

**West Virginia State University**  
**Student Affairs Activities Report for the Faculty Senate**  
**April 8, 2011**

**Admissions and Recruitment – Ms. Trina Sweeney and Mr. Christopher Jackson**

The following information includes any new events, issues, and concerns occurring within the WV State University Admissions and Recruitment Offices.

- Application Totals
  - Summer Numbers 2011
    - Processed 350 WVSU Applications
      - 45 Accepted
      - 5 Rejected
      - 300 Pending
  - Fall Numbers 2011
    - Processed 1359 WVSU Applications
      - 326 Accepted
      - 45 Rejected
      - 988 Pending

**Athletics – Mr. Sean Loyd**

- Baseball, Softball, Women's Tennis, Men's Tennis, Women's Golf, Men's Golf and Spring Football (practice) have all started their seasons.
- Athletics has submitted names of 12 student-athletes to the WVIAC for summer school funds
- Athletics has distributed information to coaches for the NCAA Degree Completion program

**Career Services and Cooperative Education – Ms. Sandy Maharaj**

**Director**

- Career counseling and job search appointments
- Began individual (job search preparation) appointments for 18 students enrolled in History Senior Seminar
- Hosted the Teacher Job Fair; 15 school systems with 19 recruiters and 36 candidates (from University of Charleston, Ohio Valley University and WVSU)
- Continued to work on preliminary steps to develop course in Job Seeking Strategies (1 credit hour, offered through the College of Professional Studies, course number 399 special topics)
- Graded Co-op assignments and visited potential co-op job sites
- Co-hosted graduate school information session with the Social Work Department: 20 students and two faculty were present

- Assumed administrative responsibilities for vacant Secretary position; website updates, invoice generation for upcoming fairs
- Conducted two class presentation on resume writing for KVCTC class
- Served as a Judge in the Regional Social Studies Fair
- Continued to prepare for the Career and Employment Expo

### **Administrative Associate**

- Scheduled students for CLEP/DSST exams and emailed confirmation letters
- Assisted with the Teacher Job Fair: arranged/set up rooms; registered and directed recruiters to their tables
- Assisted with an event for the Social Work Department: lunch and presentation by a representative of WVU's MSW Program
- Downloaded CLEP software updates on TDMS server
- Administered CLEP/DSST testing: 11 candidates tested
- Co-op Initial Placement Seminar appointment
- Collected and recorded payments for events and testing services
- Preparation of materials for Grad Salute and Career and Employment Expo
- Attended Office staff meeting
- Five (5) annual leave days
- Verified and distributed new order of office supplies
- Assisted with the office skills test and interview process for Administrative Secretary, Sr. position; participated in the interview process
- Administered DSST testing: 1 candidate tested
- Preparations for Teacher Job Fair: copied and assembled resume booklets, student folders, recruiter folders, table signs, etc.
- Assumed responsibilities of Administrative Secretary, Senior; Processed email messages from office account; sorted mail, recorded and processed payments for EXPO and TJF events

### **Collegiate Support and Counseling – Mrs. Kellie Toledo**

#### **Director**

- Organized all the information to post the AmeriCorps applications for the 2011-2012 cycle, and selected an interview committee.
- Crysty Linkenhoker developed a FERPA guideline manual for the AmeriCorps students and training session was held on April 1st.
- Agreed to teach a College of Professional Studies Freshman Experience class this fall.
- Continued to meet with AmeriCorps members regarding department videos.
- Provided an in-service for CSC staff over Spring Break.
- ~~Advertised on campus for an Academic Assistance Counselor and continued to train the Disability Services Counselor.~~
- Attended BOG meeting.
- Judged the WV Regional Social Studies Fair
- Presented to Dr. Dean's Freshman Experience Class

- Met with Danny Cantrell and Barry Pelphrey about the compact.
- Assisting staff members with planning programs for students.
- Provided assistance to students with financial aid, and general problems.

