Student Affair’s Directors Meeting with Dr. Chenaux
Island Room 316
Wednesday, September 5, 2007

ATTENDING: Eliot Cheanux, Ann DeGaish, Lisa Perez, Jacque Hamilton, Deanna Mazzocco, Rachel Cox, Terry Bridges, Joanna Benavides-Franke, Rhonda Williamson, Amanda Drum, Angela Walker

NOT ATTENDING  Leticia Hernandez

**CAS and Assessment Update**- Amanda Drum reported that Unit plan deadlines have been postponed. WEAVE Online is not currently available. It is expected to be ready by the end of October or beginning of November. In particular, the last two columns. We can still be doing assessments for last academic year in the first three columns.

CAS- Meeting on September 13 at 10:00am. Progress reports due tomorrow. Progress reports will be sent every two weeks. They will use these reports as feedback to formulate agenda items.

**New Six Drop Rule**- Texas Education Code Section 51.907- Eliot Chenaux received Senate Bill 1231 which limits new incoming freshmen to dropping 6 hours while in pursuit of a degree. Admissions and Records sent a notice to students and parents on August 27, 2007 informing that if they are first-time freshman, they may not drop more than six hours. This includes classes transferred from another college. Chenaux also said dropping a class is different from withdrawing from all classes. If a student leaves for military, it does not count. If a student is withdrawing for medical reasons, it does not count. There was a discussion on whether or not labs counted. If more detailed information is required, call Admissions and Records or send the student there.

**Secretary of Education- Letter from Margaret Spellings**- Letter addresses improper use of preferred lender lists. The University will add the principals in this letter to our lending practices.

**Public Information Act**- Letter from Chancellor of Texas A&M University. Discussion regarding Public Information Act procedures. It is important that requests are processed in a timely manner. System members are not allowed to withhold requested information unless authorized by the Attorney General. The Public Information Act only provides ten business days to fulfill an open records request. This may need to go to the Attorney General for opinion; therefore, time is of the essence.

**Communication Software** -The University bought communication software that will assist in contacting employees during emergency and crisis situations. Chenaux asked everyone to update their emergency contact in HR Connect and ask their employees to do the same. Chenaux also asked people to list a contact who does not live in Corpus Christi that will know where you are if you evacuate for a hurricane. A test run was done when Hurricane Dean hit landfall.
**NASPA program** - Looking for host institution for minority undergraduates for 2009 for student interested in student affairs. Summer program is a 10-day institute.

**Student Travel Rule** - Cathy Smock has written a letter regarding common audit issues. Student travel has been a recurring issue within the A&M system. The Student Travel Rule has been approved. Chenaux asked if someone could hyperlink the approved Student Travel Rule to the web. Lisa Perez said she would do it and link it to the Student Activities website.

**Gifts** - Discussion regarding audit and comments written by Cathy Smock. Lenders buying extravagant dinners for University employees to influence them. Chenaux reminded everyone not to accept any gift $50 or higher. A question about the $300 Wells Fargo gift card that is given to student every year. The suggested answer was to write as a donation and file in Public Affairs.

**External employment** - Have employees fill out the form for new fiscal year, if they haven’t already.

**Student Organizations** - Discussion- Kathy Funk-Baxter concerned how student organizations are handling their money. Look at expenditures, make sure not one person is handling purchasing.

**P-card** - Discussion on what is an appropriate purchase, especially regarding food. Food purchases must have VP approval. Also, highest ranking official should be the one purchasing meals.

**Budget Meeting with Dr. Killebrew** - Sept. 14. Ann DeGaish reported that budgets were approved last week and will be uploaded on Sept. 10.

**Joshua Mazurek** - passed away in dorm on Sept. 1. There will be a service today at Comanche, TX. The funeral is tomorrow at 2:00pm. Mazurek would have graduated in December.

**University Web Page** - Ann DeGaish stated that STATMATS is coming to campus. They are helping us re-design the University web page. They will be on campus Sept. 25-26. They will be meeting with students. The company will design the front page and then a layer below and templates (branding) so that all pages are consistent.

**State of University luncheon** - scheduled for Sept. 12. Student Affairs has bought two tables. Still have open seats.

**Camden Miramar** - Terry Bridges reported that University housing still has availability. Also, there are new office hours for Camden: Full-time staff will be in the office from 9:00am-8:00pm -- Monday through Thursday and 9:00am-6:00pm on Friday. Student workers will be in the office from 8:00pm-10:00pm. Also, related to housing, surveys
have been processed that asked students about how to better University housing, and the issue that keeps coming up is laundry. As a result, there will be new washers and dryers brought in. When the new washers and dryers are brought in, students in University housing can use the machines for free for the first year. The next year, they will assess a fee of $12 per month. The washers will be front-load washers with a spin cycle that drives them better and saves energy.

**Campus Campaign & SECC Campaign** - Campus Campaign emphasizes participation more than amount of donation. SECC Campaign, however, is different. You may give to charity of your choice— including Campus Campaign— in order to raise a certain amount of money. Lisa spoke about invitations to the Capital Campaign. It was also mentioned you may donate these. Amount is not as critical as having a large percentage of participation.

Respectfully submitted,
Sandy Adame
Student Affairs Directors meeting notes October 4, 2007

Went over the agenda

Discussed a Charity
1.) Picking an area and deciding to select a program
2.) Decided to pick an area every year for donation

Choose one Charity
1.) I-ADAPT program- an alcohol program
2.) Emergency account -- Set up for students who may be in need of grocery money or money to pay their bills.
Voted by raise of hands and I ADAPT was chosen as this years charity.

Mentioned Staff development day, discussion followed.

Terisa Ramelius-VP TAMU-Kingsville will be visiting the campus today; will talk to Terisa about South Texas Leadership conference.

Credit Card debt
Students access to credit card solicitation on campus or in resident halls. Wells Fargo issuing credit cards, discussion followed.

Next Staff Meeting October 12th the theme is I A-DAPT- will talk about alcohol

Discussed the ACUI conference on October 18th- 21st help is needed with on site registration.

NASPA March 8-12, 2008 -- Discussion followed

Beat the blues was mentioned a depression screening test will be given today for all students who want to participate.

University Prep High School in Flour Bluff -a dual credit program for students who are chosen and complete the program will graduate High School with associates’ degrees. Texas A&M University Corpus Christi is in agreement with the University Prep H.S in Flour Bluff for their students to attend our campus when they are juniors and seniors. There will be 73 students taking regular classes on this campus. They will be taking credit hours with the college of education on the Dual Credit Program. Discussion followed about underage sexual activity and consequences of these actions. What theses students will pay for this year is an I.D card and a Library card. What they will pay for next year is an I.D card, Library card and Next year advising.

This concluded the meeting

Submitted by,
Robin Flores
WEAVE Online- Bridgette Hardin gave a power point presentation regarding WEAVE Online. Texas A&M University- Corpus Christi has purchased a subscription to the WEAVE Online Assessment Management System. This system is a web-based program that captures and manages academic and administrative information for a wide spectrum of uses, including accreditation, program review, and annual reporting. To access WEAVE Online, go to http://www.weaveonline.net/subscriber/TAMUCC/. Your user name at log-in is your A&M- Corpus Christi e-mail ID. (Usually, the first initial of your first name and your last name). Click on “Forgot Password”, and a temporary password will be sent to your Outlook e-mail account. Hardin said you should change your temporary password as soon as possible after that. The WEAVE Online home page contains links on the left side of the page to features that allow you to add, edit, or delete programs. Hardin stated that WEAVE Online leaves an audit trail of three years. When logged in on Weave Online, you can only see the department you are responsible for. A handout was given, with the example of the Equal Employment Opportunity department. It showed the program overview and shows what has already been completed.

