

DIVISION OF STUDENT LIFE  
DIRECTORS MEETING

January 29, 1990

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Present:

Mike Mincey  
Myron Doan  
Jerry Gore  
Mike Hopper  
Madonna Huffman

Jim Morton  
Charlie Myers  
Tim Rhodes  
Larry Stephenson  
Kenny White

Mr. Mincey distributed copies of the schedule for the NASPA/CPAK Drive-In Workshop on Wednesday, February 28, at the University of Louisville. He encouraged staff to attend if their schedules permit.

Directors' Reports

**Mr. Morton** - He has talked with Beth Patrick regarding the GSL label printing and getting CSS on line.

**Mr. Rhodes** - A meeting was held last week with President Grote regarding recruiting strategies. President Grote has asked Mr. Mincey to chair a group to develop a recruiting plan which addresses such areas as recruiting from community colleges, recruiting in the Lexington, Louisville, and Northern Kentucky areas, providing scholarships for areas outside the service region, recruiting from the GED pool, processing aid and enrolling students from the prison in Morgan County.

Admissions staff are discussing alternatives for the "Meet Morehead State Night" programs.

Enrollment is currently 7,312, which is 5% more than this date last spring and 2.5% more than the total enrollment for last spring.

Ten "Day on Campus" programs are scheduled for this spring. This program brings middle school and junior high school students on campus for a day.

Open houses are scheduled for February 24 at 1 p.m. and March 31 at 9 a.m. Free tickets will be provided for the basketball game on February 24.

We are out of undergraduate catalogs. Applicants are being sent View books. New catalogs will be available in August.

**Mr. White** - Electricity and steam will be off in Thompson, Waterfield, Butler, and Lakewood Terrace on Saturday from 10 a.m. to 3 p.m. Kenny will arrange to have a place available for family housing residents who need kitchen facilities during this time.

A campus-wide fire drill will be held next week. Neither students nor staff will be notified.

Letters are being sent to students in expanded capacity rooms indicating that space is now available; students who choose not to move will not receive a refund.

**Mr. Stephenson** - Refund checks will be distributed in the Cramer Room on Wednesday beginning at 1:15. Mr. Morton noted that Financial Aid will have a staff person there to answer questions.

The reception for Edith Moore is tomorrow, January 30, from 2 to 4 p.m. in the Gold Room. Mrs. Moore is working through Wednesday.

There will be a trick shot artist in the pool room tomorrow.

Employee verification forms are being distributed today. Employees should verify employment dates and return the form to Personnel by February 2.

**Mr. Doan** - The letters written in support of Sigma Sigma Sigma were received. Myron talked with representatives from the sorority three times Saturday; they were continuing their meeting yesterday. Myron expects to hear something from them today.

There were some problems in the residence halls following the game Friday night, but they were handled by the hall directors.

**Mr. Gore** - He is continuing talks with Judy Rogers regarding the faculty mentor program.

The national teleconference, "Beyond the Dream II," is Wednesday afternoon. The Big Brothers/Big Sisters Awards Banquet is Wednesday night. Donna Murphy is the keynote speaker.

**Dr. Hopper** - Twenty-two hospitals are scheduled to participate in the allied health day. Summer jobs information day will be sometime in February.

Dr. Hopper is conducting an all-Greek workshop tomorrow night at 7:00.

**Ms. Huffman** - In-service for medical staff with the Gateway Health Department on diabetes is today.

Mr. Mincey reported that the executive committee is meeting once more on the fee schedule. Housing fees will be increased approximately 6%; an increase in the health fee is proposed. Mr. Mincey asked to meet with Ms. Huffman, Mr. Rhodes, and Mr. Stephenson at 3:00 on Wednesday and Thursday regarding the fee schedule.

The meeting adjourned at 8:40.

DIVISION OF STUDENT LIFE  
DIRECTORS MEETING

February 26, 1990  
8 a.m.

Present: Mike Mincey                      Madonna Huffman  
              Dan Anderson                     Charlie Myers  
              Myron Doan                        Larry Stephenson  
              Jerry Gore                        Kenny White  
              Mike Hopper

Mr. Mincey reported on the Board of Regents meeting. The board approved the faculty work load policy; voted to give Mr. Seaton authority to negotiate with President Grote on an extension of his contract; approved the fee schedule; and accepted the strategic themes and purpose statements. Mr. Mincey asked directors to review their goals and strategies to bring them into line with these themes.

The business office is looking at developing an installment plan for tuition. Students could begin paying in April for the following academic year and pay over a 10-month period. There would be a \$50 service fee.

Button Auditorium will be closed for a 60-day period sometime between July 1990 and January 1991 for repairs. Anyone planning to scheduled activities in Button must let Jan Burge know.

Mr. Mincey reported that Mr. Seaton commented in the board meeting on the bad publicity the university has received regarding crimes. Mr. Seaton asked the university's attorney if we are doing all we can to prevent criminal activities. The attorney reported that he had met with Student Life staff and we are doing all we can. Mr. Mincey noted that Mr. White is meeting with a group regarding safety in the residence halls. Mr. White reported that a draft is ready for review by the committee; they are meeting tomorrow. They will submit the draft to Mr. Rhodes, who will forward it to Mr. Mincey.

Directors' Reports

**Mr. White** - The Residence Hall Association attended the KACURHA conference in Lexington and won two trophies.

Room signups are April 23-27. Housing staff is still working on the details of a plan for making assignments to Fields Hall.

Residence Hall Week is March 26-30.

Dr. Hopper asked if new students who want to preregister for summer classes may do so during preregistration. (He had been asked this question at the open house Saturday.) Mr. Myers said that Admissions will be sending information to students who have been admitted for Summer I and Summer II indicating that they may preregister. New students admitted for the fall are encouraged to preregister during SOAR.