## **Disability Services Counselor**

### Student Services

- Administered 26 exams with extended test time, in alternative testing areas.
- Provided counseling to various students about personal & academic issues
- Met with students about drop dates, mid-terms and academic progress.
- Worked with (3) students using Dragon Naturally Speaking voice recognition program to utilize for homework writing assignments.
- Met with hard of hearing and/or deaf students to discuss policy, procedure and possible changes for the future.
- Worked on contacts and registration for the disability services day/ Multicultural day in April.
- Created a more student friendly/privacy friendly office environment by changing the layout to be even more accessible as well as providing a space for their personal items when they are testing

### Faculty & Community Contact

- Sent out info packets to go out for Disability Awareness Day to local community agencies
- Coordinated with faculty to make arrangements for extended time for students with disabilities.
- Spoke with faculty about student's attendance, progress, needs and assistance.
- Worked with West Virginia Rehab Services in regard to WVSU and KVCTC students, having continual contact with them and doing referrals.
- Spoke with faculty and received recommendations about specific students and dropping courses because of possible failure.
- Met with a faculty member who was concerned about a hard of hearing student and their academic progress, as well as what could be done to help the student improve.

### Future Plans

- Reviewing testing policy and procedure in regards to documentation and extended test time.
- Assessing technological needs and development to assist students with disabilities.
- Continue to update the disability services database, meet with new students, review documentation, provide testing etc.
- Continue to utilize the listserv in a fashion that would allow us to use feedback to make changes to our policies and procedure, where policy is lacking.

- Begin working on getting video monitoring up in Kellie's office so there is more than one person that can utilize video monitoring on testing as a preventative measure.

#### **Academic Assistance Counselor**

- The Academic Assistance Counselor position is being posted.

#### **Mental Health Counselor**

- Participated in two Leadership Team conference calls for the Bacchus Network Area 12 Spring Conference that is scheduled for April 1st-3rd at the University of Maryland-College Park.
- Completed travel request for six students and self for attendance at the Bacchus Network Area 12 Spring Conference.
- Collaborated with the Kanawha County Ambulance Authority, Campus Police, Abbott's Wrecker Service and Institute Volunteer Fire Department for the DUI Reenactment held on March 10th.
- Participated in a Residence Hall Program about alcohol and other drugs.
- Met with those Peer Education students that are planning on attending the Bacchus Area 12 Spring Conference about presenting their "school introduction/cheer" during the conference roll call.
- Also met with these students for practice "run-throughs" of the program they are presenting at the conference.
- Provided ongoing training/instruction to the psychology student intern.
- Hosted an informational table about the National Problem Gambling Awareness week.
- Participated in Safe Spring Break Week-providing educational information and sun safety and skin cancer complete with a "Skin analyzer" for students to try out.
- Submitted Certified Peer Education certification exams to Bacchus National office for scoring for this semester's new peer educators.
- Followed up with SGA about the \$900 they awarded us to put towards conference travel, as well as the \$200 to cover the cost of peer education T-shirts for this semester.
- Participated in CSC in-service training during Spring Break.
- Continue to see students for personal counseling and academic issues.

#### **Multicultural Counselor**

- The Multicultural Counselor provided counseling.
- The Multicultural Counselor met with R.O.O.T.Ed in order to discuss social justice issues.
- The Multicultural Counselor held an S.A.G.A. Meeting. There were 2 students in attendance.
- The Multicultural Counselor has been attending meeting regarding the Black and Gold Gala, which will be held in May.
- The Multicultural Counselor is continuing to work on development of the program for the fashion show.
- The Multicultural Counselor has been practicing for the fashion show.
- The Multicultural Counselor has spoke with WVSU Faculty/Staff members about being the fashion show.

- The Multicultural Counselor hosted Women's Health Day. There were approximately 30 students to participate in HIV/AIDS screening.
- The Multicultural Counselor is finalizing the agenda for the Multicultural Festival.

#### Upcoming Activities

March 31, 2011----Experience the Power of Equality through C.L.O.T.H.E.S Fashion Show 7:00-8:30pm  
Davis Fine Arts.

April 14, 2011---Multicultural Festival

#### Crysty Linkenhoker

- **The Student Success newsletter** is ready to be sent.
- **The High School counselor newsletter** is ready to be sent.
- Working on the Metro Tuition area newsletter.
- Completed FERPA workbook.

#### Food Services – Ms. Vicki Barnes

- Currently all focus is on budget preparation. Dining Services is suffering a significant negative trend. Comparison with other state institutions reveals that we are offering services at an average of 9% lower rate. In an attempt to turn our account into a break even and more importantly a profit mode we are considering a sizable fee increase for the coming year.
- The final revised board invoices for Fall 2011 semester have been processed for payment.
- Mr. Jones and I are in discussion stages of planning a collaborative meeting to involve Fiscal Affairs, Financial Aid, and all residence staff in creating new 'check in' procedures for resident students beginning with the Fall '11 semester. This is to ensure proper tracking/placement as well as financial and academic clearance of all residents.
- Discussion with Job Corps representative, Lou Rascon, it has been determined that their new facilitators will be focusing on the ACT rather than continuing with the alternative OCT program. This would potentially increase our resident population from 45 to 55 students. The concern is the move of CTC to the off campus location, and whether Job Corp will continue to house their students on our campus.