Other features include, for example, the ability to copy and paste certain areas like the Mission Statement and Unit Objectives. Mapping academic is for faculty use only. Reports can be exported as a Word document from the Detailed Assessment Report by clicking on the Export button within that report. Hardin said the deadline is December 14th for carry-over. It will be archived in January so it can rollover. Once it is archived, you may view it, but you can not make changes. For next year, there are going to be a few changes. If you have a “W” by your name, it means that you are a writer. Also, the Action plan is now going to have budgetary requests. Dr. Chenaux said December 14th is the deadline to complete the last two columns, and March 1st is the deadline for CAS Standards. Hardin stated that the Annual report is not a requirement this year.

Higher One- Presentation by Christina Holzheuser- Effective Spring 08, all A&M- Corpus Christi students will be going through Higher One for refund management needs. Students will be mailed a Master Card debit card for refunds. Students have been sent an e-mail regarding this. In the e-mail, they are informed of three choices for refunds: 1) paper check 2) direct deposit or 3) debit card. Which ever they choose will indicate how fast they receive their refund. Holzheuser stated that students will receive their refund card by Dec. 1. Students will have to activate card and decide method of payment. The Bursar is going to ask faculty and staff to help get the information out. Also posters and banners are going up to inform students. They will be speaking about the card at Orientation. When students receive their card, they must choose the method of refund. The card is their access to the refund process. Students will receive e-mails when the refunds are released. Dr. Chenaux said most services are free, but concerned with the debit card; if they go over, will there be
fees? Dr. Berkich asked if it will effect credit rating. Holzheuser said no. She also said that Wells Fargo signed over rights to the University for this because they could not provide these refund management services. The Business Office can not put money directly on to Sandollar$ card, but students can use the card as a debit card to put money on their Sandollar$ card. Contact Jesse Barrios at the Business Office for more information regarding this issue. The new refund cards are initiated upon registration and students will receive the card within ten days after registration.

**VISA card**- Holzheuser stated that A&M- Corpus Christi Business office is no longer accepting Visa cards for payment of services. They are accepting debit cards, through Banner, but will not accept Visa at all. Master card, Discover and American Express will be accepted online but there will be a 1.9% service fee.

**Wellness Center**-Jacque Hamilton reported that the building is behind schedule due to weather. Target date is mid-December 2008. Recreational sports is working with vendors to purchase furniture. Phase II-Groundbreaking on Nursing and Kinesiology Building is on Nov 14. Construction is going to start in March 2008.

**Retention Task Force**- Dr. Babbili is chairing Retention Task Force committee. This committee will address concerns about freshman retention. The committee is planning to have an action plan to the Provost by Nov. 26, 2007. Other ideas include mentoring students who are admitted as alternate admissions. Jason Dubose, Patricia Hill and three others would take the lead on this.

**Ruckus**- Free ad-supported music and media that is specifically for college students. It is already being used at West Texas A&M.

**O’ Conner Building**- The University is looking into plans to begin construction on the O’Conner Building, which will be for the College of Business. This building will be partially funded by donations from Michael and Maureen O’Conner.

**Protest on Campus**- There was a discussion about student protest on campus. There was a protest at the UC Commons about CITGO, and students have also been protesting military and CITGO presence at the University Career Fair.

**HEF requests**- HEF monies have not been allocated as of today, Nov. 1, but should be soon.

**CAB concert**- DJ Unk cancelled, and Recycled Percussion was called in to perform.

**EAP**- Ann DeGaish will send copies to people who didn’t go to the presentation. The website has more information. Go to Human Resources and click on “Employee Assistance Program (EAP)-MHNet”. Ann stated that the people taking the incoming phone calls at EAP are master-level clinicians. A&M- Corpus Christi employees are allowed five meetings per issue.

Respectfully Submitted,
Sandy Adame
Student Affairs Directors Meeting with Dr. Chenaux  
Island Room 316  
December 6, 2007

ATTENDING: Eliot Chenaux, Ann Degaish, Carla Berkich, Amanda Drum, Lisa Perez, Jo Anna Benavides-Franke, Deanna Mazzocco, Jacque Hamilton, Rhonda Williamson, Angela Walker, Leticia Hernandez, Terry Bridges

NOT ATTENDING: Rachel Cox

Spring Commencement Speaker - the applications for Spring Commencement student speaker have been distributed. An e-mail will be sent to all students with the applications attached, and applications are available at the Office of Student Affairs. Deadline to turn in application and other required material is February 11, 2008.

Designated Tuition Hearing - Dr. Killebrew will hold a public designated tuition hearing on Jan 22, 2008 in the UC Commons Area. If the area is too loud, they will move it to the UC Ballroom. Dr. Chenaux expressed that he would like directors to attend. Students could expect anywhere from a $0 to $9 raise in tuition per semester credit hour. Every effort is being made to get the word out to students. Dr. Chenaux has met with Student Government Association, and they are going to create flyers, place info on the university monitors, and put flyers in the Late Night Breakfast bags. Also, Dr. Chenaux will write an e-mail that will go out to all students regarding the designated tuition hearing, and place flyers in buildings around campus. Dr. Chenaux said that the current A&M System Chancellor is very interested in getting input from students about this. Tuition fee increases must be sent to the Board of Regents by January, and will be approved in March. A public hearing will be held in College Station before final approval. Fee increases, if approved, will take effect Fall 2008.

Federal Initiative System Visit - Members of the Texas A&M Research Foundation came down from Washington D.C. to talk about Federal Initiatives and how they relate to our university. Discussion followed on whether or not NOAA (National Oceanic and Atmospheric Administration) was going to be part of the initiative. NOAA has shown an interest in placing their national office on the A&M-Corpus campus to monitor hurricanes.

Retention Task Force - The Retention Task Force met and came up with a series of recommendations. Programs to increase retention are being implemented, but members of the Task Force realized there is lack of awareness and communication with regards to existing programs. A tracking system that will document student paths is part of the action plan. Also, part of the action plan, is to increase the number of faculty and others involved in teaching first-year development programs.

State Appropriation - President’s Cabinet and Dean’s Council met regarding state appropriation. In particular, FY 2009 vs. FY 2008. In the meeting, they discussed how the university would fund FY 2009 if there is no increase in state funding. Some ideas
were to increase externally funded research, increase philanthropic fundraising, and increase designated tuition and other fees. There was discussion about Banner implementation effecting enrollment in Fall 2008.

**LBB Performance Measure Trends (Freshman Retention graph)**—In Fall 2007, freshman retention was at 60%. Retention for Hispanics has gone down dramatically since 2001. In 2001, retention for freshman Hispanics was at 73.3%; in 2007 retention was at 54.7%. According to a National Survey of Student Engagement (NSSE) study, it was found that our students are working more and studying less compared to national averages. On a more positive note, findings indicated that if students do well the first semester, chances are good for retention. There was a question about mentor programs. At A&M – Corpus Christi, there are several. There is the Peer mentor program, TIDE, and Athletics mentor program. In addition, Pat Hill and Jason Dubose assist with mentoring. The University conducts assessments on freshman and monitors students at risk.

