

Student Affairs Council

**Wednesday, January 7, 2015
City College, HSCT 206, South Conf. Room A**

Facilitator: Stephanie Cowen

Draft Meeting Agenda

1. Welcome to City College (Stephanie) Welcome all! For those of you who want to stay after today's meeting, you can view and pet the buffalo over in the Tech Bldg. It is an exhibit for the local Junior High Schools.
2. Special Guests: Aaron Clingsmith & Carmen Price. Topics for discussion: Social Media draft policy/guidelines, master calendar.
 - a. Master calendar: Ready to go. Showed to Cabinet on Monday and that group had rave reviews. We would like your feedback. Looking at Monday, January 12, 2015 to go live with it. Thanks to Carrie Klippenstein for assisting getting this project going. Events entered into EMS will go onto the Master Calendar. Students can view all available events in the Current Student Life tab. University Relations wants to cut down on the Admin Generals they send out and want people to utilize this Master Calendar more. Direct links to add the Master Calendar to your Outlook will be coming from Aaron. The biggest question to come may be how to post, submit and get an event on here. Anyone with a NetID can post to the master calendar. Carrie K. will offer training sessions on EMS & the Master Calendar. EMS is your starting point when you book space on campus, it will then be added to the Master Calendar if you check the box for it to do so. If an event is located off campus, you create that event in the Master Calendar, not EMS. Instructions to use the calendar are online and accessible via a link: <http://ems.msubillings.edu/mastercalendar/> Joe asked everyone to share with their staff the workings of this calendar and make student groups you work with aware of it also.
 - b. Social Media: University Relations put some effort into updating our guidelines. A lot of departments are wanting to add info. Please follow the new guidelines. These guidelines are still in the approval process but Aaron felt it was important to get these out to SAC now. Joe would hope in the long term use of social media that there is a plan in place and steps taken to market it. A variety of users should be able to access this information in their chosen social media site. This is University wide communication tool and a way to cross pollinate info.
 - c. Starting Jan. 15th we start our legislature MetNet sessions from Noon-1:00, and every other Thursday after that, ending on April 9, 2015. These will be in the Extended Campus downtown.
3. Cabinet update (Joe)
 - a. Enrollment: Spring enrollment was discussed.
 - b. Budget: The SA Exec team is meeting weekly to discuss budget items. They will be sharing more with the team. UBC will also be sharing budget updates with everyone. Part of UBC's presentation on Thursday will talk about how we approach budget reallocations. Break out groups will also be used to get info out to people.
 - c. Educational Advisory Board – Academic Affairs Forum membership: This is a subscription service. We are assigned a consultant to assist with data, analyses, i.e., academic advising. They then do their own research to determine the best practices to use. They have a student success module also, that analyzes student risk factors, to see what their bottlenecks might be, and a way to look at their continued success. There are upcoming meetings for EAB.
 - d. Faculty Excellence – Feb. 27: Venue yet to be determined. Student Gov attends. Awards are handed out to nominated Faculty. Joe would like to be briefed about the past history of this.

4. **OCHE Staff visit – Weds., Jan. 21st** Please put this on your calendar. Ron Muffick & 2 of his staff will visit and talk with us about Student Affairs Initiatives and working groups. We can talk about our issues and it is an opportunity for us to tell Ron about MSU-B needs.
5. **Power of One Week (Kristen, Jeff, others)** Kristen said the schedule is posted online. The bell ringing will kick the week off. Erin Gruwell is headliner. If you have questions, call Student Union. Spread the word.
6. **Career Services update (Cheri)** Becky Lyons is serving as interim director for Career Services. CS moving forward with event planning. Questions should be directed to Becky. Michelle S. & Tracy M. have taken on a lot of responsibilities. Jamie Adams is leaving. Please assist with calling alums, an email has gone out with specific dates & times they need help.
7. **Staffing update (All)** Trudy has a new interpreter, Siana Williams. She is from Romania but doesn't sign with an accent ☺ Busy schedule ahead for DSS. Additional discussions with staff in Residence Life and OCI occurred. . Sodexho has a new person, Shane Polous from Florida has started and will be managing the culinary program. SHS is looking to hire a part time temporary person for the Phoenix Center.
8. **Additions & Updates:** Dan Benge received a grant which will be used for College Goal Montana. They have Emily W. & her staff on board to assist students filling out their FAFSA, and the TRiO staff will also be assisting. Radio advertising and other marketing (mailing postcards) is being used to promote this. Last year they had a good crowd, but will be interesting to see this year. Skyview HS is target market and they are hoping their extra effort there has paid off. The event will be on Feb. 7th from 9:00 to Noon in ASC 152/153. All local high school seniors are invited to attend.

Cheri offered an update from Business Services that they are not mailing out bills this spring. They will be emailing students to check their bill and pay it. They are open till 6 pm next Tuesday. Parking is paid online.

Stehanie said CC spring orientation is on Monday, Jan. 12th, it is a small one during the afternoon from 3-5. Fin Aid will attend. Hoping for a big turnout.

Joe would like to put as a standing item on the agenda is the student success committee. Stephanie said initial charge was from the Chancellor to begin this. The committee is looking at best practices, will bring info together, and see what they can adopt. They brought their ideas to Chancellor in October. Next meeting is to be determined and looking at getting groups to do research with resources internally & externally.

Tammi W. from NSRS will be travelling to a conference next week to take a look at larger retention planning across divisions.

Kathy K had an Everfi update. For spring, notification has been sent out to new students/transfers/grad students to complete Everfi. Follow up postcard went out this week. A new module being developed for high school students taking college classes. They were at about 75% completion last fall. Estimated time spent for student to complete Everfi is a couple hours, Transit (financial literacy) is an hour.

9. **Emergency Loans:** Process is continuing to be fine-tuned. Emily stated we have a new form for student to fill out in Fin Aid. Student has to supply a budget plan. Will be coordinated with Mike Morgan, Joe & Fin Aid. The idea is to try to get students to think through the budget process and understanding their role in that and take ownership of this. Max amount is \$600. If Joe approves the loan, the student goes downstairs to Business Services to submit an installment contract for the final step. City College would like to have the form available out there but the student would come to main campus to finish process. If we are not educating the student to learn more about fin literacy while they are here, who is?

Reminders/Announcements: [None presented.](#)

Next regular SAC Team Meeting is **Wednesday, February 4th in McM Conf. Room 305.**
Meeting Facilitator is Kathy Kotecki.