

## Student Development and Enrollment Services

# Transition Update

*We need a name for this newsletter!* Please send your suggestions to Ken Lawson via e-mail, memo, phone, etc. A divisional newsletter will be published throughout the year to keep everyone informed on the happenings in SD&ES.

### ***A word from the VP...***

Our new division is committed to student success. All our efforts will provide the foundation for an optimal student learning environment.

Clearly, we will add value to the UCF experience; the new value from our merger will strengthen student services, foster collaboration among students, faculty and staff and improve UCF's competitive advantage.

Thank you for your interest and support in the transition.

*Tom Huddleston*

*He indicates plans are to start the "new employee orientation" program in September. Both the 1997-98 EAS and Student Affairs annual reports have been completed. Copies can be obtained by contacting Lawson at x3-2628.*

***The move is on!*** *On July 31, Tom Huddleston, Linda McCloe and Paul McQuilkin will be moving to ADM 282. Greg Mason and Janell Kownslar will move to ADM 210. Additionally, A.J. Range and Gloria Jimenez will move to ADM 210.*

### ***What's in an organizational chart?***



In the spirit of "Student's first," one of the first steps the Division of Student Development and Enrollment Services did was add a new position--the **Student Government Advisor**. **Mike Bosley**, a UCF graduate, formerly of the Office of Student Activities has taken on this responsibility. He is responsible for the coordination of Student Government Programs and Services. In cooperation with the clerical support staff in the office, Mike advises the student leaders on various issues related to programs and services provided to meet UCF student needs. Mike also works closely with Dr. Huddleston, Ken Lawson and Montel Watson on Student Government issues. The direct reporting line to the VP provides Dr. Huddleston with constant communication on the needs, issues and activities of SG.



While Mike Bosley works directly with SG leadership on programs and services, **Ken Lawson, Associate VP for Student Government and Divisional Operations Support**, works directly with Montel Watson and the SG business staff on all the financial aspects of the SG operation and other activity and service (A&S) fee funded budgets amounting to over \$8 million for the 98-99 FY. Lawson has final signature authority on all expenditures from A&S fees. Additionally, Lawson is charged with orienting and familiarizing all SG members with State statutes, BOR Rules, F.A.C. Rules and university rules pertaining to SG and A&S fees.

In addition to working with SG, Lawson also supervises Student Legal Services. Additionally, he is in charge of all division-wide publications, assessment and planning, staff orientation and facility management for the division. (cont.)

***Watch your step!*** *Refurbishing of ADM 282 (former Student Affairs Suite) is now underway. New window blinds have been installed in all offices. The dark walnut wallcovering is on its way out the door. It will be replaced with the off-white wallcovering already in existence in the support staff area. The work has commenced and the area is a mess! Finally, the carpet will be replaced, but there is a snag. It won't be available from the mill until August 25th at the earliest. Thus, installation has been delayed to the Christmas break period.*

***Heard it through the grapevine...Rumor has it*** *that a staff development committee will be selected to work on things like a recognition program and celebrations. We can expect a "transition celebration" in December.*

***In transition...*** *There will be a Transition Workshop on July 29th attended by all direct reports to the VP. It will be an all day meeting facilitated by Ed Hampton and held at the UCF Downtown Center. At this workshop the direct reports will develop a mission statement for the new division. The team will also establish the values, guiding vision, philosophy, purpose and strategic goals for SD&ES.*

*After the July 29th meeting, there will be a half day session with the Internal Steering Committee and the divisional direct reports. Then, in August, there will be a presentation of the results of the workshop to student leaders. Additionally, all employees in the division will receive a summary report of the results of the workshop.*

**News you can use!** If a student with a disability requires an academic accommodation, the student must provide appropriate disability documentation to Student Disability Services (SDS) and have a personal interview with a counselor to assess the student's needs. SDS instructs each student to meet with the course professor at the beginning of the semester to request any course accommodations needed. The most common accommodations include permission to use a tape recorder for course lectures, asking the professor to read a notice to the class to recruit a note taker, and/or extended time for tests in a quiet room.

A number of students with disabilities need extended time for tests. A few students also need a large print test, a test reader, a recorder of answers, assistance completing the computer-scored answer form, or a word processor for essay tests. If the professor is unable to provide extended test time in a quiet room or other needed test accommodations, then SDS is available to provide them. Due to the large number of course tests administered, when SDS requests a course test, it should be left with the professor's department secretary before class time so SDS can pick up the test and have it ready for the student. The student will be tested at the same time as students in the classroom to maintain test security. After the student has finished the test, SDS will hand carry the test to the professor's department secretary.

Any questions regarding testing accommodations or other services for students with disabilities should be directed to Student Disability Services (x3-2371, ADM 149).

**More news to use...** Jimmy Watson wants everyone to be aware that all SD&ES offices are open from 5-7 p.m. on Monday and Thursday. Many other campus offices are also required to be open at these times.

Did you know that at last count our new Division has 386 employees. A directory of all personnel in the Division is being compiled and will be distributed to each employee. It will be arranged by department and include each person's title, location, phone extension, and e-mail address. The fax number of each office will also be included in the directory.

The search for the Associate Vice President, Campus Life is in its final stages. Four finalists have been interviewed and a new face should be present in ADM 282 in the near future.

Mike Pinn and Roy Villafane, divisional systems support personnel, will be moving to a location in the Registrar's Office in the near future. For assistance with your computer needs and problems, call Mike and Roy at x3-5106.

**Positive Attitude Corner...** "You can make more friends in two months by becoming interested in other people than you can in two years by trying to get people interested in you."  
Dale Carnegie

**Some points of pride!**

**Undergraduate Admissions** hosted the first open house for high school juniors. A "great" success, with over 1,000 in attendance. Kudos to all colleges and departments that participated.

**Undergraduate Admissions** reports preliminary new student summer enrollment figures:

FTIC = 741 (largest class ever!)

Transfers = 633

Non-degrees = 468

Sue McKinnon says thanks to all for assisting with meeting and exceeding summer enrollment goals.

**Orientation** has had exceptional success this summer.

Maribeth Ehasz thanks all for their participation in the "meet and greet" session during check-in at Orientation.

"It has proven to be a positive experience for both parents and students alike to have representation from the various areas around campus. It allows both students and parents to ask questions, receive the proper information, and obviously avoids long check-in lines." Everyone's efforts and support is sincerely appreciated.

**People in the news...** The front page made mention of the Internal Steering Committee. This committee has the important initial task of helping steer the Division through its transition. Their job is to advise the Division of any issues or good ideas that need action to ensure a successful transition. The committee recommendations will be presented at future staff meetings.

The committee membership is as follows:

- Patti MacKown ..... Student Legal Services
- Darlaina Shackelford ..... Vice President's Office
- Fred Robinson ..... AmeriCorps
- Gloria Jimenez ..... Multicultural Student Services
- Barbara Martin ..... Student Union
- Inez Ford ..... Multicultural Student Services
- Jimmy Watson ..... Stu. Info. & Evng/Wkd Stu.Svcs.
- Pamela Brady ..... Registrar's Office
- Robert Harman ..... Counseling & Testing Center
- Roseann Amato ..... Student Financial Aid
- Jason Murphy ..... Student Body President
- Crystal Rozanski ..... Student
- Jessica Smith ..... Student
- Melissa Shell ..... Student

The Committee met for the first time on July 21st and has 11 meetings scheduled between August 4 and December 29.

**A final word...** Life is a continual process of getting used to things we never expected.