Director’s Council  
August 11, 2011  
Minutes

In attendance: Cissy Petty, Robbie Reed, Ben Hartley, Roberta Kaskel, Craig Beebe, Heather Roundtree, Michael Giorlando, Nancy Bercaw

1. **Strategic Planning Books**

   Cissy gave the directors “Strategic Planning Student Affairs,” edited by Shannon E. Ellis, to read by late October/early November for a meaningful discussion on strategic planning for the future.

2. **NASPA Excellence Awards Submissions**

   Cissy announced that SA should submit applications for professional awards for SophMORE Initiative, Advocates, Packport, iLIVE, and any others.

3. **Microsoft Upgrades and Web Focus**

   Some Directors need updated Microsoft programs. IT recommends Microsoft Office Professional Plus 201. All of SA is having difficulty accessing Web Focus to run reports that interface with SIS. Cissy will have a conversation with Brett about the situation and invite Lynnette over *before* November. Robbie will convene a meeting.

4. **Credit Cards**

   Financial Affairs is getting very strict about credit card receipts and usage. When credit card holders take people to dinner, they must remember to write down the purpose and people in attendance. Robbie will get an inventory of credit cards distributed among SA. Directors are responsible for looking through receipts.

5. **Budget Updates**

   Cissy emphasized that departments in SA don’t “own” their budgets. Funding belongs to all of us, like concentric circles. We share, and each of us could benefit from another at any time Cooperation and collegiality are the name of the game.

6. **Provost’s Council Transformative Ideas**

   Cissy asked the directors for two transformative ideas that she could present at the Provost’s Council, Aug. 15-16. Craig suggested an “endowed, student-leaders-in-residence program.” Roberta suggested a “career development learning communities.” These two ideas will be presented at the Provost Council.
7. **Proposed Change to Academic Calendar**

Roberta announced that there is proposed change to the Academic Calendar on the table possibly for Fall 2013. The change would move the first day of school up by a week to Aug. 19. The first rationale is to have law school and undergraduates start the same day. The second is to give the academic community more time for review after classes end. Spring semester would not change. The primary concern for Student Affairs is that this could adversely affect summer revenue and summer projects. Directors are asked to send Roberta an email on how this calendar change would affect their department. **Roberta needs by Thursday, August 18.**

8. **Student Affairs Reception for New Faculty**

Decision was made to invite faculty and new faculty for an event around the holidays instead of the beginning of the academic year.

9. **Campus Directory Advertising**

The Student Directory sales team was in office, trying to get each unit to buy advertising space. Decision made that this is not in the budget.

10. **Facility Updates**

Cabra renovations are coming along very well. SA Directors will schedule a tour to see the updates. The new welcome mats will feature the Wolf logo. The New “L” is painted and up on top of Cabra, facing St. Charles. The 12 Adirondack chairs for the lawn are almost done. Biever is looking great, and the floors nearly done. Laundry room looks unbelievably good. There have been no changes to Carrolton. Buddig’s kitchen has fresh paint, as well as stoves and vent hoods in stainless steel from Sears. Chef Scott has a new program, featured in Packport, called “Dorme” cooking!

11. **Occupancy**

Report as of August 11 reports that there are 1464 in residence with wait list of 12. (1481 is the max.) The Directors will brainstorm ideas to make this a less volatile process. Craig suggested that perhaps a higher deposit, from $100 to $250, could make an impact. Also, Cissy proposed that perhaps, in the future, we could explore an apartment complex that we could buy and then lease.

12. **Wolfpack Welcome**
Heather handed out the events for Wolfpack Welcome. Highlighted sections mean that all SA staff must attend.

13. Position Updates and Events

The Wellness Coordinator position will be posted soon. According to Coach Gio, Zach will most likely serve as chair. On Monday, August 15, volleyball and softball teams arrive on campus. On Sept. 12 is the “Welcome BACK to the Pack” spaghetti dinner at 6 p.m. The Wellness Expo is Sept. 13. An open house for faculty and staff is Sept. 16, from 12-2.

14. Polo Shirts

SA polo shirts will arrive on Wednesday, August 17. They are to be worn on Friday the 26th to dinner—and to Swamp Stomp on Sunday, August 28.

—Respectfully submitted by NSB, August 16, 2011