**Scholarships**—Dr. Chenaux said that the amount given to students in scholarships at A&M- Corpus Christi has not increased since 1994. Student costs, however, have increased. Sam Houston State University has doubled the amount given in their scholarships. Discussion followed in regards to scholarships and whether or not we can increase the amounts, maybe have less scholarships, but with larger dollar amounts.

**Holidays**—Dr. Chenaux wished every one a happy holiday season, and thanked everyone for their help during this hectic semester.

Respectfully submitted,
Sandra Adame
Student Affairs Directors Meeting with Dr. Chenaux
Island Room 316
January 9, 2008


NOT ATTENDING: Rhonda Williamson

Presidents Cabinet and Dean’s Council Meeting – Update on meeting that Dr. Chenaux attended on January 7, 2008. Items discussed at this meeting included enrollment update, degree programs, legislative planning, the South Guth city land gift, space allocation, student retention, and a new Center for Academic Student Success and Excellence.

Spring Enrollment- A headcount was taken for Spring 2008 by Enrollment Management. This count was taken 35 days after open registration, and the number of students enrolled at that point in time was 7,272. Margaret Dechant compiled this information in a handout, which was distributed at the meeting. In the handout, there was a breakdown of each college and their corresponding enrollment numbers. Dr. Chenaux said that fall applications were up this year. Recruiters for A&M-Corpus Christi are still stationed in the Valley, Houston, San Antonio, and Dallas.

Degree Programs- Updates were given on degree programs at A&M-Corpus Christi. The status of academic proposals as of 2006 were discussed. Some proposals have been completed, approved and implemented, while others are still pending. A handout with details was given. Deans listed other proposals that were not on the list, such as Bachelor of Philosophy. Discussion followed about BAAS students. These are students who are transferring from Del Mar Community College with an Associates degree and/or certification. They have not taken core curriculum or other required classes towards their bachelor’s degree. The BAAS degree program is designed to help these students. In addition, there was a handout from Dr. Orser regarding low performing degree programs.

South Guth Land- Broaddus and Associates, the consulting and design firm for the South Guth land, was on campus on December 19, 2007. They met with various university departments throughout the day. Representing the Division of Student Affairs at the meeting with Broaddus and Associates were Eliot Chenaux, Ann DeGaish, Amanda Drum, Jacque Hamilton, and Lisa Perez. In addition, the president of the Student Government Association, Seamus Nelson, was in attendance at this meeting. The agreement between the city of Corpus Christi and A&M-Corpus Christi is moving forward for the South Guth land. As part of the agreement, new Little League and kickball fields that are in the park must be relocated to another part of town. Dr. Chenaux said that the city is buying land for the new baseball and kickball fields and leasing the old land for $1 a year.
Space Allocation – The Field House, Glasscock, and the second floor of Classroom East will be vacant when the Wellness Center is done. There was a discussion held about space needs. The Wellness Center is on track to be completed by November 2008. The Nursing and Kinesiology Building is scheduled to be completed by 2010. Also, in the year 2010, the Natural Resource Center will become the property of A&M- Corpus Christi.

Proposed Center for Academic Student Success and Excellence – Guidelines and schedules have been disseminated regarding appropriation items for the 81st legislature. Included are exceptional items for new funding. One item, in particular, that would have an impact on the Division of Student Affairs is the possibility of opening a Center for Academic Student Success and Excellence. The proposal for the Center for Academic Student Success and Excellence would entail a union between academic affairs and student affairs. Dr. Chenaux asked that if anyone knows about a similar program on another campus that was successful, to write a synopsis for him. He said that Texas A&M International University started a Student Success Center. Dr. Killebrew has also looked at the University of Cincinnati’s Learning Assistance Center. They have something called “Smarthinking Online Tutoring” where you can get on-line tutoring after hours. Dr. Chenaux said the deadline for the special item funding proposal is January 25, 2008.

Retention Task Force Handout- Student Affairs plays an important role in retention. For example, Recreational Sports and Career Services help students become involved in activities and on-campus employment at the university. There are various programs to assist with student retention that are in place, but there is a lack of awareness of these programs. Our students are particularly having trouble with math. The National Survey of Student Engagement (NSSE) says students are working more and studying less.

Spring Orientation – Orientation was on January 8, 2008. Dr. Chenaux thanked the people who came in on their days off. He said we should start planning orientation for the summer. Discussion followed about de-emphasizing the dangers of campus life and emphasizing retention and strategies for studying.

Higher One card- The University is planning on having tables distributing information on the Higher One card. Tables will be located in the University Center, Glasscock, and other places.

System Strategic Plan- A survey was handed out in regards to the system strategic plan. Dr. Chenaux asked for e-mail from directors on S.W.O.T. (Strengths, Weaknesses, Opportunities, Threats) analysis.

Capital Campaign- Dr. Chenaux said the Capital Campaign is in silent phase. The base goal is $25 million; the challenge goal is $30 million. When we hit 60% of the base goal, the university will go public. There is a possibility that we could reach 60% by September. It can then be announced at the State of University luncheon.
Chief Financial Officer (CFO) Search - The search firm is finalizing the job description for the CFO search. They have met with the university Search Committee. Dr. Chenaux stated that we will probably have some one in place by May.

Designated Tuition Hearing - The hearing will be in the University Center Commons at 2:30pm on Jan 15, 2008. Dr. Chenaux encouraged everyone to attend.

Martin Luther King Day - There will be an MLK convocation on January 23, 2008 in the University Center Ballroom. We may not have an MLK march on campus. Dr. Chenaux asked if we can either get a group of students to march on campus or ask students to participate in the community march.

FY 09 Budget - A handout was given for construction of FY 09 budgets. Ms. DeGaish asked for the first drafts to be ready by Jan 18, 2008. At this point, there is no information available on benefit increases. Dr. Chenaux said the budgets are flat. If there is a new need, submit justification along with recommended salary and associated benefits to Dr. Chenaux and Ms. DeGaish

Staff Development - Ann DeGaish, Rachel Cox, and Jo Anna Benavides-Franke are on a subcommittee for Staff Development planning. Ann DeGaish said the topics planned for Spring 2008 staff developments are:
1. January- “Who moved my Cheese?” -Presentation by Rosie Ruiz from the EEO office
2. February- “Campus Politics” -Presentation by Myrna Jackson from College Station, TX
3. March- “Environmental Safety” -Presentation by police Chief Alan Gutierrez
4. April- Etiquette luncheon -Presentation by Janie Ibanez

Respectfully submitted,
Sandra Adame
ATTENDING: Eliot Chenaux, Ann Degaish, Amanda Drum, Leticia Hernandez, Carla Berkich, Jo Anna Benavides-Franke, Deanna Mazzocco, Jacque Hamilton, Rachel Cox, Lisa Perez, Rhonda Williamson

Cell phone Policy- Effective January 1, 2008, employees with University issued regular cell phones will be given a monthly stipend of $35 (previously $30) a month to cover their personal plans. Employees with Blackberries and Treos will be given a monthly stipend of $75 to cover their devices. Cell phones in Physical Plant, Police Department, and Counseling Services will be paid by the University, but employees will be required to turn in a monthly form and report the percent of usage for personal calls on that phone. In effect, no employee will be issued a University paid cell phone without appropriate justification. Justification for approval of a University phone will only cover those needed for emergency operations and first responder’s usage.

