**Minutes**

Student Success Council Meeting

April 23, 2014

**Meeting Start Time:** 1:45

**Members Present:** Matthew Keller, Dr. Don Culberson, Dr. Meg Smith, Natalie Finnorn, Dr. Lori Aultman, Stephanie Harris, Bob Stewart

**Members Absent:** Billy Kavula

**Visitors:** Tracey Childs, Dean Joe Deighton, Dr. George Sims, Julie Lassalle

**Visitor Remarks:**

* Dean Joe Deighton:
  + During the College Senate meeting Dr. Meg Smith brought up programming and I just wanted to come in and do a presentation on the Student Activity Fee and how it is allocated
  + The Student Activity Fee is money that comes in for co-curricular activity, such as activities that go on outside the classroom
  + SAFAB, the Student Activity Fee Board is a student/teacher run board. Organizations apply for money help determine allocations.
  + The Student Activity Fee is a subset of the comprehensive fee, which is the fee every student pays that covers a number of things.
  + In reality, full-time students pay $80 per semester or $160 per semester in Student Activity Fees. This generates around $175,000 to $190,000. During the 2013-2014 school year, SHC generated $189,500 in Student Activity Fees. These numbers have been compared to other Jesuit schools.
  + Institutional Student Program Structures see roughly $100,000. This refers to recognized campus organizations such as SGA, CPB, Pan-Hellenic, Infraternity Councils, RHA exc.
  + The Student Activity Fee also financially supports co-curricular college programs such as intramurals, the wellness center, and Campus Ministry
  + The Student Activity Fee also financially supports Student Life Support Services such as the printed handbook for freshman, Student IDs and the calendar and handbook online.
  + Guidelines- get slide
  + 2013-2014 SAFAB Budget
    - Recreational Campus Organizations and Institutional Student Program Structures🡪$132,000
    - Student Life Support Services🡪$24,000
    - Co-Curricular Support to College Programs🡪$33,000
  + History
    - The Office of Student Involvement is in charge of budget allocation of the Student Activity Fee. Previously, this was not centralized, but now one office does this. Also, SAFAB was created under Dean Joe Deighton to make the process go smoothly.
    - The operating budget for the Office of Student Involvement is $7,000.
    - The printing of student handbooks for freshman is $7,000.
  + Residence: get slide
* Matthew Keller:
  + Dean Joe Deighton has the numbers so if there is money left over after the year where is the money allocated?
* Julie Lassalle:
  + Every time students want to spend money they have to go through the Student Activity Office
* Matthew Keller:
  + I know that in SGA there is money that doesn’t get used. I’m working on a quarterly budget system. I just thought reviewing the allocation would help because I know some clubs weren’t using money, and it could be reallocated to areas where it is needed.
* Bob Stewart:
  + What is the process in terms of programming, and how can does the school make it so that events do not overlap?
* Julie Lassalle :
  + We try to get events on the calendar. We try to make sure the big events are put on the calendar.
* Matthew Keller:
  + In reference to this, I know two kickball events were happening around the same time. One was held by Greek life and one was held by the Residence Hall Association. Attendance was greater at the Greek life event, and many people were too tired to attend the RHA’s event.
* Bob Stewart:
  + Do we have monthly calendars?
* Julie Lassalle:
  + We have monthly calendars for Greek life because they compete for dates for social events.
* Dean Joe Deighton:
  + Student groups need to plan in advance. When we plan the calendar, we try to get the big events down and then work around those.
* Matthew Keller:
  + Is there a calendar that has all the events on it?
* Dean Joe Deighton:
  + No, we have been pushing for this, but it hasn’t happened yet. We use the BadgerWeb site’s calendar. But we do need a true master calendar. I don’t know who puts the calendar together.
* Dr. Don Culberson:
  + It would also be handy if we were able to know where events are held.
* Julie Lassalle:
  + The fall calendar for the next school year is usually ready for Greek Life as the current year’s spring semester is ending.
* Tracey Childs:
  + We need a professional staff member who can make sure these things are happening. Maybe we can revisit this.
* Julie Lassalle:
  + Students have also become less interested and so we try to plan events.
* Stephanie Harris:
  + Many students are confused about how to submit to the student update.
* Dean Joe Deighton:
  + We do need to have a master calendar and filter system.
* Matthew Keller:
  + Who should we talk to about the calendar issue?
* Dr. George Sims:
  + It will only happen when someone is given this as part of their job description.