**Dr. Hopper** - 37 school districts have registered for the KTN on April 4.

**Ms. Huffman** - A program on eating disorders is scheduled for Monday evening with the Greeks and on Tuesday with residence hall staff.

**Dr. Anderson** - No report.

**Mr. Doan** - No report.

**Mr. Stephenson** - A meeting is scheduled tomorrow to critique food services. Mr. Stephenson will be attending the ACU-I recreational tournament Thursday through Saturday in Memphis.

Founders Day is March 31. Tickets will be on sale in the Student Activities office from 8 a.m. March 19 through 4:30 p.m. on March 26. Luncheon tickets are \$5.50; dinner tickets are \$10.

**Mr. Myers** - Thanked everyone for their help with the open house Saturday. A little more than 200 students participated. The next open house is March 31.

**Mr. Gore** - Reviewed the activities held during Black History Month. Ms. Overly has been visiting in school systems. Representatives will be on campus next month regarding internship programs for graduate students. MSU will be featured on the cover of a special issue of Opportunity magazine for minorities. An ad will be included, plus a news story reprinted from the Courier-Journal.

Some special programming activities will be scheduled for black males regarding such issues as assertiveness, self-image, etc. Some black alumni will be presenting programs.

Mr. Mincey commended Mr. Gore for the Black History Month activities.

Mr. Mincey reminded those attending of the NASPA/CPAK drive-in workshop on Wednesday, February 28. They will leave at 6:30 a.m. from the front of Howell-McDowell.

The Miss MSU Scholarship Pageant is Thursday and Friday, March 1 and 2, at 7:30. There are 27 contestants.

The meeting adjourned at 9 a.m.

DIVISION OF STUDENT LIFE

DIRECTORS MEETING

March 19, 1990

8 a.m.

Present: Mike Mincey                      Jim Morton  
          Myron Doan                        Charlie Myers  
          Jerry Gore                         Tim Rhodes  
          Mike Hopper                        Larry Stephenson  
          Madonna Huffman                 Kenny White

Mr. Mincey asked Mr. Rhodes and Mr. White to do a cost analysis on providing refrigerators in residence hall rooms.

Mr. Mincey asked Mr. White and Mr. Rhodes to develop a plan for the Mays Hall renovation. The possibility of apartments for graduate students and staff was discussed. The hall might possibly be used for year-round housing.

Mr. Mincey announced that Dr. Wheelless will be conducting sessions to give direction on how to work division goals/strategies into the university strategic themes. The sessions on Tuesday, 3/20, at 8 a.m. in the Eagle Meeting Room, and Wednesday, 3/21, at 1:30 p.m. in the Riggle Room. Directors should attend one of the meetings.

Mr. Rhodes indicated that the first enrollment projection should be available by April 1.

Mr. Rhodes reported that a report on the university's recruitment plan is being prepared this morning.

The cuts in financial aid for 1990-91 were discussed; we expect a decrease of approximately \$100,000 in the Pell Grants.

Mr. Mincey announced that Dr. Hopper will coordinate the division's assessment program. Dr. Hopper is meeting today with Dr. Wheelless. He will talk with Mr. Mincey following the meeting. Dr. Hopper suggested that in each area we measure how students perceive the services. Dr. Hopper will make a presentation at the next staff meeting. A plan for assessment must be ready when the SACS team arrives.

Mr. Mincey indicated that he received information from the directors on employees who have received GED's or degrees since July 1989; he asked that this information be provided back to July 1, 1987. This information is needed by Friday of this week.

Dr. Hopper indicated that the Staff Congress has asked his subcommittee to develop a policy regarding staff performing work for which they get paid, such as consulting and teaching, during their work hours. Dr. Hopper asked if any offices have a policy; none in Student Life do.

## Directors' Reports

**Mr. Morton** - No report.

**Mr. White** - Residence Hall Week is March 26-30. Activities include:

March 26	Blow-Out
March 27	Individual hall programs
March 28	Carnival beginning at 4 p.m.
March 30	Founders Day

Room sign-ups are April 23-26. They are working on the procedure for signing up for Fields Hall; Mr. White will schedule a meeting with Mr. Rhodes and Mr. Mincey to review. All furniture for Fields Hall has been ordered except furniture for the lobby and the director's apartment.

Mr. White noted that the softball team came back earlier and had not made arrangements.

**Ms. Huffman** - Mr. Mincey asked Ms. Huffman to review the Morehead Clinic Contract and talk with Phil Martin, administrator at the clinic. He also asked her to review the health insurance program and determine if we are still in a renewal period with the same company.

**Mr. Doan** - The report on the student conduct code is ready to be typed. Another sorority, Phi Sigma Sigma, is coming to make a presentation this week. The presentation by Gamma Phi Beta went well. Greek Week is the week of April 22.

**Mr. Gore** - Ms. Overly attended a meeting at the University of Louisville for minority students. Mr. Gore also attended the Black Family Conference at the University of Louisville March 8-10.

On March 21 and 22 a presentation of African American art will be on display in the Strider Gallery.

Mid-term grades for minority students look good.

**Dr. Hopper** - 43 school districts have registered for the Kentucky Teachers Network.

**Mr. Stephenson** - Founders Day is March 30. Tickets are on sale in the Student Activities office beginning today. Luncheon tickets are \$5.50; dinner tickets are \$10. At the luncheon the staff fund-raiser and the volunteer fund-raiser will be recognized. Larry Wilson has been named the staff fund-raiser of the year. At the dinner individuals will be inducted into the Alumni Hall of Fame. Edwin Newman will be the convocation speaker.

Mr. Stephenson will be meeting with Jack Jones regarding the salary schedule/compensation plan. A meeting has been scheduled with the consultant regarding the performance appraisal system.

Signups for SGA executive officer elections will go through Wednesday of this week. The primary election is April 10; the general election is April 17, with a Student Regent election, if needed, scheduled for April 26.

