

## Student Affairs Council

Wednesday, November 4, 2015  
SUB Missouri Room  
9:00am

Facilitator: Kelly Buck

### Minutes

**In Attendance:** Trudy Carey, Joe Oravec, Shelley Zimmerman, Jeff Rosenberry, Aaron Murrish, Kristin Peterman, Stephanie Cowen, Tammi Watson, Cheri Johannes, Becky Lyons, Heather Eggum, Kelly Buck, Paul Foster, Kathy Kotecki, Darla Tyler-McSherry, Valerie Sperry, Claudia Janecek, Laura Gittings-Carlson (Guest) - Extended Campus

*Laura Gittings-Carlson, Extended Campus Guest, announced the JMG Career Fair on Wednesday, November 18th. The Chancellor and Provost asked Extended Campus to coordinate. We will need numerous volunteers to assist with the event, as all Extended Campus staff will be assisting with booths and buses at the gym. Please contact Laura at 896-5882 if you can help with this event.*

1. Welcome (Kelly Buck) Kelly welcomed everyone and facilitated a reflective exercise  
“WHAT WE ARE GRATEFUL FOR”
2. Cabinet Update (Joe Oravec)
  - a. New Regent Nystuen will be visiting the MSUBillings campuses on Monday, November 9<sup>th</sup>. He will be at the University campus the early part of the afternoon, and then the City College campus the rest of the afternoon.
  - b. Aaron Murrish reported that the FOLF (disc golf course) design has been reviewed. Proposed location is in the Peaks to Plains Park. Discussion followed.
3. Campus-wide Crisis Response training debrief; ECCC (Kathy Kotecki and Joe Oravec)
  - a. Scott Forshee presented training at both the City College and University campuses last month. The comments received emphasized that we need to conduct more drills with students.
  - b. Trudy Carey requested that we keep in mind students with disabilities.
  - c. Joe commented that we need to review protocols for your area and post in a visible area, know who are the building monitors, where the emergency backpacks are, and who and what sweepers do.
4. Leadership Program recruitment (Kathy Kotecki)
  - a. Kathy reported that applications are now being accepted.
    - i. Friday, November 13<sup>th</sup>, 2015 is the deadline to apply
    - ii. Program starts in January 2016
    - iii. Sign up on the MSUBillings website: [www.msubillings.edu/leadership](http://www.msubillings.edu/leadership)
5. EverFi Update (Kathy Kotecki)
  - a. Very busy with spring 2016 registration beginning this week. There are 455 students on “Hold”. The EverFi site is updated every 3 hours. Discussion followed regarding events that occurred this week.
  - b. Administration of EverFi will be transferred to Student Health Services in the fall of 2016.
  - c. The “Not In Our State” conference may be a place to talk and get student’s input about EverFi
6. MSUB Promise Program Update (Tammi Watson)

- a. Tammi passed out a handout on the scholarship website
  - b. Student applies for admission online, then applies for MSUB Promise Program
  - c. Joe discussed the changes/increases to the Chancellors Excellence scholarship, as well as the residence hall award change if the student maintains a 3.75 GPA or higher each consecutive semester after the first semester.
7. Calling Campaign Update (Tammi Watson, Stephanie Cowen)
- a. Stephanie reported that CC students and staff successfully called 200 students, with positive results.
  - b. Tammi reported that Univ Campus students and staff called 400 students. With the help of Becky Lyons and staff they were able to immediately set an advising appointment.
  - c. Recipients of the calls were first sent an email, followed up with the call, and then a postcard is sent.
8. University Calendar (Joe Oravec)
- Joe would like to reinforce the importance for everyone across the campus to put all events on the University Master Calendar.
9. Professional Development committee update (Heather Eggum)
- a. Heather reported that the committee is continually looking for quality relevant training. They are also looking at cross training for different departments.
  - b. Attendees requested to have more advance notice of training.
  - c. Yes, you can watch the videos after the presentation( Dropbox location)
  - d. Question, can we link into different locations/different topics.
10. Campus Climate Survey (Darla Tyler-McSherry)
- The survey is up and running thru November 25<sup>th</sup>. Student Health Services is actively promoting this survey.
11. Student Success Committee update (Tammi Watson, Stephanie Cowen, Jeff Rosenberry)
- a. Jeff hasn't received any feedback as of today.
  - b. What role will staff play in Gardiner Institute "next steps"?
12. Joe Oravec has held discussions with the Foundation regarding students in emergency situations and ways to help them with financial help, not a loan. Joe would like you to share stories of students needing money for emergencies, no names. He needs these stories by Friday, November 6<sup>th</sup>.
- a. Jeff Rosenberry reported that residence life has a program "Do The Right Thing", which helps students with necessary items such as coats, prescriptions, bus passes etc.
13. Staffing (Everyone)
- a. Round the room sharing

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

- Join the SERVICE STING TEAM. Students, faculty, staff and administrators strive to collectively accumulate 6000 volunteer hours by April 2016. For more information contact Shayla Fox, Office for Community Involvement, SUB 222, 406.896.5815
- Student Etiquette Dinner will be held November 12<sup>th</sup>. Excellent opportunity for Students to interact with potential employers in the Billings area.
- OneMSU is being held in Havre November 5<sup>th</sup> and 6<sup>th</sup>.
- The CRM Initiative is proceeding.
- College Application Week THIS week
- Spring Registration THIS week

- Intersession 2016 posted; Summer forthcoming
- Veterans Day, Weds., Nov. 11 – No Classes; Offices Closed
- Spring 2016 (all)/Summer 2016 (if walking) Graduation Applications Due Fri., Nov. 13 – using DegreeWorks
- Preview Day, Fri., Nov. 13
- NO Tuesday evening services (5-6pm at either University Campus or City College) on Tuesday, November 24 or Tuesday, December 22
- Grades Due Weds., Dec. 23 at 12 noon – grades (probation, suspension and specific lists for other offices – housing, scholarships, athletics etc...) will be finalized the week of December 28<sup>th</sup>

**Next SAC Team Meeting is Wednesday, December 16, 2015**

**Meeting Facilitator is Chad Schreier**