

Student Affairs Council Meeting  
October 1, 2014

Welcome by Joe. Reminder of when SA Exec meetings happen, SAC meetings. Introduction of guests – Krista Montague from Athletics had Kevin Fordee from University of Mary. Ron Kirby and Paul Foster also attended. Introduction of SAC team.

1. Cabinet and Other Updates: Joe shared his meeting with the BOR. Chancellor's topic was alcohol & other issues. Darla & Kathy played a part in pulling in info and condensing it to only 5 min speech. Chancellor asking for recommendations to serve on Student Success Committee, let Joe know if you're interested. Cheri talked about free app week in third week of November, \$30 fee waived then. Up to each institution on how they will participate this year. MSU-B will do similar approach this year as last. We had 530 apps last year. Our goal was to get students in the pipeline, will continue with this. University Strat Planning Committee: Chancellor mentioned bringing that back. Dr. Pagano wants to bring people back who served previously. A lot involved with tabletop exercises tomorrow. This is an exercise for emergency response procedures on campus. Spelling Bee talked about in Cabinet, coordinated through extended campus, hosted here. Student Union staff is involved in making this happen. Business Hall of Fame meeting tomorrow, inaugural event.
2. Budget: UBC convened last week. Our reps are Kathy, Shelley & Cheri. Trudy gave budget 101 intro. Would be beneficial for all student affairs members to know about. Need input for future prof dev. opportunities. Challenging for next two years. More data coming. All areas impacted due to our enrollment. Joe asked everyone to look at their budget, anticipate, reallocate, what a cut would look like. Look at certain percentages of your budget, not across the board. What is mission critical? "What do we need to do and what is nice to do". Use the 3,5,7,10% to model what your budget reduction could be. Shelley asked if for the auxiliaries the percentages should be applied to revenue or expense and Joe said revenue. Anticipated fee requests deadline is fast approaching, let Joe know this asap. Krista said in the past e1 was given a directive that nothing greater than 3% increase is ok, but nothing has come out of Commissioners office on this yet. Joe needs to understand how BOR views fee requests, how we think about approaching fee requests, needs suggestions from all.
3. Student Complaints: We have compliance through our accreditation on how we manage. How does everyone else manage, resolve? Accreditations committee can ask to see our files. This is all new to the departments, have not dealt with this before. This will be reviewed at next SA Exec meeting. Joe will bring past examples to that meeting.
4. Emergency Loans: Emily thinks a form should be used as a contract, we should implement this plan. Need to figure out our process and plan for future semesters. Book store wants prior notification of a student coming in. Joe asked for input from others on how to fine tune our procedure.
5. Student Life Catering Fund: Past process was that Sodexo gave us \$7500 to be used for Stu Affairs departmental events for the year. Shelley provided a summary of past expenditures. Ask first to use this fund prior to event. This should be used for student dining predominately. Cheri mentioned using funds for staff travel/hospitality is a separate fund but these two can co-mingle

sometimes. Stephanie asked for a list of guidelines be given to departments so they know what can be asked for and what cannot be asked for.

6. Vacant Positions: When we have people leaving positions we want to be informed so the Chancellor can be informed. When interviews are scheduled Joe wants to meet with the finalists, if he can attend he will. Joe's responsibility is to know the staff and be involved. An email is good or a phone call to Joe letting him know about the ensuing paperwork for a vacant position.
7. Departmental & Student Events for VCSA calendaring: We are getting them and calendaring. Keep Joe in the loop of these so he can attend.
8. Signature Standardization: Not quite there yet and working on still. Some have internal signatures and external ones. Athletics is starting to use a standard one this week. Aaron's job is to bring to cabinet. Joe will follow up with Aaron.
9. BPA and routing for signatures: Reminder to all that a second person has looked at it and is aware of the expenditure. More info on the paperwork is better.
10. End of Year reports: All those are in per Cheri.
11. Student Health Services update: Darla shared new format of end of year report. Top two reasons people coming in are depression/anxiety, lack of sleep. New counselor is Vicki Burford, here Tue Wed & Thur. The Not in our State summit was well received and put on very well, many thanks to Darla. Held in Missoula next year.
12. DSS Update: Trudy has more students than ever before with 240 this year with needs. More visibility needs this year. All videos should be captioned. They are down one staff member, office just has 2 people now. Everfi products don't have accessibility yet. Seth asked about how to ask for services, Trudy said email to interrupter or bring them to the office.
13. Veterans SS Update: Seth Allen covers Vet students here and at City College. Directs them to Vet benefits. Will talk with Vets about any issues they have. Lunch & Learns are going to take place for Vets. He has speakers coming in. Seth mentioned Cognito – training geared towards educators dealing with Vet students with issues. Seth wants more help for students at risk as well to complete the Cognito training. Trudy would like Stu Affairs to take training sessions and wear the blue free T's in November during Vet Day. Krista would like athletics to get involved with Seth's Vet group.
14. City College Update: Part of statewide Tact 4 and Swammei grant was approved. More info coming in and will be distributed. The Tact grants are for 2 yr education. Tact 3 was first one CC did. Half of the grant going to Missoula, other half divided up with other institutions. Big issues involved! Good to be getting the money but it may not be spent on how CC wants to be able to use it.
15. Childcare Center Update: Halloween festivities coming up. Ashley wondered if residence halls had festivities. Scheduled for Wednesday Oct 29, 6-8 pm in both halls. SUB will be open in the morning for Childcare kids to come through. Kristin facilitates this.
16. Chronicle: Martha: find out if more free online subscriptions available. Cheri said most have their own subscriptions. No one seemed interested in having the paper copy.
17. Additions: Ex Officio group: first meeting tomorrow with the group to keep a pulse on student feedback and issues. Kathy K. identified several groups and a member of each has joined Ex Officio. Joe will ask them if there are areas on campus where they would like to see a speaker

- at. Will be talking to them about social media. Stu Affairs directors may be asked to come in and talk at a meeting. City College may have their own group.
18. Family Weekend – Jeff said begins Friday. Many guests coming, great stuff in store for parents to see what's happening here. Gourmet brunch wraps up event on Sunday.
  19. Advancement Council: Chuck Wendt involved. If you are looking for sponsors for events, check with Joe first so we don't overlap with Foundation sponsors. Student Orgs check with Kristin, she checks with Foundation.
  20. Everfi: 74% completion with alcohol one, 50% completion with Haven. Letters, postcards and emails sent to students, some still not responding. Cheri suggested setting up a plan for everfi holds so they don't get out of control. A reminder to students could be put in D2L to complete the Everfi so the hold would be lifted.
  21. Emily from Fin Aid talked about her first Psy (spell?) App. She reported prior year's expenditures and asked for next years. We underspent \$41000. She sent in report and appeal. One position was vacant for 9 months. Emily hoping Feds don't 'swipe it' but if they do, that money may be gone. Chancellor, Joe, Cheri & Emily working on this. Need ideas on how we can hire work studies. We need to educate students better on how work study works so they take advantage of it.

**Meeting adjourned at 11:00 am.**

**Next meeting will be on Wednesday, October 29, 2014. Tammi Watson, NSRS, will be facilitating. Meeting to be held in SUB, Missouri Room, 9:00 to 11:00 a.m.**