

Enrollment Services Directors Meeting
Wednesday, June 20, 2012
9:00am – 12:00pm
Auburn Hills Campus – Room B-217
Minutes

IN ATTENDANCE:

X	Brown-Williams, Janice	X	McMullen, Katherine		
X	Linden, Steve	X	Porter, Wilma	X	Lewis, Alkinie
X	Mathews, Carla		Van Buren, Kelli	X	Nadlicki, Leanne (Recorder)
X	Margaret Carroll (GUEST)				

- I. The meeting was called to order at 9:15am. Today’s agenda was accepted.
- II. The minutes from the May 23, 2012 meeting were reviewed and approved.
- III. Human Resources Presentation (Margaret Carroll) –
 - Reminders for supervisors of Classified staff: (1) No Comp time for Classified staff (2) Overtime is paid to employees who work more than 8 hours per day or 40 hours per week (3) Overtime must be preapproved and in the budget (4) Stop the e-mail wars (5) Have a phone or personal conversation with the person and then follow up with an e-mail to summarize (6) FMLA – for an absence of 3 or more days, call Human Resources (Julie or Vanessa). They will determine if FMLA is appropriate on a case by case basis. It’s important to get doctor notes so the proper paperwork can be submitted (7) FMLA/Short term disability and Vacation/Sick Days run concurrently (8) Must use two weeks of sick or vacation days before short-term disability can be used (9) 12-weeks maximum of FMLA (10) After sick/vacation bank is exhausted, employee goes on absence/no pay (11) Bank of sick / vacation days are front-loaded to the employee record during the second pay of the new fiscal year in July.
 - It’s important for management staff and administrators to submit their time exception reports within 1 week of the following month, particularly in the month of June so bank time can be loaded.
 - When Carla’s on sabbatical (July 2 – August 23), Steve Linden will sign Director’s payroll reports and Dr. Holcomb will review.
- IV. Administrative Updates (Carla Mathews) – Planning for Redesign is moving fast. There will be 10 program deans who will have high accountability to supervise the programs they specialize in. There will be a new program dean for College Readiness – will supervise Counseling, ASC & Developmental Education. They will report to the Vice Chancellor’s office. Five campus deans will handle day-to-day operation on campus such as overrides and other student issues. They will report to the campus President.

There is also a big accountability piece and the college is considering going to Academic Quality Improvement Project (AQIP) or the Baldrige Accountability Model for accountability measures.

The College Brain Trust is here and Carla will be coming off of sabbatical to meet with them. There are areas that Enrollment Services needs to work on. When IT gives us something to be tested, we cannot sit on it.

Tasha Turner will be running the Digital Imaging project in Carla’s absence. She has learned some lessons from Financial Aid, but they are not finished yet. Perceptive will be here July 16th – 18th. Keep your calendars clear to meet with them to map out the processes. Katherine and Steve are team leads.

V. Standing Updates

A. Staffing Updates-

1. District Office

- Joyce Reiterman and Marie Cooper retire at the end of June
- Michelle Rodgers will be moved to Joyce's desk (Registration)
- Steve will offer the current staff an opportunity to move to Michelle's desk (Records) & schedule before posting for temporary help
- The permanent positions will go to vacancy
- The Admissions desk will be handling the majority of the Digital Imaging project

2. Auburn Hills Campus-

- No changes, fully staffed

3. Royal Oak Campus-

- No changes, fully staffed
- Supplemental help for phones; temporary employee, Juanina Jackson, did a good job
- Up to date on applications

4. Southfield Campus-

- Interviews for the second SSS position end tomorrow
- The current temp (Amy Fairless) was hired for a part-time permanent position beginning in July
- Jan will be out intermittently on FMLA over the next couple of months

5. Orchard Ridge

- No report – Kelli was not present

6. Financial Aid –

- a) Orchard Ridge – The FA Secretary & FA Specialist positions were approved at vacancy but are on hold in the chancellor's office. Currently using temps in those positions.
- b) Southfield – The FA Secretary positions were approved at vacancy but are on hold in the chancellor's office. Currently using a temp in this position.
- c) Auburn Hills – No changes, fully staffed
- d) Royal Oak – No changed, fully staffed
- e) Highland Lakes – No changes, fully staffed

B. Recruiters / ISA

- Meeting held on June 19th at Auburn Hills
- Recruiters want a new viewbook
- PDF of current viewbook was sent to them on May 23rd – they were asked to meet with each other in order to make agreed upon changes and to bring them to the June 19th meeting. This did not happen. The meeting time was spent discussing and editing the viewbook
- They were given two weeks to submit their final revisions to Graphics
- Marketing did not want a printed viewbook. They would like to begin using an eBook at recruiting events with a jump drive or other electronic device to give to students with marketing material

C. Financial Aid (Student Financial Resources and Scholarships)

- Digital Imaging conversion project is 99% complete
- Tasha Turner from IT is working with the project managers to clear out the test database
- They are behind in processing and need assistance from Enrollment Services
- Southfield has not been set up yet for digital imaging

D. DO Operations

- Payment reminder going out tonight for Summer II students
- Uploaded graduate file to NSC on June 7th

- The UIC resolution clean-up was completed on June 8th – there were almost 1,200 records corrected. CEPI upload deadline is June 15th and the file will be all set now.
- Steve is working with Eileen Brennan from IR on Part II of the CEPI Star upload. The deadline is June 30th. There are 46,165 records to upload. Numbers are consistent to last year.
- Steve is working on reverse transfer agreements with Wayne State, Oakland University, Michigan State University & Grand Valley State University.
- Clarkston High School – Oakland Middle College. Steve Linden, Dr. Holcomb & Carlos Olivarez is working towards establishing an agreement. Need Clarkston counselors to participate to ensure the high school requirements are being met. It's unlikely that this will be ready to go for Fall semester.
- Proposal for application deadline will not happen yet.

E. Orientation

- Auburn Hills – Scheduled for Tuesday, June 26th. As of Monday, over 70 students had responded. Normally 75% - 80% show.
- Royal Oak – Scheduled for tonight, 39 students expected. Normally 80% show.
- Kelli cancelled the last planning meeting
- We're being charged to take the lessons learned with Achieving the Dream (AtD) orientations and using that in our New Student Orientation
- There's a proposal to put Student Life into Enrollment Services
- The new proposal should include participation from all groups involved in our area
- Submit your application for National Orientation Directors Association (NODA) & Leanne will enter a requisition to have the fee paid
- Katherine will be updating the admission application

VI. New Business

- A. College Viewbook – discussed under Recruiter / ISA Officer update above.

VII. Old Business / Action Items (From 5-23-12 meeting) – None

The meeting adjourned at 12:15pm. The next meeting is scheduled for Wednesday, July 18, 2012 at Orchard Ridge.