and informed the mother.
2. Meeting was not called until 4:00 p.m. which was way too late as Student Affairs administrators were constantly trying to manage the rumors.
3. Parents were calling the Communication Center as well as the Counseling Center and neither was informed.
4. Police were unable to contact mother as she has went to the Aunt's house.
5. Both Director of Housing and Assistant Director were gone and only three new hall directors were on campus.
6. Student had her own phone listed as emergency contact number.
7. No calls from City Watch were received by any Student Affairs administrator.
8. Everyone left the Counseling Center at 5:00 p.m.
9. Since this occurred in residence hall, Student Affairs personnel were not kept informed.

Dr. Cairns reminded the directors that each case is handled differently and that we just need to do our best.

Student Loan Debt

Sara Dew spoke on the Student Loan Debt article in which Ferris is mentioned (on page 6) as one of the high debt public colleges and universities in the United States. Sara clarified that they were looking at Bachelor Degrees only, no transfer students, and only those that borrowed money. She noted that most are around \$28,000. It was noted that Ferris is expensive and that our students are not the richest students in the world.

Sara mentioned that President Obama is trying to come up with a program to consolidate loans (Direct Loans and Federal Family Education Loans) also.

Assessment Institute

Mike Wade addressed the directors and indicated that he had attended the IUPUI Assessment Institute in Indianapolis. He passed around a copy of the annual report that was distributed and a compilation of current published articles on assessment related topics. Mike indicated that they spoke about faculty in the classroom and general education outcomes. They noted that trying to get information is a challenge but also noted that everyone is doing more with less. They stressed that “don’t get stuck in data collection.” Mike mentioned that it was very eye opening to see what IUPUI is doing and that FSU is way out in front in comparison to most institutions. The shift is to include student learning. We need to find out what students are learning (outcomes) and include this on our website.

The directors were instructed to let Mike Cairns or Kristen Salomonson know if they were interested in attending this conference next year.

Enrollment

Kristen Salomonson reported that Spring registration is doing fine.

- 11,396 total registered students.
- Credit hours are up 800
- Probably will be up .5%-1% for Spring semester.

Fall, 2012 Enrollment

- Up 323 more freshmen admits than last year on the Big Rapids campus.
- Up 346 overall for the entire institution.
- Recruiting is pretty much done.
- Higher number of better students
- Students are getting their materials in faster.

Equity Memo

Student Affairs has \$30,300 for administrative equity; however, we have 53 employees eligible. Employees can only receive a maximum of 5% of their annual base salary for equity. Position/title and salary will be reviewed. Cindy Horn questioned about the comparison of other salaries. Student Affairs employees will not need to review this as this will be done at the Vice President level. She did note that when she called the Library for this, she was told that she can review but not make copies and that there is a time limit to review.

Paul Sullivan indicated that he thought that the salaries should be benchmarks from other institutions.

The directors were reminded that the employees will need to submit their requests to their supervisors first. The supervisor will make a recommendation and send to the Vice President.

Dan Burcham noted that every division is handling this differently. Deadline is 8:00 on November 21.

Diversity Workshop

Mike Cairns noted that the Diversity Workshop went well and Dr. Pilgrim thought that it was very helpful and productive. He also noted that Student Affairs is out front in the diversity efforts with a lot of overlapping and collaborating efforts.

Liability Issues

Mike Cairns noted that several employees and students have been collaborating and meeting weekly and that a group will be meeting on liability issues regarding events in Wink Arena, Williams Auditorium, as well as 5K runs, etc. This is a proactive measure as there are not policies in place regarding risk management.

Proposed Move

Kristen Salomonson announced that Paula Hadley-Kennedy in the Academic Senate Office on second floor Timme will be moving according to Academic Affairs. The two offices that she will vacate will house the new Transfer Center Director and another new Transfer Center employee. Also, two clerical staff will move into the cubicles outside these offices to form a Transfer Center. Kristen was unsure as to when this move would occur.

Title IX Update

Kristin Norton reported that the committee wrapped up their work regarding the Department of Education expectations for Title IX. She noted that the biggest issue is that we need a Title IX Coordinator. Kristin indicated that she has made some changes so that we are equitable to both victim and accused in Student Conduct.

Search Updates

- Director of Student Affairs Budget Management – narrowed down to eight candidates.
- Part-time Financial Aid person (consortium) – closed on Tuesday with 44 applicants.
- Associate Director of Admissions – closes on Monday, currently have 12-14 applicants.
- SSRIII (Donna Myers) position will be posted tomorrow.

Announcements

Leroy Wright

- Dealing with the death of a student.
- BRT meeting and dealing with other student issues.
- Attended the Entrepreneurial Institution competition. One of the FYI students was a participant.
- 5-Star Speaker on LGBT issues was good.

- If students go to MCMC as a result of a sexual assault, they will be given a rape test and not sent to Grand Rapids anymore.

Matt Chaney

- Wrapping up Native American Week activities.
- Next week – Trail of Tears.

Renee Douglas

- Counseling Center is working on fall-out issues from Monday's death of a student.
- Met with Educational Counselors in a crisis team to be proactive.
- Looking at starting chapter of Active Minds to reduce stigma associated with mental health.

Alli Witucki

- Many student groups formed this semester.
- 5-Star event on December 1 – Ending Racism.
- Tom DeLuca will be coming again.
- Attended NACA Conference and booked 10-12 acts including comedians, poetry artist, and a keyboard musician.

Mike Cairns

- Dealing with upset student who wanted to know why Ferris was promoting Paganism. Instructed her that there is a Pagan student organization.

Kristin Norton

- UCD tomorrow
- Dealing with a student who plagiarized twice and went through the conduct process and was instructed to write a paper, which he plagiarized also.

Kristen Salomonson

- Allied Health Sciences Dawg Day on Saturday.
- Gave update at Dr. Potter's Retention Subcommittee.
- Allied Health Sciences is a pilot for the graduation application.

Paul Sullivan

- Dr. Newell will be retiring on February 1.
- Will be acquiring new medical software – Medicat. Server will be in the company headquarters and will have 10 back-ups. Training will begin the first week of December. Medical records training portion will begin in January. The new software will have a

student portal so that bills can be paid on-line with a Smart device, students can make appointments on-line, the medical history questionnaire can be completed on-line, and there is a complete Banner download capability.

- Four new insurances will be accepted – Priority Health, Tri-Care, Health Plan of Michigan, and Etna.
- Slightly down on number of students seen at the Health Center; however, revenues are up because the fees were increased and more insurances are being accepted.

Dan Burcham

- Dr. Burcham indicated that he was at Town/Gown and no replacements are allowed at this meeting.
- Dan asked that Kristin Norton send him the information on Title IX.
- At 11:00 a.m. the President will be having a budget presentation.
- Would like to discuss the Diversity meeting information at a future Administrative Council meeting.
- Questioned if anyone had heard anything about the “Occupy” movement. Directors indicated that they had heard nothing.
- Had a TIP meeting yesterday to make plans for the mailing. TIP students have a lower attrition rate than our other students.
- November 21 – due date for administrative equity requests.

Cindy Horn

- Outstanding participation in intramurals this semester. Due to the weather, some of the sports are overlapping and the same officials are used for more than one sport.
- U-rec will close at noon on Wednesday. Office will be open.
- Meeting with front house staff one-on-one.

Respectfully submitted,

Linda Telfer
Executive Secretary to the
Vice President for Student Affairs