

**Student Affairs Council**  
**Draft Meeting Agenda**  
**Wednesday, October 29, 2014**  
**Location: SUB Missouri Room**  
Facilitator: Tammi Watson

1. **Special Guest:** Jackie Ellsbury joined us. Financial Services-Payroll to go over the New EPAF form for Classified Staff & Part Time Faculty. This form replaces the yellow ETF's. *Regarding Classified & Part time faculty ETFs: group training coming up week of Nov 10<sup>th</sup>, once a week thru December. Cheri asked about an approval queue being available for new form. Bozeman can't give an answer to us yet on the notification system, financial services is working on that issue. Multiple approvers can be set up. Fin Svcs taking care of the banner end of it for us. Fin Svcs can track this new EPAF much easier is the reason for switching to this new form. Ronna, Jackie & Terri E. will be points of contact for help.*
2. **Cabinet update (Joe)**
  - *Chancellor Mark Nook joined us and provided an update since arriving at MSUB in July:*
  - *Chancellor spent a lot of time downtown this summer talking/questioning with bus leaders, svc orgs, etc. asking what they need from MSU B. Found out that businesses would like us grow to 8-10000 students. Getting really good support from downtown groups and lets them know our graduates are working here and in the state.*
  - *He has spent last few months meeting campus depts and staff, has met a lot of RAs at move inn day, and student athlete groups.*
  - *Some big issues are enrollment, working on this in Cabinet. Hot economy is part of why we are not getting/losing students, 3% unemployment rate currently. Number of students graduating high school also has an impact (less are graduating). This helps to set our budget. We need to focus on general operating budget for now. Our enrollment is down this year but freshman class is bigger – not holding onto students as well. It's likely our state appropriation for next year will be less so we need to be careful about that and be ready to figure out next year.*
  - *On the budget: Everyone should have access and information to knowing what our budget is. Chancellor believes in extreme transparency. Michael Barber and his team working on predicting what our tuition revenue numbers will be next year and how it will change/affect our budget.*
  - *Important issues for the Chancellor are that we treat each student as an individual and if are successful, we need to pay attn. to student needs and what they are asking in classrooms, their educational goals, their career professional goals, and their personal life goals. Retention should be all of our goals.*
  - *He reviewed what Prior Learning Assessment (AP) is and how that affects this campus. Sue Jones with OCHE is the chair of this committee. He wants to try and track this on our campus and assess how our test-outs are working. MSUB has a good group on this OCHE committee (Chancellor, Rita Kratcky, Florence Garcia & Matt Redinger) and good things should come out of this.*

*Additional discussion:*

*Fee requests - Joe talked about fee requests with the group. In each of the requests there needs to be a student signature involved so we are being transparent as possible and utilizing the student voice.*

*Current political campaign season - a memo will be coming out from the Chancellor (admin general) later this week about a state employee and involvement with politics. A state employee cannot use state services to endorse a candidate. Be careful of your time and not talking about a political candidate during your working hours.*

*City College Dean search - has been narrowed down to 8 candidates.*

3. Emergency protocols & Building managers (Joe) *Joe asked for information from all directors how they handle emergency situations. Chancellor remarked that Administration has a lot of work to do also on handling emergency procedures in an event. Heather Eggum detailed a first floor McMullan plan is in place – they have emergency backpacks, a ‘safe place location’ and lock down procedures. Stephanie Cowen talked about City College procedures and that it is on their meeting agenda to develop a further plan. We need to share with each other our procedures in place and finalize them.*
4. Career Services updates (Pat)
  - Thursday, October 30<sup>th</sup>, City College Career Fair *We have 25 employers attending and visiting with Students.*
  - Wednesday, November 12<sup>th</sup>, Employer Partnership Etiquette Dinner (need 18 more COB/computer students) *7 employer partners attending and dining with students. They need more business major/IT students graduating by 2016. Dinner is by reservation only, no charge to students at all but they must put a \$20 refundable deposit down (so they will attend).*
5. Admissions/Registrar updates (Cheri)
  - College Application Week, November 3 – 7 *College apps due next week. MSU-B App fee waived to attract more students. Hope to increase the application pool by several hundred.*
  - Advising Week, October 27 – 31 *Promo on screens around campus. Registration starts on Monday, Nov 3<sup>rd</sup>. Some students have advising Pins and some don’t. Senior registration open first, then goes down the line.*
6. Disability Services/Veterans Student Services Update (Trudy) *Seth Allen, veterans coordinator has resigned. We are having training lunches to recruit a Vet coordinator, register online. Free T shirts given away! Kelly Buck advised the DIG committee is following up on this also.*
7. Student Health Services update (Darla) Allowable Expenses by Business Services for dining. *Darla reported on what sort of hospitality expenses are allowable/not allowed per her discussions with Business Services. Bus Srvcs recently sent a BPA back to her as unallowable even though it was believed to be an educational luncheon expense for staff/students. Additional discussion centered on the fact that more questions are being asked about what is allowed and what is not. SAC should receive some more training so we are in compliance with the rules that are now being enforced. Joe stated everyone should be made aware ahead of time of the policy. The Chancellor explained the use of general operating funds and what can be used for hospitality. Policy hasn’t been enforced previously, but an effort is being made to change the procedures going forward. Auxiliary funds and gen. operating funds policy will be checked on.*
8. Professional Development Committee update (Kristen) *The committee started meeting this month. We’ve done 2 things: Started discussion about cross training with offices and slide sharing. Created a list of workshops coming up. Please share the Prof Development list sent out by Kristin with your staff.*
9. Additions: *Joe asked if there are other invited guests you would like to see come to these meetings. Cheri remarked that would be beneficial. Trudy Collins may be a good guest to invite about budget items. The Chancellor mentioned Matt Redinger and Mark Pagano might be good guests to invite about accreditation. Jeff advised sharing the budget reductions with students is a good way to see what is on their radar and what is not. Chancellor stated we have begun the UBC talks early to try and prevent problems down the road.*

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

- Registration for Spring 2015 November 3-6<sup>th</sup> (including the 4<sup>th</sup> even though offices are closed); Advising PINs have been assigned
- Anticipating the approval of intersession classes ASAP

- Summer schedule should be available mid-November
- Go Back, Move Forward Adult Info Session, Thursday, November 6<sup>th</sup>
- Applications for Graduation in May 2015 (all) or Summer 2015 (if walking) due Friday, November 14<sup>th</sup>
- Preview Day is Friday, November 14<sup>th</sup>

Next SAC Team Meeting is **Wednesday, December 3rd. Meeting Facilitator is Kristin Peterman.**