

STUDENT AFFAIRS ADMINISTRATIVE COUNCIL

NOTES

September 6, 2012

Present: Mike Cairns, Nick Campau, Matt Chaney, Sara Dew, Deanna Goldthwait, Elise Gramza, Cindy Horn, Kathy Lake, Angie Roman, Kristen Salomonson, Mark Schuelke, Linda Telfer, Renee Vander Myde, and Leroy Wright.

Absent: Dan Burcham

Approval of Minutes

The council approved the August 9, 2012 minutes.

Career Development Initiative

Angie Roman reported that the three initiatives for Career Services and Student Leadership & Activities are:

1. Develop a Career Development Model that uses collaborations between Career Services and Student Leadership & Activities. (This is a Student Affairs initiative as well.)
2. Enhance employer relationships to provide more successful networking and career opportunities for students and alumni.
3. Become a resource center for student organizations.

Angie noted that:

- A brochure is being developed to assist students in progressing through the Career Development model.
- Various sessions will be offered including Rachael Ramsey Cruz as a speaker.
- Employers will be used more per students' requests.
- The outside-the-classroom initiative will include:
 - learning workshops
 - 12 events
 - Deadline of one year to complete
 - A dinner at the end with a focus group
 - Co-curricular learning certificate.
- Students will have to put on co-curricular transcript the event and what they learned.
- Events will be advertised in one location to save money.

Career Week:

- Is being enhanced with job shadowing added; hopefully, this will start a mentoring program. Three college departments are taking part (two from Arts & Sciences and one from Business).
- Don Green will be the keynote speaker.
- The workshops will have learning outcomes attached to them.
- If anyone has ideas for career workshops, please let Angie know.

Career Services and Student Leadership & Activities Merger

Angie Roman reported that the merger is going well and she is:

- Trying to build partnerships.
- Identifying needs of the two offices and identify efficiencies.
- Encouraging student employees to use the same communication tool.

Also:

- The students were also trained together.
- One student is working both offices.
- Have realized an efficiency with Kronos and bookkeeping regarding back-up staff.
- Will be working on employers supporting events such as the Torchbearer Awards.
- Developing fundraising opportunities during Career Week such as photo with Brutus.
- FSUS presentations are two for one – One person can talk about both offices.
- Table at events – both areas represented.

University Center Planning Committee

Mike Cairns reported that:

- He and Mark Schuelke are on the Planning Committee which is meeting with the architects.
- The architects didn't realize that the Career Services and Student Leadership & Activities offices were combined now.
- Mark noted that they were instructed to not assume anything as far as what is in the building now will be in the new building.
- Focus groups are meeting today with the food service consultant.
- The information will be taken to the Board at the November 15 meeting.
- If anyone has questions, give Mike or Mark a call.

Student Affairs Retention

Mike Cairns indicated that a list of Student Affairs retention efforts should be developed. Below is the list:

- Office of Multicultural Student Services Get Acquainted event.
- Intramurals
- Club Sports
- Employee students
- Extra \$300,000 from Ferris to support student workers
- Open Recreation
- Fitness classes
- Foster Youth Initiative
- Commuter Resources
- Traveler Newsletter for commuter students.
- Bulldog Beginnings
- Behavior Review Team/Threat Assessment Team
- Emergency Procedures
- Orientation experience/Registration
- Communication Center
- First year student calling
- Good schedules that are accurate
- WNF Scholarship changes
- Changes in the Student Academic Progress regulations.
- Early warning notices
- Financial Literacy Sessions
- 20 Financial aid Presentation to FSUs classes
- Collaborate with the academic side.
- Provide meeting space
- Billiards and Table Tennis Sports
- Know the Code Campaign – ahead of time
- Work with Hall staff
- Have students serve on discipline committees
- Student Leadership & Activities get students involved
- Students run events to gain skills
- Check grades
- Lifestyle
- Learning in the workplace
- Career planning
- Volunteer Center

- S.A. Administrative Council
- Page 4
- September 6, 2012

- OMSS 5 pillars
 - Advocacy
 - Leadership Development
 - Cultural Awareness
 - College Access
 - Partnerships
- Minority freshmen program
- Transition to success
- Partnerships with the faculty
- TOWERS program
- Mentoring
- Offer CHOICES program and Prime for Life
- Crisis intervention
- Case management
- Workshops for hire stress programs
- Crisis telephone line
- Provide space and place for students with disabilities
- Wellness plans
- Birkam marketing to families
- Make sure they are staying on track
- Advising student organizations
- Teaching FSUS classes and conducting workshops
- IR&T provides data for retention reports.