New chairs for the Eagle Dining Room are being delivered today.

Equipment for the weight room has been placed on bid. The SGA approved up to \$15,000 for equipment. Bids open March 27.

**Mr. Rhodes and Mr. Myers** - The next open house is March 31. The open house will be in the morning. The timing for the program will be a little different. Displays should be set up on Friday after the Founders Day Luncheon and before the dinner. The displays should be left up until at least noon.

The meeting adjourned at 9:15.

~~DIVISION OF STUDENT LIFE~~  
DIRECTORS MEETING

June 4, 1990  
8:00 a.m.

Present:	Mike Mincey	Jim Morton
	Dan Anderson	Charlie Myers
	Myron Doan	Tim Rhodes
	Jerry Gore	Larry Stephenson
	Madonna Huffman	Kenny White

Mr. Mincey reminded directors that Strategic Initiatives are due today; he will forward them to Virginia Wheelless tomorrow. An abstract of each initiative should be attached. The preliminary SACS report was what was expected for our area.

There will be a ribbon-cutting ceremony for Fields on June 22 prior to the Board of Regents meeting. Mr. Mincey encouraged directors to attend the ceremony.

Directors' Reports

**Mr. White** - Room personalization in residence halls will be discontinued effective Fall 1990. There was considerable discussion regarding the elimination of refrigerators from the residence halls. Mr. Mincey indicated points made in favor of continuing the service were valid and that he would revisit the issue with the president.

Cleanup in halls is progressing. Enough beds have been located for Fields Hall without having to go into Cooper, Wilson, or Regents. Boys State and the Elderhostel are on campus this week. Summer school housing will be in Cartmell Hall.

Windows have been purchased for family housing and are being installed. A new basketball court has been installed. A playground area is being planned.

**Mr. Stephenson** - No report.

**Dr. Anderson** - No report.

**Mr. Doan** - Gamma Phi Beta will be starting colonization in October. This will be the only chapter in Kentucky. Sigma Sigma Sigma will be re-colonizing in September. This will make a total of 22 Greek organizations.

**Mr. Rhodes** - No report.



**Ms. Huffman** - She and Mr. Doan are meeting with the Eagle Guides next week regarding SOAR. They expect to do the evening programs with parents and students as they have in the past.

**Mr. Morton** - GSL's for summer are basically up to date. All workstudies available have been awarded. New and renewal scholarships are being put on the system and they will start awarding for fall. Interviews are being conducted for the Financial Aid Specialist position.

**Mr. Myers** - Almost 400 individuals have made reservations for the first SOAR. Those who signed up for the 16th but do not attend will be contacted about the SOAR on the 22nd.

Al Baldwin has put together a list of activities for next year which includes open houses, off campus programs (Senior Opportunity Nights), Days on Campus, and SOAR. New recruiting initiatives for 1990-91 include a special SOAR program in April during pre-registration for special advising for the top students (number to be determined). More will be done with off-campus centers, especially activities to help the transfer process go more smoothly. A leadership conference is planned for top student leaders from high school junior and senior classes with SGA and other student leaders. More emphasis will be placed on northern Kentucky; they expect to place a counselor full-time in that area. The "Day on Campus" and "Eagle Express" will be coordinated by Jan Burge.

Mr. Rhodes indicated that guidelines are to be established for the Governor's Scholars Award. They have not received any descriptive information about the CAP program. UES personnel will attend about 30 awards programs this spring.

The SOAR program will be basically the same as previous years. SOAR housing will be in Nunn Hall.

Mr. Myers noted that a letter was sent to transfer students and new students enrolling for Summer I and Summer II indicating that they could participate in pre-registration in April; about 100 students did pre-register. Transfer students and non-traditional students will participate in SOAR. Mr. Mincey suggested a meeting be held for transfer and non-traditional students.

**Mr. Gore** - This was a good year in terms of recruitment and retention. Recruitment numbers are up for next year. Minority Affairs staff made a presentation for the Kentucky Department of Education in May.

Mr. Mincey indicated that he needs to meet with some of the directors next week; he will notify individuals.

The meeting adjourned at 9:00.

DIVISION OF STUDENT LIFE  
DIRECTORS MEETING  
July 30, 1990

Present:	Mike Mincey	Jim Morton
	Dan Anderson	Charlie Myers
	Myron Doan	Tim Rhodes
	Mike Hopper	Kenny White
	Madonna Huffman	

Mr. Mincey distributed copies of a memorandum from Ray Pinner requesting information regarding professional memberships and publications. Directors should complete the forms and return them to Mr. Mincey by Friday, August 3.

Mr. Mincey distributed information regarding CPAK and encouraged membership in this organization.

Mr. Mincey reviewed a memorandum regarding position evaluation review. The Job Classification Committee has been eliminated. Mr. Mincey will send copies of the memo to directors.

Mr. Mincey announced that Anna Mae Riggle is retiring effective August 31. He will recommend to the president that her position be filled, with the responsibilities being expanded to include commuter students. He hopes that the remaining salary can be used to hire an assistant director in Career Planning and Placement.

Mr. Mincey reviewed a letter being mailed to students assigned to residence halls and a second letter being mailed to full-time and part-time undergraduates and full-time graduate students regarding opening of halls, registration, Welcome Week activities, etc. Admissions is sending a letter to all students who have been admitted but who have not pre-registered regarding the opening of school, registration, etc. These students will need to pick up registration packets in Admissions.

Mr. Mincey announced that there will be a meeting for all division staff on Tuesday, August 14, at 8:30 a.m. Directors will be notified of the location and should arrange for their staff to attend.

