

## Student Affairs Council

Wednesday, July 22, 2015

SUB Missouri Room

9:00am

Facilitator: Heather Eggum

### MINUTES

**In Attendance:** Trudy Carey, Kelly Buck, Valerie Sperry, Stephanie Cowen, Dave McGinnis, Chad Schreier, Aaron Clingingsmith, Kristin Peterman, Jeff Rosenberry, Heather Eggum, Joe Oravec, Cheri Johannes, Tammi Watson, Kathy Kotecki, Emily Williamson, Shelley Zimmerman, Kari Caster, Martha Hintt.

1. Welcome (Heather) [Welcome everyone.](#)
2. Special Guests: Aaron Clingingsmith, University Relations Director, "MSU B & You" Publication. [This publication has been in existence for at least 6 years. Housing gives out to all students when they move in. Admissions gives them out to commuter students at fee payment days. This guide was also created to consolidate info from Orientation. Discussion occurred related to the need to determine the best format and delivery method for this resource; how it's used by the students \(and others\); and what is seen as value by the students. It was agreed for this coming year we should update and keep this available to students, but all areas will be tracking how and when it is referenced by students. The insider guide is also given out during Lunch & Learn sessions.](#) David McGinnis, Grants & Sponsored Programs: OCHE Grant submission. [There is ongoing work with the Commissioner's office to put funds \(monies not captured by performance based funding monies; rather a % of those funds to work towards increasing our enrollment/completions\) we asked for into recruiting/completion efforts. There was discussion about strategies to increase completions and align possible proposals with OCHE efforts related to Complete College America.](#)
3. Cabinet Update (Joe)
  - a. [Good news!](#)
    - i. [Congrats to Kelly Buck & SSS/Trio team on the grant award.](#)
    - ii. [Fin Aid received funds from the Governor's Office/OCHE for need based funding scholarships.](#)
    - iii. [Ashley at the Childcare Center received the \*Bright Horizon's\* "Right Way to Work Award" at the annual Awards of Excellence Banquet.](#)
  - b. [There are new staff at City College, Fin Aid, & Admission/Registrar's Office.](#)
  - c. [The Chancellor's Leadership retreat took place last week. All three divisions were well represented. The Chancellor is laying the foundation for years to come and will discuss this more at his opening convocation on August 25<sup>th</sup> at 3:30 p.m.](#)
  - d. [Campus student surveys were discussed at Cabinet yesterday. Michael & Joanne are coming up with a questionnaire so we are not over surveying the students.](#)
  - e. [Blackstone Launchpad is on the Bozeman campus and it was discussed. This helps students launch entrepreneurial business startups.](#)
  - f. [Business students took on the Student Union building addition project and presented their findings to MSUB administrators.](#)
4. Enrollment update (Cheri) [Enrollment numbers are slightly down on application counts. Our retention is up a bit in the 5 year average. Joe shared how to access the sharepoint for enrollment information. To access see below information:](#)

The **Institutional Research SharePoint** site is located at:

<https://sharepoint2010.msubillings.edu/sites/IR/>

Login using your netid and password.

This site contains:

- SHARED DOCUMENTS: institutional reports containing aggregate information,
  - ONLINE RESOURCES: external online resource websites, and
  - LINKS: links to MSUB specific data applications.
5. Orientation update (Tammi) 84 students are coming to this week's Orientation and 58 students are registered for the last session. 105 students just completed last orientation held. More students are registering during orientations this year than last.
  6. Dean of Students Update (Kathy)
    - A. Enterprise Car Share Program: This is designed to work with college campuses to provide rentals to students, staff and faculty. We would have 5 vehicles and the cost is on an hourly rate. This would be great for international students. No other campus in the state is on board yet so MSU B would be the forerunner.
    - B. Everfi: Students should be receiving hard copy letter from the Dean of Students in the next day or so. Courses are open on August 3<sup>rd</sup> for the students to access.
    - C. Student Affairs Staff development day: The challenge to put this event on is timing. SA Exec is looking at Monday August 24<sup>th</sup> as a possible date and may offer a morning & afternoon session so offices don't have to close and all can attend. There would be a keynote speaker, breakout sessions, and a student speaker at the end.
  7. College Store update (Chad) The VIP program is in effect, get your info in the box so it can go out by August 22. Textbook rentals are up. A big discount was negotiated with one of our biggest vendors. IndiCo will be on campus and doing some consulting work for Jackets & Co.
  8. Budget Update (Shelley) June FY 15 reports have been sent out. The assumption of 'use it or lose it' for spending budgeted money at the end of the year is not accurate. Any remaining funds are distributed between scholarship reserve, enrollment reserve, or deferred maintenance. We do not return the remaining funds to an agency outside of MSUB. Please try and anticipate professional development expenses and email those requests to Joe & Shelley first; the sooner, the better.
  9. Student Success Committee update (Tammi, Stephanie, Jeff) The committee is meeting today and going over various topics members have done some research on. A report will be forthcoming.
  10. Additions: None.

#### **Reminders/Announcements:**

- Fin Aid gainful employment report has been submitted. Consumer Info items is on fin aid website.
- Sodexo is searching for a replacement for Jason Aupied.
- Housing & Res Life is searching for a Nightwatch person.
- Stephanie Cowen will be out during in August-September but coverage will be there to assist with anything that comes up.
- Academic Support Center position search is ongoing.

Next SAC Team Meeting is **Wednesday, August 19th**

**Meeting Facilitator is Becky Lyons**