

STUDENT AFFAIRS ADMINISTRATIVE COUNCIL MEETING

MINUTES

May 27, 2010

Present: Dan Burcham, Mike Cairns, Cindy Horn, Kathy Lake, Kristin Norton, Angie Roman, Kristen Salomonson, Mark Schuelke, Paul Sullivan, Linda Telfer, Troy Tissue, Rob Wirt, Alli Witucki, and Leroy Wright.

Absent: Matt Chaney

Professional Career and Leadership Conference

Alli Witucki and Angie Roman distributed a schedule of events and a list of the learning outcomes for the “Cruisin’ in the Leader-Ship” conference to be held on September 29, 2010. Angie thanked Leroy Wright for coming up with the theme and Troy Tissue noted that it seemed to be done intentionally. Angie indicated that she would like volunteer presenters if anyone was interested or knew of someone who would be. The following volunteered:

From Shipmate to Captain – Troy Tissue
Batten Down the Hatches – Kristen Salomonson
Maiden Voyage – Cindy Brown had already volunteered

Angie announced that Auto Owners and Dow have agreed to be sponsors.

Summer University

Kathy Lake reminded everyone of Summer University coming up and to encourage their staff to register especially those who are to attend the customer service training. Dan Burcham indicated that we need staff who will be conducting searches to attend the “Inclusion Advocates” training and that he would prefer that staff under the directors attend this. The directors were asked to forward Linda the names of staff that should attend this session. Following are the names that should attend this session so far:

Candy Price
Melissa Sprague
Tom Liszewski
Amy Otteson
Charlotte Tetsworth
Jeannine Martine

International Recruitment

Dan Burcham announced that he had a meeting regarding the rebuilding of the International Center. An advisory and planning group is being developed, and he is looking for someone from Admissions and someone from Scholarships. Rob Wirt suggested Heather Youngs for scholarships and Troy will forward the name for the admissions person.

Summer Enrollment

Kristen Salomonson distributed the summer enrollment summary and indicated that it looks pretty positive. She noted that we have more students on campus but they are taking less courses and that there is a nice increase in race and ethnicity categories.

Fall Enrollment

Kristen Salomonson reported that Fall enrollment is looking good as well with no major concerns. Currently there are 1901 students registered for orientation.

General Education Task Force

Kristen Salomonson indicated that Dan Burcham and herself are serving on the General Education Task Force and that they are looking for participants to review the outcome statements that are being developed. Please e-mail those names to Fred Heck. Dan Burcham noted that this group has been very open in their discussions.

OrgSync

Alli Witucki reported that over 700 users are registered with Org Sync. She will be conducting three different sessions on August 31 for students. Alli also noted that Amber Balmer is working on a marketing plan to promote OrgSync in the Fall. Dan asked that Alli give a presentation on OrgSync at Administrative Council.

Student Affairs Administrative Council

Dan Burcham questioned if Administrative Council should be held at a different time during the summer. The directors agreed that it should be held on Wednesday and due to the Orientation staff meeting it will be held in the afternoon. Linda will set these up.

Announcements

Dan Burcham indicated that he is looking for students to serve on a panel to discuss, "Listening to Our Students: Why We Stay and What Matters Most" for Faculty Week. The date of the panel will be Wednesday, August 25 from 1:00 – 1:45 p.m. Following are some suggestions: Melissa (Alumni Gold Club), Jasmine Williams (Student Life), Byron Williams (Student Government and OMSS), and Jeff from the Communication Center. The directors were asked to forward any other names to Linda.

Leroy Wright reported that he is:

- working with Jason Cronkrite on commuter student needs with the first meeting being held in the near future.
- working on the foster youth initiative.
- responding to appeals.

Also, orientation training begins next week.

Angie Roman also asked the directors to forward any names of off-campus people who they feel would be a fun presenter for her conference.

Alli Witucki noted that they have some new students in the Student Leadership and Activities office and one will be working on designing.

Paul Sullivan reported that he is working on the electronic version of psychological evaluations, assessment, and staff evaluations.

Cindy Horn announced that:

- summer sports are beginning with volleyball and softball.
- the Rec Center will be processing memberships now instead of the Racquet Facility.
- High Angle and Swim Club will begin for youth.

Troy Tissue indicated that a video will be shown at the daily visit presentations regarding the activities on campus. He also indicated that CRM has been used for one year now and is working well.

Mike Cairns announced that he meant with Morgan Toms, President of Student Government, and she has agreed to assist with publicizing HLC. He also indicated that Michelle, student worker and graphic design student, is working on the Student Affairs Assessment Newsletter.

S.A. Administrative Council

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Kristen Salomonson reported that she has a couple of students leaving but that replacements have been found. She also indicated that computer replacements will take place beginning June 1 and Dan has agreed to cover the departments' cost. Kristen questioned if annual reports would be due this year. Dan indicated that annual reports will not be done but that he would like a list, and this can be discussed during the in-service in July.

Kathy Lake indicated that she was working on contingency plans for the early retirements. She also indicated that the Communication Center was busy making phone calls to students who had not registered for Fall classes yet.

Rob Wirt indicated that he had received his first call from a parent questioning the status of the TIP scholarship. Dan indicated that the letter needs to be sent after he meets with the President.

Rob also indicated that SAP (student academic progress) letters will be going out and noted that the students receiving these letters had four semesters to show academic progress. He indicated that total aid is up \$20 million from last year. Also, work is being done on a new Financial Aid website.

Mark Schuelke asked that the directors start looking at their budgets for year-end clean up. He also asked that any encumbrances be taken care of so that they don't roll into next year. Mark announced that Seattle's Best is moving to Quizno's and Freshen's is moving to The Market.

Kristen Norton reported that the Student Handbook is ready to go. Mike questioned if there was anything in it concerning Student Complaint Policies. Kristen also noted that the Judicial Action software will be updated in the next month or two.

Respectfully submitted,

Linda Telfer
Executive Secretary to the
Vice President for Student Affairs