Mr. Mincey reviewed the opening of school activities. On Thursday, August 16, at 2 p.m. there will be an executive staff briefing in the Riggle Room. Mr. Mincey will notify those who should attend. Departmental meetings are scheduled for 3:15-4:15 that day. At this point we will not have a meeting scheduled, but directors should be prepared to meet should something arise as a result of the 2:00 meeting. The continental breakfast is at 8 a.m. Friday at Camden-Carroll Library; the convocation is at 10 a.m. Mr. Mincey encouraged directors to attend the Fields Hall rededication at 11:30. The family picnic is at 5:30. Residence halls officially open at 8 a.m. Saturday, August 18. The president's ice cream social and street dance is at 8 p.m. on Sunday; Mr. Mincey encouraged directors to attend.

The president's dinner for new faculty and staff is Thursday, August 30, at 6:30 p.m. Mr. Mincey asked that directors provide him with names and short biographical data on new staff.

Mr. Mincey announced that approximately 6,700 students have pre-registered for fall.

Mr. Mincey announced that Kyle Crager, who had accepted a position as admissions counselor in Admissions, has accepted a position with an insurance company and is moving. Hallie Brennenstuhl has been appointed to the vacancy and will be arriving next week. Out of 19 applicants for the Assistant Director of Financial Aid, only two met the minimum qualifications. The position will be advertised again in the next few weeks.

#### Directors' Reports:

**Mr. Myers** - Expressed his appreciation to everyone for their help with the SOAR's. The visitation schedule is expected to be heavy this year. Open houses, Meet MSU Night's, etc., have been scheduled. They are still receiving 10-12 applications per day. The office will be open Saturday and Sunday, August 18 and 19.

**Mr. Morton** - The awarding for the GSL program is going well. All loans that can be processed have been completed. Campus-based awarding has been done. They are setting up work locations for new staff.

**Ms. Huffman** - RA's will arrive on August 14, with training on the 15th and 16th. Football physicals are scheduled for August 6 and 9. The renovation of offices will begin on August 15. They are working on the drug-free workplace and community information.

**Mr. Rhodes** - All males have been assigned to housing; approximately 200 females are to be assigned. They expect to be able to place everyone who applied by the first or second week of the semester. Rooms are being reserved at the Holiday Inn and the University Lodge. The housing office will be open Saturday and Sunday, August 18 and 19. Furniture is being placed in Fields Hall. They are looking at the Mays Hall renovation. A staffing plan for the housing office has been devised which will provide more supervision in the halls.

**Dr. Anderson** - No report

**Mr. Doan** - Approximately 500 sorority women will be arriving early, actives on August 12 and rushes on August 14. All halls will be opened. Twenty rush counselors will assist with check-ins. A meeting is scheduled with Mr. Mincey on Wednesday regarding disciplinary contracts.

**Mr. White** - Interviews are completed for hall director positions; recommendations should be made today.

Dr. Hopper presented information obtained at the state KCPA conference regarding building *esprit de corps*. Following the presentation, Mr. Mincey asked Dr. Hopper to continue discussion at the staff meeting on August 13.

The meeting adjourned at 9:10.

DIVISION OF STUDENT LIFE  
DIRECTORS MEETING  
August 13, 1990

Present:	Mike Mincey	Jim Morton
	Dan Anderson	Charlie Myers
	Myron Doan	Tim Rhodes
	Jerry Gore	Larry Stephenson
	Mike Hopper	Kenny White

Mr. Mincey asked for reports from each area and questions which need to be resolved.

**Mr. Doan** - Over 200 sorority women checked into the hall yesterday. There were no problems reported. Rushees will check in Tuesday. About 35-40 women will be going to the Holiday Inn. Women will need to be transported to rush activities from the Holiday Inn. The first meeting is Tuesday night. Three hundred twenty-nine women have registered for rush, which would mean that the quota for each sorority is about 80. We usually have about 25% of the women drop out before completing rush.

Representatives from Gamma Phi Beta will be here during rush, so women will be aware that there will be a new sorority establishing a chapter.

**Mr. White** - Will pick up keys for the Holiday Inn at noon Tuesday. Women will check in from 3 to 7 p.m. We have until Wednesday to notify the Holiday Inn and the University Lodge of the number of rooms needed.

Furniture is in for Fields Hall. We still have beds and mattresses to be moved to other halls. Cartmell Hall patio was being worked on Saturday.

All hall directors and assistant directors except one have been hired. Resident Advisors will arrive on Tuesday, August 14.

**Dr. Anderson** - Football physicals went all right.

**Mr. Gore** - No problems regarding opening of school.

**Mr. Stephenson** - No problems--the east rooms may not be finished before school starts.

Welcome centers will be open 9 a.m. to 4 p.m. Saturday and Sunday on both ends of campus. SGA and SAC officers will be staffing the centers. Coke wagons will be located at Mignon Tower and Cooper Hall from 11 a.m. to 4 p.m. Saturday and Sunday. Golf carts have been reserved for Saturday and Sunday.

Mr. Doan noted that the sorority rush activities will include "rushing the hill" at Nunn Hall

at 5 p.m. Saturday. The candlelight ceremony will be at 9 p.m. Saturday in front of Allie Young Hall.

A pool party is scheduled from 8 to 10 p.m. Thursday. The pool will also be open 5:30-8:30 p.m. Friday for the picnic.

On Saturday night, the "Blizzard of Bucks" game show will be in Breck Auditorium.

The street dance and ice cream social is Sunday night. The tent has been requested. Serving ice cream will be members of the Baptist Student Union, the Newman Center, and the Wesley Foundation. Each organization is responsible for serving for one hour.

On Monday night a dance will be held in Alumni Tower parking lot featuring "Inn-O-Vation."

Comedian Steve Trash will perform at Breck Auditorium Tuesday night.

The ribbon cutting for Fields Hall is scheduled for 11:30 a.m. Friday. Mr. Mincey asked Mr. White to have Dennis McKay and hall staff present to direct people through the building.

