PRESIDENT’S CABINET MEETING

DIVISION OF STUDENT AFFAIRS
June 23, 2009
FROM THE DESK OF THE INTERIM VICE PRESIDENT

- **Annual Report Updates;** Reminder of departmental annual reports.
- **SACS Assessment Rubric;** 2008-2009 and 2009-2010
- **Enrollment Management**
  1. Summer 2009 Update
  2. Fall 2009 Update
  3. Spring 2010 Planning
- **Summer Camp Update;** Cooperation with local day care centers and child care facilities to train their participants here at SC State University. Local support for Summer Camp for the Entire Family continues to increase.
- **Budget 2009 – 2010 Update;** Provided all managers with an update of the budgeting process and provided leadership for future cost saving measure that will be implemented in the Division over and above what is currently being done. The generation of additional revenues for the Division of Student Affairs. Managers are encouraged to present recommendations for consideration to the division. Additional budget reduction of $594,992.00
RESIDENCE LIFE & HOUSING

Hugine Suites

Staff Related
Campers are doing great.
- Band Camp checked out on June 12.
- Project Flava Camp checked in on June 15.
- Prepared keys for Twirl Camp that's checking in the F building on Monday.
- Facilities started deep cleaning the buildings that are not going to be use for camps.
- Staff members are happy that they received a pay check.

Incidents
None

Programs
Group activities have been prepared by Camp directors.

Earle Hall
All is well in Earle, waiting for building to be clean.

Williams Hall
All is well in Williams this week. Scamp check in on Monday June 15. As of now Williams Hall is housing the Research Group (16) and Scamp (38).

Mays I Hall
Building Renovations- Contractors began the process of renovating the bathrooms in Mays 1.

Orientation- the Residence Life and Housing segment has been moved to Staley Hall to accommodate walk-in freshman. The overall schedule is still being composed at this time.

Mays II Hall
Everything's fine here in Mays 2. The Upward Bound program is here and all is well. There was a situation last week Thursday when the lobby window was broken due to the hailstorm, but facilities was informed about this situation.
FOOD SERVICE

- Continued to work on plans for Summer Camp
- Prepared daily lesson plans for Summer Camp activities.
- Prepared travel schedule for Summer Camp (Orangeburg; Edisto Garden, Columbia; Universoul Circus and Orangeburg; Country Inns and Suites Swimming)
- Our Summer Camp for the Entire Family Continues to grow with both day and evening activities.
COUNSELING & SELF DEVELOPMENT CENTER

Welcomes Summer 2009 Practicum Students

The Summer 2009 graduate practicum students from the Rehabilitation Counseling Department recently completed their practicum placement at the Counseling and Self-Development Center. The practicum training program provided two students, Ms. Shanel Vinson and Ms. Jennifer Nowell, with training opportunities in college mental health. They gained exposure to outreach, group, and other university- and community-based counseling experiences. Their summer practicum training experience culminated with case study presentations, a luncheon at the Chestnut Grille, and an awards ceremony in their honor. The two graduate students will go on to select internship site placements that will further develop their counseling skills. The Center very much appreciates the contributions and fresh ideas of this summer practicum student group and looks forward to future practicum and internship students from the Rehabilitation Counseling and Counseling Departments.
The Office of Student Disability Services is currently working to revise the university’s disability services website and brochure for inclusion in materials to be distributed at the upcoming Freshman Orientation Program through a grant received by the Disability Enhancement Project (DEP). In addition, Counseling and Disability Services offices will participate in the DEP Summer Institute to learn how to better assist students with special needs at the university. Students requiring special accommodations may receive assistance from the university’s Student Disability Services Office. For more information, contact the SDS Office at 536-7245 to inquire about arranging accommodations for the Spring 2009 academic semester. To view guidelines, policies and procedures, visit the OSDS website at:

http://www.scsu.edu/studentaffairs/officeofdisabledstudentservices.aspx

<table>
<thead>
<tr>
<th>UNITS OF SERVICE DELIVERY</th>
<th>METHOD OF SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Individual Counseling</td>
</tr>
<tr>
<td>0</td>
<td>Group Counseling</td>
</tr>
<tr>
<td>6</td>
<td>Consultation</td>
</tr>
<tr>
<td>2</td>
<td>Campus Outreach</td>
</tr>
<tr>
<td>1</td>
<td>Walk-ins</td>
</tr>
<tr>
<td>1</td>
<td>Standardized Test Administrations</td>
</tr>
<tr>
<td>1</td>
<td>Staff Development Training</td>
</tr>
<tr>
<td>0</td>
<td>Psychiatric Medication Evaluations</td>
</tr>
<tr>
<td>16</td>
<td><strong>TOTAL</strong></td>
</tr>
</tbody>
</table>

Introduction to Employment Law at SC State

Student Affairs Summer Camps

The Counseling, Testing & Student Disability Services unit will assist with social skills training for participating youth during the 2009 Student Affairs Summer Camps. Planned outreach activities will include sessions addressing adjustment issues which include: conflict and violence prevention, self-esteem, friendship, respecting and getting along with parents, developing friendships, respect, goal-setting, substance education, emotion management, and peer pressure. Sessions are planned over the next two months, and registration details can be found on the university’s website.

SC State Summer Orientation

The Counseling and Self-Development Center staff welcomes parents and students of the class of 2013 to campus for the 2009 Summer Orientation Program this week. Brochures detailing the programs and services provided by the Counseling and Self-Development Department, as well as the Office of Disabled Student Services and Testing Office were included in each packet distributed at orientation.

SCAMP Summer Student Program Outreach

Representatives from the Counseling and Self-Development Center recently shared information about counseling services with prospective freshmen in the SCAMP program this summer. Students had an opportunity to ask staff members’ questions regarding transitional issues and to schedule appointments at the counseling center to address any additional concerns. If your office would like to have representatives from the counseling center present psycho-educational information on a mental health topic for a student group, please contact the center at 6-7245.
A list of competency areas tapped by national tests administered on campus and the SCSU National Test Administration schedule for the Spring 2009 semester is listed below:

### 2008-2009 NATIONAL TEST ADMINISTRATION DATES

<table>
<thead>
<tr>
<th>DATE</th>
<th>EXAMINATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 13, 2009</td>
<td>ACT</td>
</tr>
<tr>
<td>June 20, 2009</td>
<td>PCAT</td>
</tr>
</tbody>
</table>

### NATIONAL TEST ADMINISTRATION COMPETENCY AREAS

- **College** | ACT
- **Law**     | LSAT
- **Business**| GMAT
- **Graduate**| GRE | MAT
- **Medical**  | MCAT
- **Pharmacy**| PCAT
- **Education**| GRE | PRAXIS
- **English**  | WLOE
- **Social Science** | GRE | MAT
- **Science**  | GRE
- **Psychology** | GRE
Psychological Testing is available on a limited basis for students requiring intelligence and achievement testing. Assessments are provided to students on a referral basis and are either tested on-site at the counseling center or are provided referrals for testing prior to receiving special accommodations. Students from neighboring institutions may test at the counseling center for a reduced fee.

** Please contact the Counseling & Self-Development Center for assistance with the following services:

- Individual counseling
- Group referrals
- Peer Mentoring
- Staff development training
- Psycho-educational outreach/intervention
- Psychological assessments
- Internship opportunities for graduate students
- Paraprofessional training programs for undergraduates
June 15, 2009
GIFTED AND TALENTED SUMMER PROGRAM
Fine Arts Center

June 18-19, 2009
Truth Hall Emergency Response (No Air) Evacuation and Relocation

June 18, 2009
DRIVER’S LICENSE CHECK
Campus

June 21, 2009
Summer School Session Two Preparation
Coordinated with Enrollment Management and Residence Life and Housing to ensure students will be served for weekend check in.

New to the University Police Department
CHAT WITH THE CHIEF

Beginning June 17, 2009

Every 1st and 3rd Wednesday of the month from 11:30 AM – 1:00 PM
Bulldog Lounge

WE INVITE EVERYONE TO ATTEND!
Be there; or be left out.