Recycling- Physical Plant is re-visiting recycling efforts. They will be implementing a pilot program in the Harte Research Institute, Natural Resource Center, and Conrad Blucher Institute buildings. The university Employee Development Day’s theme is going to be about “going green”. Lisa said that EDGE has started recycling program, and Islander Waves is planning on doing an article on recycling for Earth Day.

Diversity Committee- Dr. Chenaux said that he would like Student Affairs to take the lead in efforts to create an inclusive and welcoming environment for students, faculty, and staff.

Budgets- Dr. Chenaux thanked everyone for turning in their budget plans for fiscal year 2008-2009. He and Ann are working on both state and local accounts. Ann and Dr. Chenaux are talking about ways to free up money. For example, athletics could take over the cheerleading and dance team, which would free up approximately $32,000. Also, currently, Student Affairs funds a portion of the Tutoring and Learning Center. This may change to a fixed amount rather than paying for specific salaries and the raises and benefits connected to them. There was discussion about which areas in Student Affairs would be increased, decreased, or remain the same.

This year, the Student Services fee will increase by $1.51, one dollar will be set aside for the construction of the new Wellness Center. The .51 cents is what is left for other expenses. This doesn’t reflect equity adjustments for new positions. Also, something else to keep in mind when creating budget, is that the minimum wage is going up.

CAS Update- Dr. Amanda Drum thanked everyone who participated in the CAS meetings. Dr. Drum said the deadline to turn in materials is March 1, and if you are unable to meet this deadline to contact her
Proposed Center for Academic Student Success & BEAMS-. The proposed Student Success Center and BEAMS are ideas to increase retention. Dr. Chenaux said he would like to see the BEAMS program resurrected. BEAMS stands for Building Engagement and Attainment for Minority Students. The University of Houston implemented a BEAMS program for its QEP. At the last meeting there was discussion about the proposed Center for Academic Student Success. Jo Anna sent Dr. Chenaux information on UTSA and Texas State's centers that are similar. Dr. Chenaux said that we could possibly send a group to those universities to see them.

Student Affairs Annual Symposium-The annual Texas A&M University system Student Affairs symposium is scheduled for May 14-16 at Texas A&M International University in Laredo, TX. This is the week of finals at A&M Corpus Christi, and graduation is May 17, 2008.

Provost- Dr. Babbili- He met with Dr. Chenaux and has seen all the Student Affairs areas except for the Health Center, Counseling Center, and Disability Services. Discussion followed regarding possible dates for the directors to meet with Dr. Babbili.

Learn and Serve America- Dr. Chenaux asked Lisa Perez to take the lead. This is a program that awards grants to state education agencies, schools, nonprofit groups, and institutions of higher education to engage students in service activities connected to academic achievement and civic responsibility.

New Counselor- Dr. Berkich announced that the University Counseling Center has hired a new counselor. Her name is Suzanne Bonds. Discussion followed about how e-mails are sent to the candidate when a position is filled. Dr. Berkich said that you can call Cindy Hanson and ask them to disable that e-mail; therefore, the candidate will not receive an unintended e-mail saying the position is filled.

Veteran Status - When there are two candidates applying for a job, EEO has to document. Veterans get a 10-point bonus on a point scale system. Discussion followed about the point scale system.

Islander Information Network- New TV monitors have been put up at various places around campus. People can advertise on these new campus monitor system by calling UC Scheduling- 825-5281. Currently, there are 13 flat screens. The one in Glasscock will be moved to the Wellness Center when it opens up. If there is an emergency, there can be a running ticker on the bottom. Messages such as water being shut down in buildings can be run on the monitor or ticker.

College Town Profile- This company produces magazines that promotes universities. Lisa Perez said they will be producing one in which the Division of Student Affairs at A&M- Corpus Christi will be highlighted as well Athletics. We will receive 5,000 copies. The money generated from the ads will go to the Student Affairs Student
Emergency Fund. The magazines will be distributed to the community and also on-line. There is a one-time price with shelf life of one to two years.

**STATMATS**- On, Feb. 11, 2008, Monday, STATMAT will visit campus to show groups their ideas for the university website. There should be open sessions.

**Staff development & On-line seminar**- Ann DeGaish said that Staff development for Student Affairs is Feb. 22, 2008 and on Feb. 14, 2008 there is an on-line seminar on litigation.

Respectfully submitted,
Sandra Adame
Student Affair’s Directors Meeting with Dr. Chenaux
Island Room 316
March 6, 2008

ATTENDING: Eliot Chenaux, Ann Degaish, Angela Walker, Leticia Hernandez, Amanda Drum, Jo Anna Benavides-Franke, Carla Berkich, Deanna Mazzocco, Jacque Hamilton, Rachel Cox, Lisa Perez, Rhonda Williamson, Terry Bridges

President’s Ambassadors- The Office of Student Affairs is taking applications for President’s Ambassadors. Dr. Chenaux asked for nominations and to help spread the word. An ad has been placed in the Island waves newspaper, an e-mail has been sent to students, and a message has been placed on student list serves. Students selected for this position will serve Fall 2008 through Spring 2009.

Budget Update- Budgets were turned in to Dr. Killebrew. A handout was disbursed with the FY 09 Division of Student Affairs Budget Summary.

Positions- Discussion about additional positions in FY 09 in Student Affairs, Counseling Center, Student Activities, Career Services, and Recreational Sports. The Rec Sports position and Mgr custodian will be funded with Recreational Sports fees. The other positions will rely on new revenue. Other things to consider are: new positions, merit increase, and minimum wage increase. It was proposed to move the University housing to a revenue account that we generate with Camden. Student Affairs will continue to fund certain student activities for Athletics (cheerleading, spirit groups, and dance team).

A&M-Corpus Christi Student Applications- handout from Margaret Dechant. Student applications are up for 2008. There was a breakdown by region.

Space needs- Dr. Babbili and Mr. Lovitt sent out a memo requesting any space needs. The Division of Student Affairs has both short term and long term space needs. Upstairs in Sandpiper and Driftwood buildings could be utilized by Disability services, Health Center and University Counseling Center. Chenaux said he would fill out the forms for space needs and send to directors for comments.

Student Regent visit - Cassie Daniels, A&M system Student Regent, will be on the A&M-Corpus Christi campus on March 12-13. She will be meeting with student leaders.

University Website- Dr. Chenaux asked if everyone had received a copy of the university website that was newly created. It is aimed at prospective students. Most directors reported that they had gone to a meeting and seen a presentation by STAMATS, the company designing the university website.

College Planning and Success magazine- Dr. Chenaux asked if anyone subscribes. It contains information on stress management, anxiety, etc. Bulk purchases are available at
a reduced rate. Dr. Berkich said that the University Counseling Center subscribes, and it contained useful information inside.

**Broaddus & Associates**- The Master Plan company that is designing the South Guth land will be on campus today at the University Center in the Tejas room. They will be meeting with various groups to continue to get input.

**College Town Profile** – A sample was routed. The deadline for content is April 24, 2008. Money from the ads will go to the student emergency fund. We will get 3,000 copies to distribute to the community and online. Paul Reynolds will be contacting directors.