The executive staff briefing is Thursday, August 16, from 2 to 3 p.m. Mr. Stephenson, Mrs. Huffman, Mr. Rhodes, and Mr. Doan should plan to attend and be prepared to report on their areas. (Mr. Doan noted that rush activities will prevent his attendance.)

The convocation will be at 10 a.m. Friday. Mr. Mincey asked for information regarding new staff hired since July 1.

The division-wide staff meeting will be tomorrow, August 14, at 8:30 a.m. The three major unit heads should introduce new staff, talk about opening of school events, and talk about some of the things they hope to accomplish this year.

**Mr. Morton** - On Monday and Tuesday of registration the financial aid office will be closed. All personnel will be at registration. Mr. Morton indicated he would prefer that people not be referred to registration for simple questions or if they simply need to turn in forms, etc.; encourage them to take the information to registration at the time they register.

At registration, the registrar and deans will be located upstairs. Students can enter through the back door to receive refund checks and have ID's made without having to go through the registration arena. If students have billing statements, they can go directly to the cashier. If they do not have billing statements, they must go through fee assessment.

**Mr. Morton** reported on transmittal of financial aid. The computer system was down until sometime Saturday. The state grant transmittals had been completed by 4 p.m. The Pell Grant transmittals were also supposed to be completed after the state grants.

Someone from financial aid will probably be at the deferment table at registration.

**Mr. White** is meeting at 9 a.m. today with the fire chief and the state fire marshal regarding fire alarm procedures in the halls.

**Mr. Morton** reported that Rhonda Swim will be the contact person regarding the work-study program. Assignment letters have been mailed to federal work-studies. Information regarding student work-studies should be on the computer system prior to registration. A roster of students approved and assigned will be produced.

**Mr. White** reported the lock system is not ready for Fields and Cooper Halls.

Mr. Mincey asked to meet each morning this week with Mr. Rhodes, Mr. White, and Mr. Morton regarding housing assignments and verifications and other financial aid information.

The meeting adjourned at 9 a.m.

DIVISION OF STUDENT LIFE  
**DIRECTORS MEETING**  
August 27, 1990

Present:	Mike Mincey	Jim Morton
	Dan Anderson	Charlie Myers
	Myron Doan	Tim Rhodes
	Jerry Gore	Larry Stephenson
	Mike Hopper	Kenny White
	Madonna Huffman	

Mr. Mincey commended everyone for their work last weekend and asked that directors share any problems encountered or issues that need to be discussed.

**Mr. Rhodes** - The report he presented on the amount of financial aid to be transmitted was in error; the amount should have been divided by two to determine the amount for the Fall Semester.

There was a problem following the fire in Mignon Tower. The students wished to wash their belongings; no one could be located in Physical Plant to approve disconnecting the coin operation for the washers and dryers. Mr. White was eventually told to have the students pay for the laundry and then present a bill for reimbursement.

**Mr. Stephenson** - No problems with welcome centers. There was a delay at the food services line at registration; this problem needs to be reviewed.

**Mr. Morton** - The GSL check disbursement was moved to the hold area; students were able to cash their GSL checks without using the money for fees. This procedure needs to be reviewed. The Business Office did accept the Financial Aid notes regarding student credit for students receiving aid.

**Mr. Myers** - There were not many walk-ins.

**Mr. White** - There are 4,017 students in residence halls, 273 more than at this time last year. There were long lines in Howell-McDowell on Saturday and Sunday before registration, which were expected. Eighty-four students were housed temporarily at the Holiday Inn, and 20 at the University Lodge. They did have difficulty locating some students at the motels when they were ready to move them to campus. There are still some students, who applied in August, waiting for rooms; they will be notified when spaces become available.

**Mr. Doan** - Sorority rush was successful. Quota was set at 51 for each sorority. Gamma Phi Beta sorority will be here on September 10.



Activities for fraternity rush begin this week. The dorm storms will be Wednesday night, and there will be a Greek display outside ADUC on Wednesday. Weekly Greek seminars are scheduled beginning September 18. Topics include alcohol awareness, sexual awareness, intimidation/harassment, eating disorders, study skills, a rush seminar, and a pledge education seminar.

A pep rally is scheduled for 7:30 Thursday night, starting at ADUC and marching to the stadium.

There will be a tailgate party before the WKU game on September 8, sponsored by Foodtown and WMOR. All food items will be 50 cents. Individuals may register at Foodtown for a drawing; 100 winners will get free full meals.

An international student was injured in a hit and run incident in front of ADUC about 1 a.m. Saturday. The student is walking with crutches but is all right; there were no broken bones.

Mr. Doan is meeting with fraternity and sorority advisors this afternoon.

**Dr. Anderson** - No report.

**Mr. Gore** - There are 270 black students enrolled. Last spring the largest number of black students graduated in the history of the university. There are 138 new students. Mr. Gore's staff is going to follow up on students who applied but did not enroll and on students who did not return.

Over 150 students attended the minority student orientation program Friday night. Mr. Gore tried to impress upon the students that if they do not make the final tuition payment by the due date they will be dropped from enrollment. There was also a picnic at the cross-cultural house Saturday afternoon.

**Ms. Huffman** - International students are still arriving. The international student handbook is being updated and will include expanded information about housing.

**Mr. White** - There are about 20 students in Fields Hall who do not qualify academically; they will move to other halls when space is available. Mr. White indicated a list will be run of students qualifying academically and individuals will be contacted regarding moving into Fields.

**Dr. Hopper** - The personnel policy committee is meeting Thursday regarding the performance based compensation plan.

A Career Day is scheduled for October 3 in the Crager Room; invitations were mailed last week.

The search for an assistant director will go external this week; there were four internal applicants.

Ms. Huffman noted that the search for the non-traditional student counselor will also go external.