* Dr. Meg Smith:
  + At the Senate meeting, Dr. Hoffman said to talk to Margaret Massey about the calendar issue.
* Dr. George Sims:
  + The question is going to be who maintains it once it is established.
* Stephanie Harris:
  + Is there any news about the Mobile Application?
* Matthew Keller:
  + If we had a Mobile Application, I think it should have the menu, events of the day, BadgerWeb, campus resources. I’ve put a lot of thought into it, and I think it needs to be more useful and accessible for the students.
* Natalie Finnorn:
  + I know they have a BadgerWeb mobile site and was given a tour of it when I wrote about it for the *SpringHillian*. It mainly contains grading, scheduling, and they were still in the process of building it. There are students that are testing it too.
* Matthew Keller:
  + I’m going to look into it, and talk to them.
* Dr. George Sims:
  + We are convening a council that has been involved this semester and will continue to work next semester on addressing retention.
  + We are making a coordinated effort to identify students who might want to leave and make efforts to re-recruit them.
  + The departments are and have been meeting to identify students who are thinking about leaving.
  + We are proactively reaching out to them to encourage them to stay. So far we have identified 60 people at risk of leaving. We have also identified 25 to 30 that are definitely leaving. The resolution is to reach out to these students that are thinking about leaving.
  + Our efforts involve assessing and gathering information about the students so we can intervene. For example, we look at cumulative GPAs, hours they are enrolled in, whether or not they have filed for FAFSA, whether they have sent their transcript to another university, and whether they have a financial hold exc.
  + We have organizational units at the college. We count flags that arise and rank students 1-4 based on how likely they are to leave SHC.
  + The 25 to 30 students that are definitely leaving are leaving because a program is not offered, they have not been successful in the classroom due to athletics or other activities, for social reasons, academic reasons or the feeling of not fitting in at Spring Hill College.
* Bob Stewart:
  + It is hard to determine why some out of the 60 did stay.
* Dr. Don Culberson
  + I would like to receive a list of the at risk students who are thinking about leaving.
* Dr. George Sims:
  + Some also are waiting on an answer from another school. So this makes it hard to determine if they are thinking about leaving also.
* Tracey Childs:
  + Some of the students didn’t want to leave. They just said if they were closer to home it would be less of a burden on their parents. Many had financial concerns.
* Bob Stewart:
  + Some students end up returning after leaving once they discover how good they have it at SHC.
* Dr. George Sims:
  + We are going to have another meeting to determine how to carry on with retention efforts.
* Bob Stewart:
  + We are in the process of collecting data to see kids that rank 1, which means they are at the highest risk of leaving. We not only have their admission records, but we also survey students to get early data.
* Tracey Childs:
  + We will be able to identify which students are considering leaving earlier rather than later.
* Dr. Lori Aultman:
  + Some students are also only taking summer classes. So that has to be considered.
* Stephanie Harris:
  + Is there counseling or advising available to students who are considering leaving?
* Dr. George Sims:
  + We want to be as discreet as possible. We don’t want to alarm the student and make them not want to talk to an advisor. But counseling or advising is available.
* Dr. Lori Aultman:
  + I think this information should be shared with the advisors so they know what to do when approaching students considering leaving.
* Dr. Don Culberson:
  + I know the RHA is also involved in these efforts.
* Bob Stewart:
  + Recruiters also are going to talk to students.
* Dr. George Sims:
  + We also try and identify who has a relationship with the students who are at risk of leaving.
* Bob Stewart:
  + I think it is important for students to know that the Financial Aid office is not always the best place for students to go talk to when considering leaving.
* Natalie Finnorn:
  + How does Spring Hill College address commuters or transfer students who are considering leaving? I know they may not know as many on campus or be as actively involved. Spring Hill College is such a tight knit community, and it can be hard for these students to feel a part of the school.
* Bob Stewart:
  + We have been working on that.
* Tracey Childs:
  + We have always been thinking about how to address this issue. An individual on SGA tried to address the issue. Some students just get more involved in campus life while others like just going to school and then going home.