**Camden Miramar**- Terry Bridges said he is in the process of priority sign-up renewals through Spring Break for people who want to transfer to another space. There is a 0% increase in rent, unlimited laundry for $108 for full academic year, $30 for summer only. Mr. Bridges said he will be adding machines. They already replaced washers with front-loading machines.

**Writing Workshop**- The Provost will be conducting an Intense Writing Workshop on March 29, 2008. Lisa Perez said that student writers on the *Island Waves* will be there, but anyone interested in the workshop can attend.

**Safe**- Departments that collect petty cash need a safe to lock up the money. Lisa Perez and Jacque Hamilton currently have two safes. Jacque said she will be buying two more for the new Wellness building and will donate the two she has now to anyone who needs them.

Respectfully submitted,

Sandra Adame
ATTENDING: Eliot Chenaux, Ann Degaish, Amanda Drum, Leticia Hernandez, Lisa Perez, Joanna Benavides-Franke, Carla Berkich, Deanna Mazzocco, Rhonda Williamson, Terry Bridges, Ralph McFarland, Kimberly Rottet

**Dr. Orser Presentation**- Higher Education Excellence Survey-- Survey of organizational Excellence 2007. Handout and powerpoint presentation by Dr. Orser. This survey measures perceptions of university staff employees. Responses by work group are by campus administrative units. Student Affairs is listed as Dean of Students or DOS. This particular survey was for staff only, and was conducted by UT - Austin. There was a separate survey for faculty conducted by UCLA. Survey measures five dimensions: work group perceptions, accommodations, organizational features, personal demands, and information. Supervisor effectiveness is surveyed by employment category and by work group. Dr. Orser said the over-all picture is positive, and that the university will work with Human Resources and EEO on areas needing improvement.

**Retention** - Dr. Orser sent a memorandum to the Retention Committee with ideas and thoughts. A copy was distributed at the meeting. Dr. Orser posed the question: What strategies do we want to explore, investigate and implement? One of the demographic realities is that our freshman class is increasingly becoming more minority students. Also, the first semester GPA is important for all freshman students. There is good evidence that low GPA is the strongest predictor of low retention. Communication is important in all areas. Some first-year students don’t have study skills. All areas of Student Affairs should be alert of at-risk students and direct them to support programs. Dr. Orser said we should present personal and study skills in a way that’s engaging. Most professors, especially in Liberal Arts, will bring in a student who has done poorly on a test, talk about what they need to do and let them re-take the test.

**Free tuition assistance**- Announcement was on front page of the university website. Tuition assistance is for low-income families earning less than $30,000 a year. Note: the deadline to submit an application is April 15.

**Mission Statement**- Revisited mission statement. The objectives are the four “E”s-Excellence- provide excellent programs, Engage- engage students in their campus and community, Expand- expand programs and services, Effectively- develop personnel and manage all resources effectively. It is the mission of Student Affairs to provide a supportive environment for students to develop socially and academically.

**Budget Initiatives**- A handout was distributed for budget initiatives. The university asked for a $10 increase per semester hour in designated tuition.
Tuition Revenue Bond Projects- A handout was provided. Requests included a new Life Sciences building, Fine Arts facility, and Convocation Center. Money was also requested for a third floor to be added to the Bell Library for a Learning Resource Center.

Fiscal Request for Exceptional items- Several handouts were distributed with each exceptional item request. It included requests for an engineering program, a joint Ph.D. in International Business, Coastal Bend Economic Development and Business Innovation Center, Consortium for Hispanic Research Initiatives, Gulf of Mexico Environmental Research Laboratory, School Nursing Program for ECDC, Institutional Enhancement, Water Resources Center, Center for Coastal Studies, Environmental Learning Center, Software Development Center, Coastal Architecture, Art Museum programming and exhibits, and a Medical Academy of South Texas.

Higher One- Dr. Chenaux met with a Higher One representative last week. They are working with Wells Fargo to improve customer service.

Islander Tribute- The memorial ceremony will be April 8 at 6:00pm at Lee Plaza. It is in honor of A&M-Corpus Christi students who have passed away in the past year.

Career Services- Jo Anna Benavides-Franke announced that Student Employee Appreciation Week begins on April 14, 2008. To kick it off, there will be a luncheon for all student workers on April 14 from 11:00am-1:00pm in the UC Ballroom. The Student Employee of the Year will be announced at a ceremony on April 17 at 3:00pm.

Respectfully submitted,
Sandra Adame
ATTENDING: Eliot Chenaux, Ann DeGaish, Amanda Drum, Angela Walker, Leticia Hernandez, Carla Berkich, Jo Anna Benavides-Franke, Deanna Mazzocco, Lisa Perez, Rachel Cox, Jacque Hamilton, Terry Bridges

Executive Vice President for Finance and Administration (EVPFA) Search- Four candidates have been selected by the search firm and the university search committee. The candidates will be on campus in the next two weeks, and their schedules have been set. Student Affairs directors will be allotted 45 minutes with each candidate from 11:00am-11:45pm on the candidate’s second day of interviews. Candidate’s schedules and vitae have been e-mailed to all Student Affairs directors. There is also an open forum with each candidate at 1:30pm with the Finance and Administration staff on the candidate’s second day. Dr. Chenaux said that the candidates are from a diverse pool of ethnicity, gender and age. The four candidate are: 1. Carlos Hernandez- currently working at University of Texas at El Paso as Associate Vice President for Business Affairs 2. Randy Harris - has worked at California State as a Vice President for Finance and Administration 3. Juan Sandoval- currently working as Vice President for Finance and Administration at Midwestern State 4. Jody Nelson- currently working as Associate Vice President for Business Affairs at University of Texas at Dallas. She has served as interim Vice President for Business Affairs at UT- Dallas.

DCC Communication- DCC communication is in place. One part of this system is to contact university employees in the event of an emergency. To meet this goal, Human Resources is asking all employees to update their emergency contact information in HR Connect to include one relative who does not live in the Corpus Christi area.

Calendar of Events-. Institutional Advancement sent a calendar events for 2008-2009. Future events to note include: State of the University on September 10, at 11:30am-1:00pm in the American Bank Center and President’s Ball on March 7, 2009 in the University Center Ballroom. Dr. Chenaux also reminded everyone about Late Night Breakfast on May 6, 2008 in the University Center at 9:00pm.

Broaddus & Associates- This company will be on campus today for an open forum at 2:00pm in the University Center Oso Rm. They will be presenting their final draft for the master plan for the newly acquired land. Phase I will most likely be tennis courts in the area on Ennis Joslin, past the water treatment plant. Phase II, III and IV include plans for a Conference Center, housing for married students, and a parking garage.
**Student Fee Advisory Committee**- A handout was distributed. The committee met and evaluated the proposed student fees budget. In general, the committee was supportive of all budgets. Some recommendations that were made include moving the Health Center to the Glasscock Fitness and Wellness Building once the Jack and Susie Dugan Fitness Center opens, changing the marketing strategy for TIDE and other peer mentoring programs, and moving part of the budget of spirit activities to Athletics.

**Ross Purdy**- Dr. Purdy is retiring, and will be giving his last lecture on Friday, May 2, 2008 from 10:00am-11:00am in the Performing Arts Center.