## **Leadership, Mentoring and Judicial Affairs – Mr. Coston Davis**

- Completion of the Leadership Institute Computer Lab – 90% Completed
- Increased the number of Leadership members – 21
- Leadership Weekly meetings – 60% completed
- March 3, 2011 the Leadership Institute had their Facebook Summit 7:00 – 9:00 at the Wilson Student Union (Panel of faculty, staff and civic leaders) - 100% completed
- Addressing Judicial issues pertaining to students who break policy of WVSU code as reported by the Dept of Public Safety
- Working to complete Computer Lab for Leadership Institute - Clothing & Food Drive for Union Mission –
- Campus Leadership Cookout – participating in campus fashion show March 31, 2011
- Mentoring of various students on subject of concern
- Met with Board of Governors on March 10th

### **Planned Activities**

- Finalizing the Leadership Institute Computer Lab
- Leadership campus cookout May 7, 2011
- Regional Intergovernmental Council meeting March 10, 2011

## **New Student Programs – Mrs. Sharon Banks**

- Attended TMCF Member Universities Professional Institute, March 20-23, 2011 in Orlando, FL. The theme was “HBCUs under Attack: What Must We Do?”
  - ✓ Attended workshop on examining retention and graduation rates; quality assurance and continuous improvement; student relations engagement
- Continuous student assistance to those who have problems both academically and/or personally

## **Residence Life and Services – Mr. Cornelious Jones**

- Hall reviews based on financial aid information
  - Removal of all who did not have finances in order
  - Room changes and consolidations conducted
  - Obtained financial statements and class schedules for those who received extra funding/completed financial packages
- Staff meeting to review hall security issues
  - impressed upon staff the need to lock halls at appointed times

- Students and staff squared away hall situations and listings for Spring Break.

## **Student Activities & University Union – Mr. Jerry Miller**

- Belinda Fuller and six students attended the Association for the Promotion of Campus Activities (ACPA) Conference in Hershey, PA. The conference had a graphics competition, which WVSU submitted three entries: Poster, T-shirt and the highlighter for the novelty-item competition. WVSU Junior, Jessica Martin created and submitted the skating-party flyer (that is displayed in Union) proudly walked away with the 1<sup>st</sup> place trophy; the **I Love State** t-shirt won 1<sup>st</sup> place and our bright-yellow highlighter received 2<sup>nd</sup> place. Also, WVSU students volunteered during the conference and received a token of appreciation during the Saturday dinner and were featured in the program booklet with the nine other volunteer schools.
- The Honda Campus All-Star Challenge Team will compete in Orlando, FL the weekend of April 09-10. Keep the Jackets team in your heart and send them good vibes as they travel and compete.
- Student Activities is busy putting together events for Spring Sting. This year we are bringing back favorites Super Bingo and Bongo Ball Mania (it combines laser tag and paintball concepts with nerf balls). We also have a caricature artist and Music Video Mania during the Multi-cultural Festival. The Comedy Show will feature Zooman and Karlous Miller. We have an archery ministry coming to campus that will instruct student on how to properly use a bow and arrow. The conclusion of Spring Sting will feature a black light Party in the Union.
- Student Government Elections will be conducted next week (April 7) via WebCT.
- The KVCTC has elected to not fund Student Activities next fiscal year. This is another \$20,000 reduction in our programming budget (\$40,000 over the last two years). Programming will change drastically on campus.

## **Student Financial Assistance – Mrs. Sally Marcus Burger**

- Two FAFSA filing workshops in the University Union were held on March 28th and 29th from 11-2 and 6 – 8.
  - We have pulled in approximately 2800 ISIR (Institutional Student Information Records) to date. We hope to begin packaging students for the next academic year this week.
  - We are going to follow current regulations, laws, and funding rules in awarding aid for 11-12 in light of the current debate regarding budget issues, of which Pell is a major one. This issue remains unresolved as Congress has not completed their budgeting procedure for FY2012.
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