Dr. Hopper reported that he called CSS regarding designing a needs analysis instrument; the cost would be \$3 per student. He also talked with the testing center regarding equipment to read the answer sheets; the answers would have to be on a separate sheet to be read by machine. Mr. Mincey and Dr. Hopper will discuss. Dr. Hopper noted that Judy Rogers asked to add some items regarding general education to the survey instrument.

**Mr. Rhodes** - Enrollment as of today is 7,857, almost 7% more than this time last year. The enrollment is expected to increase this week. We are 116 over the number in housing used for budget purposes.

Mr. Mincey, Ms. Huffman, Mr. Doan, and others are working on a statement regarding compliance with the Drug Free Schools and Community Act. A brochure is being printed for distribution.

Mr. Mincey reported on the work of the Council on Higher Education's pre-college curriculum committee.

A revision of the admissions policy is being submitted to the Board of Regents. The Admissions Index will increase to 380. Anyone with an index of 300-380 with 12 on the ACT will be admitted to the provisional program; anyone below 300 will be denied admission.

Mr. Mincey reviewed the policy on scholastic standing; a student will have two semesters to bring his/her GPA up to the acceptable standard, then will be dropped.

Ms. Huffman is attending a meeting in Frankfort on September 6 regarding the requirement for students to have insurance. Beginning next fall, all three-quarter and full-time students must have insurance. Our insurance plan will be bid on for next year and must include specifications in compliance with the state requirements.

Mr. Mincey discussed the SACS requirement regarding university policies and procedures. He has a format for university regulations; he will send copies to directors. We need to report at the end of September that we are in the first phase of the development of division regulations/policies.

The meeting adjourned at 8:55.



Mr. Stephenson distributed Parents Weekend brochures. Boat captains are needed for the boat rides on Sunday at 2 p.m. at Scott's Creek.

There will be demonstrations of a Merlin machine (sign making machine) and a poster making machine at 11:30 on Wednesday.

**Mr. Rhodes** - Enrollment today is 8,375, up 6.1% over last year. There were 4,032 students in housing last week; a final count is being done this week.

Sandy Barker is coordinating the Meet Morehead State Days, scheduled for September 18, 19, 20, 25, and 26, from 9:30 until about 1:30.

Mr. Mincey asked Mr. Rhodes and Mr. Morton to begin reviewing the scholarship program with recommendations for changes.

**Mr. Doan** - A representative from Gamma Phi Beta, a new sorority organizing on campus, will be here tomorrow.

**Mr. Gore** - The big brothers/big sisters program had a "pairing up" meeting Friday night. The Multiversity Conference and Black Alliance Conference are scheduled at the end of this month. There are 277 black students enrolled. Mr. Gore is preparing a map to show where the students are from, which will show 55 from Louisville, 24 from Maysville, 8 from Mt. Sterling, 11 from Lexington, and 17 from Cincinnati. The breakdown of in-state and out-of-state students looks about 50-50. A survey is being sent to individuals who were admitted but did not enroll.

**Dr. Anderson** - This has been the busiest first two weeks of school ever for the counseling center. Mr. Mincey noted that health clinic staff had also indicated they are exceptionally busy.

**Mrs. Huffman** - There are 77 international students enrolled.

Mrs. Huffman attended a meeting in Frankfort regarding changes in the insurance requirements for college and universities. All 3/4 or above students, both undergraduate and graduate, will be required to have insurance. We are currently meeting the minimum requirements for the policy.

Mrs. Huffman is working with Jennifer Crickard in publications on the brochure regarding drug free schools and communities.

**Mr. White** - They are in the process of moving 13 students housed temporarily in Fields Hall to other halls because they do not qualify academically.

Last Thursday was the closing date for applications for assistant hall director positions. Interviews are being conducted today and they should have positions filled by the end of the day.

Printouts of students with 3.5 or above GPA's are being distributed to hall directors; the directors will talk with students about moving to Fields Hall.

**Mr. Myers** - He is meeting with Mr. Gore and Ms. Overly tomorrow to review the schedule for college day/night programs.

**Dr. Hopper** - There were four internal applicants for the assistant director position; the search went external with a closing date of October 1.

Dr. Hopper distributed copies of a draft of the needs inventory and asked directors to review the entire instrument, particularly their areas, and suggest any changes or make comments by Friday. This survey is only a needs inventory; a follow-up survey will be conducted to determine students' awareness/use of services. The survey will be distributed to all international and minority students and at least a 10% sampling of other students. Mr. Myers suggested space at the end for comments. The assessment task force will meet soon.

The meeting adjourned at 8:55.

DIVISION OF STUDENT LIFE

DIRECTORS MEETING

September 24, 1990

8 a.m.

Present: Mike Mincey Jim Morton  
Dan Anderson Tim Rhodes  
Myron Doan Larry Stephenson  
Jerry Gore Kenny White  
Mike Hopper

Mr. Mincey reported that the Board of Regents meeting went well. The board approved the Master Plan. Copies will be available soon.

Mr. Mincey asked Mr. Doan, Mr. Rhodes, and Mr. Stephenson to attend a meeting of the Student Life Committee today at 4 p.m.

Mr. Mincey asked Mr. Doan to attend a meeting he has Tuesday afternoon with Carlos Edwards and Chris Hart regarding extending hours at the Alumni Tower Grill on a trial basis.

Directors' Reports:

**Mr. Doan** - No report.

**Dr. Hopper** - Career Day is next Wednesday, October 3. The needs analysis form has been revised slightly by the task force and will be retyped and distributed. The closing date for the Assistant Director position is October 1. Dr. Hopper has received several phone calls from individuals expressing interest in the position.

**Mr. Rhodes** - Letters and surveys have been mailed to 150 individuals who participated in SOAR and pre-registered but did not enroll. Thirty-one responses have been received to date. Mr. Rhodes will report on the results at a later meeting when more responses have been received.

Meet Morehead State Days are scheduled for Tuesday and Wednesday of this week.