Respectfully submitted,
Sandra Adame
Student Affairs Directors Meeting with Dr. Chenaux
Island Room 316
June 5, 2008

Attending: Eliot Chenaux, Jo Anna Benavides, Lisa Perez, Ann DeGaish, Rachel Cox, Deanna Mazzocco, Amanda Drum, Jacquie Hamilton, Carla Berkich, Leticia Hernandez, Angela Walker, Rhonda Williamson

Applications and Admits- A handout was distributed with a graph and a breakdown of applications by grade level and by region. Freshmen applications are up by 25%, while total applications are up by 19% compared to 2007. Total admits up by 20%. The university has recruiters in various cities in Texas, including San Antonio, Dallas, Houston, and McAllen. The handout displayed graphs of applications and admits by region. There was also an enrollment comparison of Summer I, Summer II, and Fall 2008 conducted as of May 30, 2008.

Authority and Procedure to Exigent Circumstances and Public Safety on Campus- A Memorandum from Jay Kimbrough, Deputy Chancellor and General Counsel, was distributed. The memo addressed concerns about a state university’s ability to immediately separate students who are a threat to themselves or others within the university community. New procedures were explained about placing students immediately on suspension. If the president determines a student poses a danger to persons or property, the university can impose an immediate suspension of no more than 10 calendar days as long as a notice and informal hearing follows as soon as possible.

Web Page Update- To view the new, proposed web page for the university go to: http://newweb.tamucc.edu. It can only be viewed from on-campus university computers. Statmats is the company designing the web page. Level 1 is the main university web page. Level 2 is departmental. A laptop was brought in to show the web pages. For Student Affairs, we are planning on having links titled: Tradition, Get involved, SGA, Housing, Dining, and Student Services. Dr. Chenaux said to think about ideas for the new web pages. It is going live late August 2008. Discussion followed about the new IT person. The person will have to be familiar with HTML and CSS.

Revised Procedures for Academic Misconduct- New procedure addresses cheating and plagiarism. Angela Walker and Dr. Billeaux worked on this; puts burden of proof on faculty. First, faculty member files an Academic Misconduct Incident Form with the student. An Academic Integrity Hearing will follow, to include five faculty members and two students. The Associate Vice President will then appoint a faculty member as chair. The chair will be not be from the college where the appeal arises. This procedure was approved by President’s Cabinet on Monday, June 2, 2008.

Grade appeals- Several changes were also approved for the grade appeal process. Grade appeal process will soon be available online. Also, there will be an ombudsperson. The ombudsperson will meet with student and act as mediator between student and faculty.
Procedures approved by Presidents Cabinet- At June 2, 2008 President’s Cabinet, revised procedures were approved for general purchasing procedures, purchase of alcoholic beverages in university facilities, and possession of firearms and weapons on campus.

Space Summary Request- A handout was distributed with a list of space requests. It included diagrams for Classroom East and the Glasscock building. No decision has been made regarding space allocation. There was a letter from Bill Millar, project manager for Alpha Building Corporation to Ron Smith, Director of Physical Plant, outlining estimates for renovations to Classroom East Building. In other building news, the new Wellness center will open in January 2009.

Quality Enahncement Plan (QEP)- Committee was appointed by the Provost. Several topics were proposed. Dr. Kent Byus and Dr. Joseph Loon wrote a summary of the committee’s decisions, which were passed out at the meeting.

NIMS- Dr. Chenaux said the National Incident Management Systems (NIMS) training is being offered on-line. A certificate will be given to people taking the on-line course.

Announcements- 1. There will be a New Employee lunch June 25, 2008. Directors were encouraged to attend the luncheon. 2. There is an audio conference on June 11, 2008 from 12:00pm- 1:00pm regarding On-line Harrasmment. 3. There will be a summer Staff Development on July 22, 2008. The topic will be Strengthsfinder. Ann DeGaish will be e-mailing directors with more information.

Respectfully submitted,
Sandra Adame
Attending: Eliot Chenaux, Jo Anna Benavides, Rachel Cox, Amanda Drum, Jacque Hamilton, Carla Berkich, Angela Walker, Rhonda Williamson, Stephanie Box

**Voter Registration** - The 1998 Higher Education Act (HEA) requires all post-secondary institutions to make a good-faith effort to distribute state voter registrations forms to degree-seeking students on campus. The Office of Student Affairs has ordered and received 3,000 blank voter registration forms. Discussion followed about Rock the Vote, political debates, and distributing the voter registration forms.

**Correspondence with John Secord** - The Texas A&M System attorney, Jorge Canales, sent a letter to Dr. Killebrew and all senior administrators requesting a list of any Texas A&M- Corpus Christi employee who corresponded with or received correspondence from Mr. John Secord, former Compliance Officer for Athletics at A&M- Corpus Christi. This includes all correspondence such as e-mails, text messages, or any other form of electronic messaging. If you or anyone in your department has had communication of any form with Mr. Secord, let Dr. Chenaux know so he can add you to the list. If you have any correspondence with Mr. Secord, you are being asked not to delete it.

**Fall Faculty meeting** - The Fall 2008 faculty meeting will be on Aug. 25 at 9:00 am in the Performing Arts Center. All directors are encouraged to attend. If you would like to add something to the faculty packets, contact Norma Cantu before August 15. Materials for the packets must be ready and given to Norma by the August 15 deadline. There was discussion about what information to place in there. For example, new I-Care team, new rules regarding cheating and plagiarism, and new procedures for removing student from classrooms.

**Tuition Revenue Bond Projects & Exceptional Items** - Dr. Chenaux passed out handouts for A&M- Corpus Christi's exceptional items for FY 2010-2011 and proposed tuition revenue bond projects. The Exceptional Items for the fiscal year 2010-2011 included: Engineering program, Joint Ph.D. in International Business, Coastal Bend Economic Development and Business Innovation Center, Gulf of Mexico Environmental Research Lab, School Nursing, and Coastal Architecture. The two Proposed Tuition Revenue Bond projects are for a Life Sciences Building and a Learning Resources Center.

**System planning Definitions** - Handout outlined system planning definitions, imperatives, and performance measures. It also stated the System Mission and Vision. Imperatives and goals listed were: to enhance student participation and success; increase basic and applied research, technology transfer, and commercialization of intellectual property; serve Texas; enhance efficiency and effectiveness; earn the public trust and communicate our value. Strategies and measures were listed for each imperative and goal.
The Azimuths – This handout outlined highlights of system initiatives. The initiative included the following proposals: to foster collaboration among system institutions, provide educational access and excellence and nurture educational success, increase the value of our academic programs, increase the value of our scholarship and research, serve Texas and beyond, and enhance acquisition of resources and maximize their effective use. President’s Cabinet looked at A&M- Corpus Christi’s Strategic Plan to see how the university responded.

TACUSPA Grant- A $1,000 research grant is given every year to TASCUPA members. Jacque Hamilton applied this year.

Announcements- There is a student orientation today. Passport to the Island is from 4:00pm- 5:15pm today in the UC Ballroom. The Housing presentation is from 5:15pm to 5:45pm, with a tour starting at 5:45pm.

Benefits- Annual benefits enrollment is currently in progress. Go to HR Connect to make changes. Enrollment will continue until July 31, 2008. Humana’s health insurance premiums will increase a substantial amount. HR said they would be counseling people individually, especially those with Humana insurance. Tax saver accounts have a debit card system this year. There is an annual fee of $9.00 for the card if you choose this option.