Outside Agency Collaborations
BROOKS HEALTH CENTER

Student Insurance: The attached information is currently on Brooks Health Center web page. We are working with University Relations and Marketing to forward the information to students via Bulldog Connection. We have incoming students contact information and will notify them regarding this process.

HEALTH ALERT!!!!

STUDENT HEALTH INSURANCE

OPEN ENROLLMENT

June 1, 2009- September 20, 2009

Mandatory Health Insurance

All students, undergraduate, graduate, professional (on/off campus or distance learning), taking six (6) or more hours are REQUIRED to have medical health coverage. If you have comparable, equal or better health insurance coverage through employment, your parents/guardian, or spouse then you may waive the Student Health Insurance Plan. Each semester, you must complete the insurance waive prior to the waive deadline at www.studentinsurance.com. At the site enter SCSU in the search window, and then select residency status as domestic or international and enter your student data and current insurance information as directed thereafter.

After you complete the waive process, print your confirmation page or copy your confirmation number and keep it for your records. This will serve as your ONLY receipt and proof that you are in compliance with the university requirement. There will be NO adjustments made after the waive deadline if you DO NOT have your confirmation page or number.

PLEASE NOTE: You will automatically be enrolled in the university student health insurance plan if you fail to appropriately waive coverage by the deadline.

Should there be any further questions; the staff at Brooks Health Center is available to answer questions regarding the waive option or enrollment process at 803-536-7053/7055.
STUDENT LIFE AND LEADERSHIP

Student Leadership Training

Reporting Date: June 18, 2009

On May 25- June 1, 2009 Anthony Beckett, Student Government Association (SGA) Business Manager, Cortney Burgess, Campus Activities Board (CAB) Vice President, and Dr. John Berry, Executive Director for Student Affairs attended the National Association of Student Affairs Professionals (NASAP) Student Leadership Institute at the University of Maryland Eastern Shore in Queen Anne, MD.

The conference was more than just a networking opportunity, according to Anthony Beckett. Students were able to further develop their leadership skills, formulate ideas and initiatives, and plan activities for their respective universities.

The major highlight of this conference was the dynamic speakers who attended; Dr. Rasheed Cromwell and Dr. Steve Perry were both inspirational and positive reinforcements on the topic of leadership.

Other highlights/recommendations from the conference included the following:

- The development of a new dress code policy- referred to as a "Standard Mode of Dress" which focused on showing students "how to wear what they wear" rather than telling students what not to wear.
- Bridging the gap between the students and the administration
- SACS policy 3.9.3 in relation to the institution providing services supporting its mission with qualified personnel to ensure the quality and effectiveness of its student affairs program and the student leaders' role in this area.
- SGA Affidavits for Commitment-serving the entire student population for the entire year.
- SGA Assessment Board- re-establishing the connection between SGA and the student body.
- Student Security- students working Campus Police to keep the campus safe.

HONOR ROLL:
Anthony Beckett achieved the distinction of being recognized as a Nationally Certified Student Leader.
On May 28–30, 2009, four students representing the Pan-Hellenic Council at South Carolina State University along with Dr. Ronald E. Speight serving as Advisor attended the 65th Biennial National Convention of the National Pan-Hellenic Council, Inc. (NPHC) in Washington, DC. Student representatives included: Derek Evans of Phi Beta Sigma Fraternity, Inc., Edvige Mbakoup of Sigma Gamma Rho Sorority, Inc., Candice Harmon of Delta Sigma Theta Sorority, Inc., and Sierra Wilson of Zeta Phi Beta Sorority Inc.

The purpose of the Greek Symposium was to increase our knowledge and learn more about the overall operations of the NPHC. To that end, delegates and attendees had the opportunity to learn more about the realigning and restructuring of the NPHC designed to strengthen the operational effectiveness of both Collegiate and Alumni Councils throughout the United States. Additionally, participants had opportunities to hear from the nine-member organizations’ National Presidents or their designees. The theme of the convention was “Education x Economics = E²: The Power of Nine” which dealt with the collaborative spirit of the NPHC.