**Mr. Morton** - Interviews are being conducted for the clerk/typist position. Fewer than 300 verifications/documentations are left; they should be completed this week. The Fiscal Operations Report is due on September 27.

**Mr. Stephenson** - Reported on Parents Weekend schedule:

Friday night - "1964 as the Beatles" - There seems to be a great deal of interest in this activity.

Saturday morning - Parents Weekend Breakfast and Parents Association meeting - Mr. Stephenson does not expect a large attendance because these events have been publicized very little.

Saturday afternoon - Fish Fry - 400+ reservations

Sunday afternoon - Boat Rides - 200+ reservations. Six boats have been reserved. Mr. Stephenson will get lists to hosts/drivers.

Saturday noon - Golf Tournament - 70 reservations

Mrs. Redwine is meeting Thursday with residence hall directors regarding hall registration. The same awards will be presented as in the past--residence hall participation, Eagle Traveler and Offspring Awards, Eagle print, and \$100 tuition grant.

**Mr. White** - The heat should be turned on in halls by mid-October. He is attending a meeting this morning regarding Thompson Hall. The contractor has indicated the building will be released in January. Mr. Mincey asked Mr. White to see that the trim is replaced on the counter in Cartmell Hall.

**Dr. Anderson** - Counseling is still staying busy. He and Janet Belcher met with Mark Poston of Pathways regarding a referral process.

**Mr. Gore** - They are staying busy also. Ms. Overly was in Louisville last week and will be there again this week trying to visit every school in the Louisville area. She will make follow-up visits in January. There is a meeting of the Big Brothers/Big Sisters on Wednesday to discuss some student life issues. Several individuals will attend the Diversity conference Thursday and Friday. On Friday night a reception will be held for parents of minority students.

The meeting adjourned at 8:45 a.m.

DIVISION OF STUDENT LIFE  
DIRECTORS MEETING  
October 22, 1990

Present:	Mike Mincey	Madonna Huffman
	Dan Anderson	Charlie Myers
	Myron Doan	Tim Rhodes
	Jerry Gore	Kenny White
	Mike Hopper	

Mr. Mincey introduced Shirley Hamilton and Mac Luckey, representatives from the Faculty/Staff Professional Development program. Mrs. Hamilton reviewed the attendance sheet which is being used at programs, the CEU's program, and the evaluation form. Representatives from Staff Congress meet with Mrs. Hamilton to develop the schedule of programs, and Mrs. Hamilton asked that anyone who would like to present a program or suggest a workshop notify her. She shared information on various upcoming programs. Mrs. Hamilton noted that President Grote has endorsed the program and has indicated that staff should be excused from work to attend.

Dr. Luckey reviewed the faculty development programs. Dr. Luckey indicated that a full-time secretary has been hired for the honors program; she will also provide assistance to the faculty/staff development program. Dr. Luckey announced that the university has purchased a video training program called "Connections" for clerical staff, custodial staff, food service workers, etc. This program, developed by Noel/Levitz, will be available shortly. A second video, called "Partners," which is designed for training of work-studies, is also available. Dr. Luckey showed a promotional video regarding this program and asked for reactions/comments regarding the use of this video for work-studies. Mr. Mincey committed \$1,000 from Student Life.

Following the video and discussion, Mrs. Hamilton and Dr. Luckey left the meeting. Mr. Mincey asked directors to encourage their staff to attend the programs.

Mr. Mincey indicated that there are some conference chairs available if any office needs some; Mr. Gore indicated he needed some.

Mr. Mincey reported the SACS response has been prepared and mailed. The response will be reviewed by the commission and a follow-up report will be issued in December. While the response is not available for distribution, Dr. Grote will be sending a letter to faculty and staff regarding the status of the SACS report.

Mr. Mincey reported that a meeting is scheduled regarding the academic calendar for the next two years; he asked directors to share with him as soon as possible any questions or suggestions which should be considered. Registration on Thursday and Friday is being discussed. Mr. Myers suggested that consideration be given to including SOAR dates on the calendar.



Mr. Mincey reported that the final exam schedule as published for this semester is incorrect. There will be a reading day on Wednesday of finals week. A corrected schedule will be distributed soon. The correct schedule should be included in any printed information distributed by offices in Student Life.

The Board of Regents will meet December 14. President Grote will present a list of quarterly meeting dates for 1991. Suggested dates are March 1 or 8; May 3 or 10; September 13 or 20; and November 22 or December 6. Major conflicts with these dates should be reported to Mr. Mincey as soon as possible.

There are two Meet Morehead State Nights this week: Ashland on Tuesday and Northern Kentucky on Wednesday. The World of Technology Days are Wednesday and Thursday. Admissions will have a display in ADUC.

#### Directors' Reports

Mr. Rhodes - The search for Director of Financial Aid is going external; the closing date for application is November 30.

Mr. Doan - No report.

Mrs. Huffman - Interviews are being conducted for the positions open in that area.

Mr. Gore - No report.

Mr. White - The fire alarm system in Mignon Tower is now working. There are still problems with outside door locks in some halls.

Mr. Myers - No report.

The meeting adjourned at 9:00.

DIVISION OF STUDENT LIFE  
DIRECTORS MEETING  
November 19, 1990

Present:	Mike Mincey	Madonna Huffman
	Dan Anderson	Charlie Myers
	Myron Doan	Tim Rhodes
	Jerry Gore	Larry Stephenson
	Mike Hopper	✓ Kenny White

Mr. Mincey reported that classes will be held on Wednesday morning as scheduled.

Directors' Reports

**Mr. Myers:** Two more Meet Morehead State Nights are scheduled following Thanksgiving break, in Prestonsburg and Paintsville. Information is going out to these locations. View books are being sent to everyone on the prospects file, about 20,000 individuals. Formal visitations in high schools are completed (college days/nights, etc.); individual visits, follow up visits, etc., will be made. More contacts in the northern Kentucky area are being reported.