Respectfully submitted,
Sandra Adame
Student Aff airs Directors Meeting with Dr. Chenaux  
Island Room 316  
August 7, 2008

Attending: Eliot Chenaux, Ann DeGaish, Angela Walker, Jo Anna Benavides-Franke, Lisa Perez, Amanda Drum, Leticia Hernandez, Deanna Mazzocco, Rachel Cox, Jacque Hamilton, Carla Berkich, Rhonda Williamson

Enrollment Update- Handouts were distributed with a graph and a breakdown of applications and admits by grade level, region, year, and ethnicity. In comparison to Fall 2007, total admits for 2008 are up by 16%. Also in comparison to Fall 2007, total freshman admits are up by 14%, transfer admits are up by 13%, and graduate admits are up by 28%.

System Policy Revisions- Dr. Chenaux e-mailed Student Affairs directors proposed A&M System policy revisions. This included Policy 21.01 Financial Policies, Systems and Procedures; Policy 21.05 Gifts, Donations, Grants and Endowments; Policy 21.04 Control of Fraud, Waste and Abuse; Policy 21.06 Participation by Historically Underutilized Business; and Policy 22.02 System Investment. In addition, a revised University mission statement has been sent out for review.

CAS Update- Dr. Amanda Drum gave a report on CAS update. She said the deadline for the self study is Aug. 8, 2008. Dr. Drum said she has received approximately half of the reports. Deadline for the action plans was originally Sept. 4, but has been extended to Sept. 30.

Diabetes Walk & Heart Walk- Diabetes Walk is Oct. 11 2008. Heart Walk is Oct. 25, 2008 at Whataburger Field. Diabetes Walk is headed up by Joe Fulton, Jr. These groups talked to Dr. Killebrew and would like to have students and staff participate in these events.

Fall Faculty Meeting- The Fall 2008 faculty meeting will be on Aug. 25 at 9:00 am in the Performing Arts Center. If you would like to add something to the faculty packets, contact Norma Cantu before August 15. So far, we will be including information regarding I-CARE. Rachel Cox will write a letter for Disabilities Services. Lisa Perez suggested that we write a newsletter for the Student Affairs division.

University Web page- update by Angela walker. Deadline for departments to have their web page ready is Dec. 2008. Student Affairs deadline is in three weeks. Title page has to have Texas A&M University- Corpus Christi. There are four different levels. Level 1 is the main university web page. Level 2 has five areas or divisions titled “About Us”, “Academics”, “Admissions”, “Student Life” and “Athletics”. (Our area will fall under Student Life.) Level 3, under Student Life will have “Get Involved”, “Traditions”, “Student Government”, “Housing”, “Dining”, and “Student Services”. Departments in Student Affairs will fall under one of these levels. Amber Marcil from the Women’s
Center is working on the web page as a temporary until the IT person is hired. IT person will be for the whole division.

**Athletics Dept.** Scott Lazenby is the new Associate Athletic Director & Compliance Officer. He started Monday Aug. 4, 2008. He graduated from A&M- College Station, then worked at Texas State University. Jennifer Baker is the new Athletic Academic Coordinator. Both positions will report to Dr. Babbili.

**Clery ACT** - Online seminar titled Clery Act: Five things Student Affairs Administrators Should Know. It will held in the Chapman Conference Room on August 13 at noon. Since the room is small, no more than 13 people will be allowed to attend.

**Corpus Christi Caller Times** - There is a reporter on the *Caller-Times* newspaper looking for ideas for feature stories to write about A&M- Corpus Christi. She writes a lot of positive stories on A&M- Kingsville. Her email is: Adriana.Garza@tamuk.edu.

**Wellness Center** - Construction meetings are held on the fourth Tuesday of the month up until November. If everything goes as planned, in November, construction of the building ends. In December, the university will move in the furniture and train staff. In January, the building will be open to the public.

**Announcements** - 1.) Lisa Perez said 350 students have registered for Aloha Days. Check in is on Aug 20, in University Center Ballroom --registration is closed. 2.) Dr. Drum said Housing Move-In days are Aug 19-20, 9am-6pm. 3.) Dr. Chenaux has brochure from Broaddus & Assoicates with expansion plans for South Guth area. Chenaux said he would try to get copies for the directors. 4.) Keeping Every Youth in School (KEYS) is a community walk to be held Sept. 6, 2008. Volunteers will go directly to people’s houses whose children are not enrolled in CCISD school and talk to them about getting enrolled.

Respectfully submitted,
Sandra Adame
Student Affairs Directors Meeting with Dr. Chenaux
UC Dolphin Rm. 306
September 9, 2008

Attending: Eliot Chenaux, Ann DeGaish, Angela Walker, Amanda Drum, Jo Anna Benavides-Franke, Lisa Perez, Deanna Mazzocco, Rachel Cox, Letty Hernandez, Jacque Hamilton, Carla Berkich, Terry Bridges, Rhonda Williamson

Special Guest: Matthew Bars and Jeanna Levin

**Hurricane Ike** - President's Cabinet has been meeting regarding Hurricane Ike and discussing what action will be taken by the university. The eye of the hurricane is currently projected to hit between Corpus Christi and Beaumont. The decision will be made September 10 (Wednesday) on whether or not the university will evacuate the residence halls and campus classrooms and offices.

**Aramark** - Matthew Bars and Jeanna Levin from Campus Dining and Food Services spoke briefly. They said they would like to get to know the campus community. If anybody can think of any ways to partner with Aramark, let Ms. Levin or Mr. Bars know. Updates include: Subway is offering $5 foot long sandwiches and Commons Market is open on the weekends- Saturdays from 11:00am-2:00pm and Sundays from 4:00pm-9:00pm. Tortilla Fresca is freshly painted. The Commons Market is relocating the beverage station and will later have a dessert section. Mr. Bars said there is a new catering guide. They kept popular items and added new ones. There is also a new catering guide for students called *Izzy Express*. Anyone can use this guide, which will be on the website. Mr. Bars also said there is going to be a Food Expo. The Expo will feature free food to highlight new dishes. There is no official date as of yet for the Expo.

**Web page update** - Amber Marcil has been working on the Student Affairs web page. The entire university will go live with the new web content design on Sept. 16, 2008. Angela Walker has been interviewing people for a temporary position to assist with web page content and design for the Division of Student Affairs. She said hopefully a decision will be made by this Friday (Sept. 12) or next week. The person in this position will get together with each department and discuss needs for their departmental web page. The division should have the departmental web pages completed by the end of the Fall semester.

**Political Debate** - Todd Hunter and Juan Garcia were scheduled to debate on A&M-Corpus Christi campus; however, the debate has been cancelled. October 6, 2008 is the deadline to register to vote.

**President Cabinet retreat** - PC met for a retreat on September 4-5, 2008. Dr. Killebrew hoped to come out with five or six goals. Among the goals were budget accountability, facility growth, and staffing issues.
SACS Compliance Report- Dr. Robert Nelson, Associate VP for Academic Affairs is leading the SACS compliance report. Dr. Chenaux mentioned that Dr. Nelson distributed a handout to PC about the Principles of Accreditation which included Foundations for Quality Enhancement. There is a new process in place for SACS in which they look at institutions and how they are changing. Dr. Chenaux said he would try to get Dr. Nelson to speak to Student Affairs directors regarding SACS compliance. Discussion followed about staff and faculty credentials, and ensuring that people have credentials which are relevant to their job.

