


MICHIGAN STATE
UNIVERSITY

MEMORANDUM

TO: Vice President June
Provost Wilcox
Vice President Poston

FROM: Lou Anna K. Simon, President 

SUBJECT: Reorganization of the Offices of the Vice President for Student Affairs and Services and The Associate Provost for Student Services and Multicultural Initiatives

DATE: December 9, 2010

When Dr. Lee June became Vice President for Student Affairs and Services in 1994 he was uniquely qualified to continue functioning as the Associate Provost for Academic Student Services and Multicultural Initiatives in addition to his vice-presidential role. When Dr. June announced that he would step down from his administrative roles to return to the faculty, effective December 31, 2010, it presented an opportunity to review the two positions and the units and responsibilities historically associated with each role.

I asked Dr. Robert Banks to work with Secretary Beekman and me to undertake such a review. As part of the review process we met with many student and faculty groups, soliciting their input. Those suggestions have been forwarded to Dr. Banks as the person responsible for collecting and consolidating that feedback. Having heard from many interested individuals and groups within the University community, both personally and through written or oral comments provided to Dr. Banks, I have concluded that some changes to the current organizational structure are appropriate.

Separation of the Two Positions

As noted above, Dr. June holds two titles. He is both the Vice President for Student Affairs and Services and the Associate Provost for Academic Student Services and Multicultural Initiatives. When he steps down from these roles on December 31, 2010, the two positions will be separated. The duties and responsibilities associated with the Vice President for Student Services will remain under the vice president and an interim vice president will be identified. A general list of the duties and responsibilities for the two positions as currently established is attached to this memorandum.



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Interim Vice President for Student Affairs and Services

To ensure that we continue to serve students as seamlessly as possible after Dr. June's return to the faculty, I have asked Dr. Denise Maybank, the Senior Associate Vice President for Student Affairs and Services and the Director of Student Life, to serve as the Interim Vice President for Student Affairs and Services until a national search to fill the position permanently can be undertaken. In accordance with Taylor II, I will consult with academic governance regarding the search process. This interim appointment does not preclude Dr. Maybank from applying for the permanent position should she wish to do so.

Responsibilities of the Associate Provost for Academic Student Services and Multicultural Initiatives

Effective January 1, 2011, and except as noted below, the duties and responsibilities of the Associate Provost for Academic Student Services and Multicultural Initiatives will remain with the Office of the Provost. Provost Wilcox will assign those duties and responsibilities within his office. The Office of Cultural and Academic Transitions (OCAT) will report to the Vice President for Student Affairs and Services. OSS and CAMP programs will continue to report to the Office of the Provost. The Resource Center for Persons with Disabilities will continue to report jointly, with the Provost as lead.

External Reviews of the Office of Cultural and Academic Transitions (OCAT), the Office of Student Services (OSS), and Pre-College Programs

One key principle evolving from our conversations to date is that our current issues are not solved merely by reorganizing units. For that reason, I will charge the Provost and the Interim Vice President for Student Affairs and Services to immediately undertake an external review of OCAT, OSS, and CAMP programs. I expect a report to me by the end of the spring semester. They will solicit names of external reviewers from the university community. Issues that have been identified through our process to date must be resolved before a search for a permanent Vice President for Student Affairs is initiated. A review of pre-college programs will also be undertaken.

Be assured that the purpose of the external reviews is to strengthen programs within the existing budgets, general fund and grant, and is not intended to eliminate units. Rather, the functionality and direction of the various units must be examined to better meet current and future needs. For pre-college programs, the various programs beyond the Trio programs that have grown across the University must be aligned to support skill development, and must be a more effective pathway to success in the University. They must have goals and measurable outcomes designed to meet those goals. An external review, with ample opportunity for community input, will help determine needs, and the goals and measurable outcomes that can be designed to

achieve them. The process for these external reviews will be discussed with the University community.

I expect that, based on the reports generated by the review process, Provost Wilcox and Interim Vice President Maybank will review current operations and will propose to me recommended changes to our current organizational structure and systems that will position us to achieve measurable outcomes. A team-based approach will be critical to our collective success.

Neighborhoods

Integrating student support programs within the neighborhoods across campus makes the above described external review more important and timely. The lead vice president for the neighborhoods is the Vice President for Student Affairs and Services. The Vice President will work with, and receive support from, appropriate individuals within related units, including the Associate Provost for Undergraduate Education, the Assistant Vice President for Residential and Hospitality Services and the campus life team. Joint staff meetings, among other collaborative processes, will help assure strong articulation across areas.

Campus Life/Residence Life Review

As you know, I have charged Vice President June and Assistant Vice President Gore (working with an external consultant) to provide me with a recommendation on the organization of campus life and residence life. While Michigan State has historically maintained a bifurcated model, most major universities have, over time, linked these units in some fashion. I will accept their recommendation that these units be consolidated effective July 1, 2011. Interim Vice President Maybank and Assistant Vice President Gore will continue to work with the University community to prepare for the consolidation. A national search will be undertaken for the director of the consolidated units. That person will report to Assistant Vice President Gore, who will jointly report to the Vice President for Student Affairs and Services and the Vice President for Finance and Operations for this function only. The unit director will participate at the staff level within both vice presidential areas. There will be no reduction of mentors during 2011-12 which was one of the concerns expressed by students.

c: Dr. Maybank
 Mr. Gore
 Dr. Banks
 Mr. Beekman

VICE PRESIDENT FOR STUDENT AFFAIRS

- Counseling Center
- Education & Support Services
- Intramural Sports & Recreational Services
- Student Life
- Lesbian, Bi, Gay, Transgender Resource Center
- Career Services
- Residence Life (MRULE)
- Service Learning and Engagement (Joint with Outreach and Engagement)
- Office of Cultural and Academic Transitions (OCAT)
- MSU Safe Place
- Family Resource Center

ASSOCIATE PROVOST FOR STUDENT SERVICES AND MULTICULTURAL INITIATIVES

- Office of Student Services (OSS)
- Undergraduate University Division (UUD)
- Migrant Student Services
- Upward Bound/Pre-College Programs

JOINTLY ADMINISTERED AREAS

- Resource Center for Persons with Disabilities (Provost is lead)