

Student Affairs Council

Wednesday, December 3, 2014
McMullen Conf. Room 305

Facilitator: Kristin Peterman

Draft Meeting Agenda

1. Welcome by Kristin. Please reflect on great things that happened this semester and fill out card to be shared at conclusion of meeting.
2. Guest presentation: "University-wide Budget 101" – Trudy Collins, Director – University Budgets. Trudy stated that our budget is aligned with our strategic plan. Our main focus is general operating fund. Enrollment trends and how they impact revenue are considered. Other university funds also talked about. Joe asked if all departments knew how they and other respective departments are funded, all seemed to know how it works. We started our year with 43.2 Million. Budget Office uses NACUBO guidelines for recording expenditures. Tuition has been frozen at City College for 8 years. Bulk of our tuition comes from resident tuition. From 2005 to 2015 the residence tuition revenue has decreased slightly due to increased international students.

Staff discussed how the budget is evolving. Refer to attached handout attached and uploaded documents for more specific details/graphs/complete budget report. Budget Office website also has current information available. Will be posting agenda, minutes & University Budget meetings info there as well.

3. Cabinet update (Joe)
 - a. Board of Regents budget meeting update: Three components are included: the given enrollment, the deficit for current year, what the governor's budget has in it. We can expect a budget update next week, Aaron C. will send out a notice.
 - b. Student Success Committee status. People have been invited, people have accepted. Tammi, Jeff, Jenni H., and Stephanie are involved in the committee.
 - c. MSU System CRM initiative and working group. Being driven by Bozeman & Havre. We are being asked how we are managing our info and how it benefits recruitment, what's working and what's not working. Tammi & Jennie currently run our CRM. Our current system is lacking in communication flow, needs to be updated and not so manual. A more sophisticated CRM would manage this better. We need to purchase a CRM so it benefits all areas of the students' life cycle. Directors are asked to consider their area needs and communicate those to Joe for the upcoming meeting on this. Very fast track issue.
 - d. Joe's style of handling the BPAs. He is still educating himself on our vendors and the process of how they are used and where our money is going. Please be patient and pass along full details to him when you use outside vendors.
 - e. City College – next University Campus Ex Officio meeting is tomorrow. First meeting for CC is on Friday at noon.
 - f. Thank you to Pat Reuss and her years of service. Retirement party on Friday.
4. Closed Captioned videos (Trudy) Everything we produce has to be close captioned. We have 19 hard of hearing students this semester. DSS formed a group to address CC videos. The library is helping with the process. Students are asked to first check with the library, and if not available, come to DSS. Please work with Trudy if you are developing videos so they are done correctly. Please do not rely on YouTube's close captioning as a delivery mechanism for our students.

5. Residence Life/Housing cost comparison (Jeff) Please see uploaded spreadsheet for room and board rates. Comparison of all plans available at institutions across the state. We are the fourth lowest (out of 7) for rates.
6. Power of One Week (Kristin) Coming up on Jan 19-24th. We've partnered with several groups to present to students. The bell ringing on Monday is heavily attended. The artist event is new. Puzzle pieces sent out to various departments to decorate & return to December 19th meeting.
7. Professional Development Committee update (Kristin) Met yesterday. Planning a holiday social to be held in the VCSA office. Be watching for more info soon about spring semester.
8. Additions:
 - a. Counts for free app week were high, preliminary numbers were 550 apps received. Final numbers still being determined.
 - b. Per Dan B., we are hearing from high schools that students are surprised they are accepted into higher ed per Dan B. Upward Bound staff will assist with free app week at high schools next year.
9. Joe asked for everyone to share with him your spring schedule and upcoming events. Please email them to Martha.

Reminders/Announcements:

- Fall 2014 grading is live; grades are due on Wednesday, December 17th at noon. Some Divisional staff teach courses – therefore, please note. Finals schedule is online under “F”. Students should work with department chairs if they have questions.
- Academic Recovery Program was discussed by Tammi. Students on probation are encouraged to participate in this. Moving to 1-1 meetings on this campus for students/advisors. Will be very individualized. Chad is with working Tammi also to help set up appts if needed. All first year students are in caseload for this program. Phone calls are the norm to communicate with students. Joe would like us to use other methods of contact, we need to check on this.
- City College:
 - CC final exams will be Monday-Wednesday – please remind staff that there are different final schedules for the two campuses (available on website under “F” in A-Z index).
 - Healthcare grant statewide webinar today – possible in person kickoff sometime in January (when DOL funds are actually disbursed).
 - City College new student counselors are wrapping up Fall high school visits next week – will start doing more phone call and email follow-up.
 - Stephanie has been sending out weekly advising lists to faculty and staff advisors to try and get as many Fall students registered before end of the semester.
 - Will follow-up with phoning/email campaigns in next two weeks

Next SAC Team Meeting is **Wednesday, January 7th at CITY COLLEGE.**
Meeting Facilitator is Stephanie Cowen.