**Dr. Hopper:** The needs inventory is ready and will be mailed next week. Mr. Mincey reminded directors that evaluation instruments will be mailed in late January or early February. We will probably do individual instruments for each area and a second inventory for the combined areas. Dr. Hopper indicated he will assist any director in development the survey instrument.

**Mr. Rhodes:** The deadline for applications for Director of Financial Aid is November 30. Significant progress has been made in the last few weeks in financial aid in procedures and processing of work. Mr. Rhodes has met with Angela Martin. Everything is in good order. Financial aid nights are being scheduled. Some second Meet Morehead State Nights will be scheduled in northern Kentucky, Louisville, and Lexington. We may go back to one of these areas, possibly northern Kentucky, with a specialized program on an area such as music or education. A program specifically for minority students has been suggested for Louisville.

**Mr. Stephenson:** No report.

**Mr. Gore:** The big brother/big sister dinner and dance Friday night went very well. Thirty-five Afro-American students were on the list of students administratively withdrawn; possibly 10 were re-admitted. Many of these students would have qualified for additional financial aid. Mr. Gore has met with Valerie Ousley regarding this problem. On November 28, a teleconference on black fraternities and sororities is being broadcast from 1-3 p.m. in Breck

auditorium. That night Donna Murphy, black scholar in residence, will present a program on career development.

Mr. Myers reported that minority teachers from Fayette County will be on campus January 18; minority teachers from Jefferson County will be here on January 31.

**Ms. Huffman:** Jackie Scott begins work today as the new Non-Traditional Student Advisor. Hill Smith, Substance Abuse Educator, has resigned; this position will be advertised immediately. Steve Swim has been hired as Career Planning & Placement Assistant Director; he will begin work December 3.

**Mr. Doan:** Two Student Disciplinary Board hearings are scheduled next week.

**Dr. Anderson:** No report.

**Mr. White:** Residence halls close at 6 p.m. Wednesday and re-open Sunday. There have been 15-20 requests for housing during the break; we should be able to handle all of them. The men's and women's basketball teams will be housed in Alumni Tower and West Mignon. Supervisors are scheduled for those halls through athletics.

The housing office is still trying to move out those students administratively dropped. Locks have been changed on the doors, but in some cases roommates let students in. Kenny is also working on getting an individual out of a Lakewood Terrace apartment.

The meeting adjourned at 8:30.



Next week admissions directors are meeting with CHE representatives to review the pre-college curriculum.

**Mr. Stephenson:** Staff Congress meets at 2:00 today. The SGA Christmas Dance has been canceled. The Student Activities Task Force meets Wednesday. They are working on a student organizations handbook.

**Mr. Rhodes:** The application deadline for Director of Financial Aid was Friday. The search committee is meeting tomorrow.

There was a 10% increase in attendance at Meet Morehead State Nights. Mr. Rhodes commended Sandra Barker for an outstanding job. In regard to the programs scheduled for the spring, Randy Wells was to call people in those areas (Lexington, Louisville, and northern Kentucky) for possible dates and locations. Costs for the programs have been calculated.

**Dr. Hopper:** He is starting to receive returns on the needs analysis. Responses have included written comments, and it should be a useful instrument. The surveys were placed in residence halls Thursday and Friday; the RA's are picking up the responses. Surveys mailed to off-campus students included return envelopes. A little over 1200 surveys were mailed; every minority student and international student was included, and a 10% random sample of the rest of the population. Dr. Hopper noted that one item consistently listed as a strong need was help with reducing stress anxiety.

Invitations are being mailed for the Nursing and Allied Health Career Day January 25. Thirty-five organizations participated last year; there should be at least that many this year.

He does plan to apply for a Cooperative Education Program grant.

**Mr. Doan:** The Student Disciplinary Board is meeting today. The case involves a student allegedly holding another student and a hall director at gunpoint and then turning the gun on himself and threatening suicide.

The Interfraternity Council has approved the position of Vice President for Public Relations and an election will be held. The IFC has mailed a letter to the mayor with suggestions regarding handling issues relating to police, community relations, fraternity houses in the community, etc.

**Ms. Huffman:** A group is meeting to pursue grants available for substance abuse programs.

**Ms. Scott:** She is working on getting a chapter of Pinnacle established on campus; this is a national honor society for non-traditional students. She will work with Mr. Doan to get the group established as a student organization. Ms. Scott is revising the questionnaire sent to non-traditional students. She is organizing brown bag lunch meetings in the non-

traditional lounge; programs will include stress management, study skills, time management, career planning, and other topics. The Non-Traditional Eagles organization is considering meeting at lunch time rather than late afternoon. Mr. Doan has met with the organization's advisors and given them the suggested changes in the constitution.

Ms. Scott indicated that she is interested in participating in recruiting trips, Meet Morehead State Nights, etc. She had a booth at the Appalachian Crafts Market and would like to have a booth at other similar activities.

Ms. Scott has met with Judy Rogers regarding having a section of MSU 101 for non-traditional students and is going to work on designing a curriculum for that class. One hundred fifty-two non-traditional students have pre-registered; she will mail surveys to them this week.

Mr. Mincey asked Ms. Scott for her opinion regarding the location of the office. She indicated she would like to be where the non-traditional students are located.

Mr. Mincey noted that Special Services is looking for space on the third floor of Allie Young.

**Mr. White:** Residence halls will close at 6 p.m. December 15 for Christmas break. They are making assignments for the spring. They have four more applications than spaces available in family housing. They have received five or six applications for family housing from single women now in residence halls who are expecting babies in January or February. They are trying to find space for international students during the break. They had around 20 people in housing during Thanksgiving; almost all were international students. The halls open Tuesday, January 8, at noon.

They have had programs in the residence halls regarding earthquake procedures. Mr. White indicated a lot of concern has been expressed by students.

The meeting was adjourned.