

## **Student Affairs Council**

**Wednesday, June 8, 2016**

**SUB Missouri Room**

**9:00am**

**Facilitator: Emily Williamson**

### **Meeting Minutes**

In attendance: Joe Oravec, Heather Eggum, Tammi Watson, Kathy Kotecki, Stephanie Cowen, Trudy Carey, Emily Williamson, Darla Tyler-McSherry, Kelly Buck, Kristin Peterman, Jeff Rosenberry, Jeremy Noel, Valerie Sperry, Ashley Chilton, Tara Haupt, Paul Foster, Lori Borth, John Gillette, Mary Susan Fishbaugh, Claudia Janecek

#### **1. Welcome**

Emily Williamson welcomed all to the June SAC meeting

#### **2. Cabinet, et. al. update**

- a. Joe thanked Kristin Peterman and staff for the great job coordinating the Wine and Food Festival. Joe also applauded Shimeree Secrest, student on her speech at Saturday night's event.
- b. Enrollment Update-Michael Barber sends dashboard updates every week.
  - i. Additional enrollment data was reviewed.
  - ii. Jeff Rosenberry reported that housing and residence life applications and bookings.
- c. Executive Budget council.
  - i. Internal Audit - Trudy and LeAnn reported that MSU Billings uses good accounting practices.
  - ii. Sharing of P-card should not occur, e.g. someone using another's pcard to make reservations, etc. Speak more with Joe if there are questions on this.
  - iii. Airline tickets must be on University P card
- d. Advancement Council. Bill Kennedy will be the new Foundation CEO beginning August 1, 2016. Discussion was held regarding MSUB at Montana Fair. Scheduled for Sunday, August 14. Past involvement was reviewed.
- e. Emergency Crisis Communications Committee
  - i. New RFP for emergency notification software being examined
  - ii. Phones installed in all classrooms
  - iii. All clocks removed from City College
  - iv. Scott Forshee is looking at doing a lockdown/active shooter drill for fall semester
- f. Board of Regents
  - i. Sonja Choriki was president of MAS (Montana Associated Students) this past year, Greg DiCharry will be the Treasurer next year, and Kennedee Burk will be MAS Internal VP.
  - ii. Student Affairs Officers are reviewing recommendations made by the Suicide Prevention Taskforce that will eventually be presented at the September Board of Regents
  - iii. Board of Regents will be held at CITY COLLEGE on September 14-15, 2016
- g. EAB will be presenting a retention presentation on Tuesday, June 14<sup>th</sup>, 10-11:30. Please RSVP to Joe. Attendees will receive an information pack later this week.

#### **3. Orientation, and Working Group update**

Tammi Watson and Tara Haupt reported that 137 students and 76 guests will be attending orientation this week. City College sessions are at or near capacity. There are 104 students registered for the second session.

#### **4. High School Connections**

Stephanie distributed a list of classes to be in the Billings high schools 2016-17. This is a pilot program. No tuition or fees will be charged this year. Governor Bullock was at the Career Center last week to kick off this new program. Discussion was held.

#### **5. Assessment Retreat "Save-the-Date"**

Emily announced the assessment retreat will be held on Wednesday, August 10<sup>th</sup>, 9-2pm in the Beartooth Room.

6. Campus Food Insecurity, and Food Pantry proposal

Jeff Rosenberry gave a presentation of this new program in Shayla Fox's absence. Cabinet gave their final approval to develop the final "nuts and bolts" for this proposal. The major obstacle for students to get food is access. The committee hopes to have this available for students in Fall 2016. Discussion followed regarding funding, donations, staffing and utilization by students. The full proposal is attached. The link to Jeff and Shayla's presentation is

<https://sway.com/LkNYXEGMhm3NyMZA>

7. Staffing updates

Stephanie Cowan is the New Director for Student Services at City College

I'lean Gladstone is the new Advising and Career Specialist

Searches continue for several other positions.

8. Additions:

Upward Bound Veterans program next evening program runs from June 27-July 28. Any veteran can benefit. Contact Lori Borth for more information.

There are several volunteer opportunities available this summer through the Office of Community Involvement

- Night on the Van-Salvation Army Community Table Feeding Van. Volunteers will assist with loading the food and going out on the van to various neighborhoods in the Billings community for 1 night to help provide a dinner meal to kids, families and individuals within the community.

- Relay for Life

- COYOTE-Community Disaster Exercise. To be held on Friday, June 17<sup>th</sup>, 1-3pm. 750 volunteers needed. Flyer attached.

- Correction to the May 11<sup>th</sup>, 2016 Minutes. Academic Boot Camp runs from July 19<sup>th</sup> through the month of September, not October

**Reminders/Announcements:**

**Next SAC Team Meeting is Wednesday, July 13, 2016**

**Meeting Facilitator will be Chad Schreier**