Enrollment- Dr. Chenaux said the headcount for Fall 2008 is up 6.9%. However, de-registration has not occurred. Admissions and Records is contacting the people who will be de-registered for non-payment. De-registration will begin on the 20th class day. Also, the division has to look at how we built the budgets. For example, if we budgeted for a 6% increase, and actually have only a 5% increase we have to find a way to make it up.

University Mission Statement- Faculty senate is going to write an amended version of the university Mission Statement. The revisions they are proposing are mainly to position words differently.

Athletics- New employees in Athletics are: Scott Lazenby, Associate Athletic Director & Compliance Officer and Jennifer Baker, Senior Athletic Academic Advisor. They will both be reporting to Dr. Babbili. The Interim Athletics director is Scott Street.

Facility Space- Space Needs Request forms were collected by Dr. Babbili and Mr. Lovitt. Dr. Orser compiled a priority list. There was a lengthy discussion among PC about what do with Classroom East. Glasscock will probably be a Student Success Center which will house the Tutoring and Learning and Athletics Academic advising. The Field House will possibly contain Athletics. The house formerly known as the Lee House on Ennis Joslin Rd. is being re-built and may house a Welcome Center on the bottom floor and an Alumni facility on the second floor. Discussion followed about an international student lounge.

Office of General Counsel- Office of General Counsel (OGC) has generated a list of people who can contact OGC. They are asking that people contact the designated university people before contacting OGC. In Student Affairs, Dr. Chenaux and Ann DeGaish are the designated people.

WEAVE On-line- Dr. Amanda Drum asked that directors not log-in to WEAVE On-line as Dr. Bridgette Hardin said they were behind two or three weeks.

Wellness Center- Jacque Hamilton said the Wellness Center is scheduled for completion in December. There will be staff training, and the building should be open to the public in January 2009. New Rec Sports positions will be posted once budgets are finalized.
Student Travel Policy- Lisa Perez met with Kathy Funk-Baxter. The student travel procedures have changed. All students who travel, if renting vehicle, can not waive Personal Accident Insurance with the new Waiver Form. If student refuses to sign the new Waiver Form, then they will not be authorized to travel. Also, there are changes to minimum coverage if you are traveling in a personal vehicle with students. If you take students in your personal vehicle, you will need to have the minimum coverage amount as your insurance will be liable.

Vice President Discretionary account- Currently, the account is low in funds, so please keep this in mind when spending money that may require using these funds.

Announcements- 1. Diabetes Walk is Oct. 11, 2008. Staff, students, and faculty are encouraged to attend this event. Kim Rottet is heading up this committee. 2. Ann Degaish said the budgets should be loaded on Sept. 12, 2008 (Friday). 3. Lisa Perez said scheduling position for Kim Maczko is open. 4. President’s Picnic has been moved to the UC Ballroom because of inclement weather. 5. Kris Garza, from Career Services, will be stationed in College of Business office Monday mornings and Thursday afternoons for Career Service advising 6. Since Rhonda Williamson has resigned from Women’s Center, please direct questions regarding Women’s Center to Angela Walker.

Respectfully submitted,
Sandra Adame
Student Affairs Directors Meeting with Dr. Chenaux  
UC Island Rm. 316  
October 2, 2008

Attending: Eliot Chenaux, Ann DeGaish, Amanda Drum, Carla Berkich, Rachel Cox, Jo Anna Benavides-Franke, Jacque Hamilton, Deanna Mazzocco, Terry Bridges, Stephanie Box

**HEF requests** – The deadline for Student Affairs HEF requests to the Office of Finance and Administration is October 8, 2008. Ann DeGaish distributed a handout with a breakdown of requests for the Division of Student Affairs. It included: remediate and repair the Disability Services testing center; maintenance for Sandpiper and Driftwood buildings; a safer evacuation path for university housing; refurbishing racquetball courts and replacing the pool fence for Rec Sports; replacing and/or adding window shades, card readers, and carpet for the University Center. The Health Center would like medical equipment but there is no space to put it. Dr. Chenaux said some of these requests have health and safety implications and those will be a top priority. Also included were general university areas such as adding a wall by Center for Instruction to deflect noise, creating locations and lanes for students to be dropped off safely, and purchasing lightning detection services. Another general university item is to request an ADA transition plan to evaluate the entire campus for disability accessibility. Kim Miller has also requested that shades be put on the benches in the North terrace between the University Center and Center for Science eating area.

**Space requests**- The Tutor and Learning Center is moving to Glasscock and a question was raised regarding what is happening to their space. Could we possibly put academic advisors in the new Student Success Center, which will free up Sandpiper and Driftwood buildings?

**UC Expansion**- Originally envisioned expanding south side of the University Center. It was suggested that the Health Center, University Counseling Center and Disability Services be relocated to the University Center when the expansion is completed. Discussion followed.

**NASPA Professional Liability insurance** - Dr. Chenaux asked at one of his Council of Student Services Vice President meetings about individual professional liability insurance for people working in higher education. The National Association of Student Personnel (NASPA) provides this kind of career protection in the event of a work-related lawsuit. It was recommended that everyone consider purchasing liability insurance. Dr. Chenaux cautioned people to make sure they knew and understood the coverage.

**Wellness Center**- A tour of the new Wellness Center for Student Affairs directors is scheduled for October 17, 2008 at 2:00 pm after the staff development session. Terrazzo floors are now going in the building. Hopefully the building will be at substantial
completion enough to move in by December 1, 2008. Furniture movers are scheduled to come in December 1. In the following weeks, the weights, cardio machines, telephones and card readers will then be moved into the building. The building opening date could be as early as January 5, 2009. The goal is to have the building complete and open to be public before the first day of Spring 2009 classes, which is January 14, 2009. Two recreational sports coordinator positions are currently open. There is an opening for one recreational sports coordinator and one facilities coordinator. Stephanie Arevalo and Kim Rottet are heading up the search committees for these two positions respectively.

**Coastal Bend Veterans and Military Summit**-This event has been re-scheduled for November 1, 2008 from 9:00am to 3:00pm in the American Bank Center. The summit, which is held in conjunction with the City of Corpus Christi and Congressman Solomon P. Ortiz will include workshops with VA representatives who will discuss transitional assistance, health care, housing, and transportation topics among others. There will also be a Job Fair and Health Fair for veterans.

**Announcements**- 1) Stephanie Box said there is a webinar on Grant Writing on October 7 at noon at UC Tejas A. Lunch will be provided. 2) Kim Maczko’s going-away party is October 6 at 2:00 pm. Kim’s last day is October 10. 3) Rachel Cox announced that there will be an audio conference today immediately after the directors meeting about returning veterans who are going back to college. Issues such as post-traumatic stress syndrome will be discussed. Lunch will be provided at 11:45am, and the audio conference will begin at noon. 4) Deanna Mazzocco said that flu shots will be administered throughout the day on October 15 at the University Center, Room Tejas C. The flu shots are $25, or your health insurance can be billed. 5) Dr. Berkich stated that there will be a “Beat the Blues” depression screening day on October 10 in the UC Commons area. Students will be able to fill out forms for themselves and their friends. 6) Dr. Drum said that a committee is being formed to address SACS issues and Christine Shupala is calling the first meeting. 7) Dr. Chenaux has forwarded e-mails regarding System Diversity Initiatives

Respectfully submitted,
Sandra Adame