Assessment Highlights

- Mike Cairns indicated that Sherry Hayes is compiling information for the mid-year Assessment Highlights meeting.

Enrollment

Kristen Salomonson reported that:

- We are down 27 students campus-wide.
- Kendall, on-line and Big Rapids all posted gains.
- Down 180 at off-campus sites.
- A lot of drop in continuing enrollment.
- Overall, student credit hours are up.
- Up 69 on-campus, full-time students.
- Down 60 for dual enrollment
- Over 10,000 students on the main campus.

Faculty/Staff Appreciation Lunch

- Lunch will be October 18.
- Send nominations to Linda by September 14.

Student Affairs Planning, Assessment, Budgeting Processes

- Handout distributed.
- Focuses on internal operations.
- Some of our goals do not fit.
- Questioned if the budget process should be sooner in the process instead of at the end.
- Any other questions can be sent to Mike.

Student Affairs Divisional Meeting

- Please send your staff attendance list to Linda so she will know how many are coming to what sessions.

Faculty Advisory Network

- Shared Dan's FAN list.
- Asked for suggestions on who is an "up and coming faculty member."
 - Dan Tuuri
 - Dan Wanick
 - Jackie Hughes
 - Michelle Stone
 - Sharish Glover
 - Tony Baker
 - Dan Cronk
 - Scott Herron
 - Gloria Barnett
 - Will Gasper (adjunct)

Round Table

Matt Chaney

- The Get Acquainted event was last night.
- Mike Wade is putting together a lot of programs this year.

Angie Roman

- Carrie Adams will be working with all employers (Partners in Success).
- Social Fest next week.
- Sorority recruitment starts tonight.
- First 5-star event is next week.
- Second 5-star event is on wellness.

Nick Campau

- Serious incident off-campus. If anyone hears anything, please let him know as it is difficult getting information.
- UCD training coming up on Friday afternoon (one in September and one in October).
- Faculty/Staff mini-grants through the Office of Diversity and Inclusion are due September 21. This is one-time funding and is also available for equipment.

Mark Schuelke

- Trying to accommodate faculty and staff needs as everyone wants to use the IRC connector.

Kristen Salomonson

- The “Meet and Greet” with Athletics on Tuesday went well.

Sara Dew

- Discussed 2012-13 Scholarships
 - All Residential Life Scholarships are \$1500.
 - Honors Program students will receive Residential Life and WNF scholarships.
 - Ferris Gold Scholarship is \$1500 for the first two years and \$2000 for the third and fourth years. This was modified from the original roll out of the scholarships. (Ferris Crimson remains at \$1000 for the first two years and \$1500 for the third and fourth years.)
 - Rearranged scholarships so that there wasn't such a gap in grade point average.
 - Financial Aid checks are going out this week.

Elise Gramza

- Still finishing up graduation.
- Lots of activity for drops and withdrawals.
- Will begin building Summer and Fall FY13.

Kathy Lake

- Two of the recruiters are out recruiting.
- Rest of the recruiters will be out by the middle of September.
- All will be out September, October and mid-November
- Search Updates:
 - Coordinator of Communication Center and Social Media should be hired by end of week.
 - Hispanic Recruiter closed; 45 applications.
 - Financial Aid Advisor posting will be posted tomorrow (replacement for Kristi Williams)

Cindy Horn

- Hired an Aquatics Coordinator – Andrew Defever.
- Intramurals are getting underway.
- Doing on-line registration process for intramurals this year.

Mike Cairns

- Director of Birkam search is progressing.
- Applications being accepted until September 21.

Deanna Goldthwait

- Working with Birkam consultants to get month-end reports.
- Will be sending note regarding month-end reports and who should get them as many areas are not receiving them.

Renee Vander Myde

- Reviewed services and staff.
- Laid off one nurse.
- Closed Birkam pharmacy.
- Hired 15 work-study students and interns.
- Had 250-300 people attend the Birkam Health Center Open House.
- Second open house will be Saturday from 2:00-4:00 for parents with kids.
- Experiencing lots of software issues.
- Health Center staff will be attending more events this year.

Respectfully submitted,

Linda Telfer
Executive Secretary to the Vice President for Student Affairs