Collegiate Council Goals

- Promote academic excellence.
- Demonstrate the values of NPHC affiliate organizations and host organizations.
- Develop leadership skills
- Develop positive and supportive relationships.
- Develop citizenship through community service and outreach.
- Assist the NPHC Executive Director in the retention, recruitment and development of collegiate NPHCs.
- Educate each member organization on MIP rules and policies of NPHC affiliate organizations.
CAREER SERVICES

The following student(s) received a Permanent Job assignment, Co-Op or Internship this week.

<table>
<thead>
<tr>
<th>Student</th>
<th>Major</th>
<th>Company/Graduate School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthony Reed</td>
<td>Economics (CET) Intern</td>
<td>Berkeley University Transportation Program</td>
</tr>
<tr>
<td>Sitha Lam</td>
<td>(Eng) Grad School</td>
<td>Bowling Green State University As a result of the Ohio visitation in October</td>
</tr>
<tr>
<td>Jerome Mikel</td>
<td>(CJ) Permanent</td>
<td>Wal-Mart</td>
</tr>
</tbody>
</table>

ENROLLMENT MANAGEMENT

OFFICE OF ADMISSIONS, RECRUITMENT AND SCHOLARSHIPS

Admission Processing Update:

- Daily reviews of domestic and International admission applications continue to be our top priority. Currently processing applicants for Summer and Fall 2009 and Spring and Fall 2010.
- The Office of Admissions, Recruitment and Scholarships team increased their efforts with our Phone-A-Thon. Completing the Process (1) completing the application process, (2) answering questions relating to their final high school transcript and submissions of these documents prior to the start of the fall 2009 semester (3) Providing information regarding the University new application deadline and priority deadline for student Financial Aid (4) Scheduling Campus Tours (5) access to Bulldog Connection (6) Summer Orientation Program and Schedule.
- Our Data-Review Process for the office of Admissions, Recruitment and Scholarships is ongoing. The Data-Review Process continues focus on data integrity issues as they arise in the six stages of the enrollment funnel. Data Integrity Checks are reviewed at the (1) Suspect Stage(2) Prospect Stage (3) Applicant Stage (4) Admit Stage (5) Paid Accept Stage and (6) Matriculate Stage. Each stage is reviewed for data compliance with SC State University Data Standards and CHEMIS Data Dictionary Standards. These standards are enforced to ensure that our enrollment files, student course files and student disbursement files to CHE are transmitted error free.
- Statewide Articulation (SC CATS) SC State University Profile and Contact Data Complete: South Carolina State University Phase 1 {Statewide Articulation (SC CATS) SC State University Profile and Contact Data} is now complete. Thanks to all team members listed in the email for your assistance with this very important effort.

To view our University information, please use the following steps and please provide your feedback:

http://www.collegetransfer.net/

Search (Dropdown Box)

Search School

School Name (South Carolina State University)

Click here (to view a complete transfer profile.)

Phase 1 {Articulation tables have been transferred to Academy One and currently being reviewed} It is our hope to complete this process by next week.
FINANCIAL AID

Activities

- Continued processing 2008-2009 applications for financial aid
  - Credited the accounts of eligible aid recipients
  - Continued processing of Summer 2009 financial aid applications

- Prepared and submitted departmental Institutional Summer work-study authorizations

- Preparing for Summer Orientation Programs

- Working with the Office of Admissions, Recruitment and Scholarships on Academic Enhancement Academy 2009 participants. Provided financial aid updates for all participants and scheduled appointments for those participants needing additional assistance.

- Continued processing 2009-2010 applications for financial aid
  - Sent letters and emails requesting missing information
  - Made awards to eligible 2009-2010 financial aid applicants
  - Mailed 2009-2010 award notices

MULTICULTURAL AFFAIRS

- Evaluating and determining the authenticity of admissions documents on of international undergraduate applicants

- Transferring-out F-1 students to graduate schools programs at college/universities in SEVIS

- Completing transfer-out forms for international students admitted to graduate schools

- Determining the admissibility of the undergraduate international applicants for the fall semester 2009

- Advising F-1 graduates on the Optional Practical Training process

- Processing request for OPT applicants