

STUDENT AFFAIRS ADMINISTRATIVE COUNCIL

MINUTES

July 22, 2009

Present: Dan Burcham, Mike Cairns, Kristin Norton, Angie Roman, Kristen Salomonson, Paul Sullivan, Linda Telfer, Cindi VanderSloot (for Cindy Horn), Alli Witucki, and Leroy Wright.

Guests: Carrie Adams, Nick Campau, Teresa Fogel, Jane Hardybala, Sherry Hayes, Deb Sweet, and Linda Tingley.

Intentionality

Dan Burcham indicated that he has spoken previously about intentionality and distributed materials on the Seven Vectors by Arthur Chickering. He asked that the departments consider how they use this information and noted that this can be applied not only to the classroom but to a student's walk of life as well. He stressed that when the departments do something important, they do it with someone else also. He also asked that the departments:

- Identify what works for them and what does not.
- Funnel energy into things that are important.

Dan went on to explain the Tinto model and distributed information on that model. The Vice President's major initiatives for the coming year were distributed and the directors were asked to have their initiatives flow into this. His major initiatives are:

1. Create a seamless environment for the Ferris student.
2. Begin planning for a new student union.
3. Enhance commuter student support.
4. Plan to improve the overall student engagement at the University, including off-campus sites.
5. Enlarge on the Great Lakes Scholarship initiative.
6. Enhance TIP planning.
7. Implement a comprehensive retention plan.
8. Develop a prototype for a comprehensive recruitment plan.
9. Get more involved in SPARC and align division goals to support those initiatives where applicable.

Dan indicated that work is being done on the co-curricular transcript and Leroy Wright asked that child care be reviewed as well.

Update on Construction Workers

Paul Sullivan indicated that four construction workers had been struck by lightning outside the McKessy House and two of those four were in a Grand Rapids hospital.

Swine Flu – H1N1 Influenza

Paul Sullivan indicated that there have been 40,000 H1N1 cases reported in the United States so far with 243 deaths since last spring. He indicated that Ferris needs to be ready should an outbreak occur in Fall semester. A flu vaccine is currently being worked on and may be ready by October.

Paul also noted that the seasonal flu vaccine has been ordered again for fall semester.

Federal Regulations re Student Complaints

Mike Cairns distributed information on the federal regulations regarding student complaints including information needed and a form to be used. He indicated that each office will need to keep track of any significant, written formal complaints. Once a semester, any major complaints that were submitted will be forwarded to the Vice President's Office. Discussion followed on what each department was currently doing and what would be the best way to handle complaints insuring that confidentiality is taken into consideration. This will be discussed further.

Guide to Student Affairs Assessment Process

Mike Cairns noted that Ric Underhile will be at our retreat on Friday to streamline things about assessment and help the directors prepare for the assessment highlights to include, "What are you assessing?" – "So What?" – "Now What?" "What Next?." Mike stressed that Student Affairs personnel are educators and we need to know how we impact student learning.

Student Affairs Retreat

The Student Affairs Administrative Retreat will be held on Friday, July 24, beginning at 8:00 a.m. in the Founder's Room. The directors were asked to wear comfortable clothes and shoes.

Announcements

Kristin Norton attended the Gehring Academy and explained that we have a very formal process here at Ferris for student conduct. At the conference they discussed a summarily suspension versus an interim suspension and noted that they are the same. She will be changing the name to interim suspension so that it is understood by the students.

Kristen Salomonson reported that:

- they are in the process of implementing a new product, EMAS. By the end of the month everything should be up and running.
- Orientation is over.

- The following changes will occur:
 - Jason DaDay will be moving to Timme as Coordinator of Admissions Event Programming.
 - Paul Kwant will be moving to the College of Engineering Technology as a recruiter.
 - Chris Higley will be moving to the College of Business as an Admissions Associate.
 - Natalia Carvalho-Pinto will be moving to College of Allied Health Sciences.
 - Angela Garrey will rejoin the Admissions Office as a Traverse City recruiter.

On July 31, Enrollment Services will have a staff development day with waffles being served and an interactive game.

Alli Witucki indicated that they are moving forward with the purchase of software for the co-curricular transcripts and will be meeting with Kristen Salomonson and Jo Gerst.

Paul Sullivan indicated that Birkam Health and Counseling Center is preparing for Fall.

Dan Burcham asked that Paul Sullivan discuss with Tom Liszewski the social norming ad for the telephone book.

Kristin Norton is currently conducting training for residence hall staff.

Sherry Hayes reported that she is working on Founder's Day, has an orientation meeting scheduled, and is selling candy bars for Relay for Life.

Cindi VanderSloot noted that they are looking forward to the Wish-a-Mile bikers that are coming to campus.

Jane Hardybala reported that they used orientation for hiring workers for Fall semester and will have approximately 40% of their students on work study. She also indicated that they will be switching products for sanitizing equipment which will result in a cost savings with a better product.

Linda Tingley is working on getting recruiters on the road for Fall Semester.

Deb Sweet indicated that her boss has been on vacation and she is gearing up for the bikers as well. She noted that in previous years a TV crew has been outside the Dome Room; however, this will not happen this year due to budget constraints per Wish-A-Mile staff. She also indicated that it would be a great opportunity to have a table(s) for bikers to talk to representatives about Ferris.

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Teresa Fogel is working with the Finance Committee of Student Government and there will be a movie on the quad on Friday night.

Angie Roman announced that her office will be moving to RAN 135 with many changes coming including creating a new website, tutorials on-line to assist off-campus students, new recruiting system, and extended services.

Nick Campus reported that he was reviewing the parent feedback from orientation with nothing major reported. He also reminded everyone of the Youth Empowerment day next week.

Dan Burcham indicated that Financial Aid has currently assisted 186 students/families who have lost their jobs.

Dan also announced that the city is looking for monetary assistance with the soccer fields if any student organization is willing to assist with this. He noted that FSU funds cannot be used for this.

Respectfully submitted,

Linda J. Telfer
Executive Secretary to the
Vice President for Student Affairs