Agenda

1. Introductions

2. Minimum Operating Requirements Review
   There is an update in the most recent HR newsletter regarding the MOR. HR believes they have the capacity to complete background checks and the forms needed are linked in the newsletter. Here is the link to the newsletter: [http://www.hr.msu.edu/news_source/2013DecemberSource.pdf](http://www.hr.msu.edu/news_source/2013DecemberSource.pdf)
   If you have further questions for Kristine Zayko, please email Jaime DeMott at jdemott@msu.edu. She will be happy to assist in getting any further questions answered.
   Judy Ratkos has posed a question regarding dispensing of medication during youth programming to risk management and legal counsel. The pre-college leadership team will follow-up as more information is given regarding guidelines around giving out medication to youth participants that need it.

3. Reporting Update
   We are currently expecting approximately 40 reports. Should be submitted to Kari Storm immediately. All those that submitted a report also submitted pictures.
   This will be an increase from the previous two years.
   11 programs have currently submitted program data.

4. Pre-College Conference Report
   An update is not available at this time. University of Michigan will be able to provide this report after the new year.
   This will push back the production of our annual pre-college report slightly.

Other Reminders
Pre-College Scholarship applications – received 78 for 2013. Glen needs a few people to sit on the committee that decides awards. Contact Stacy Mills if you are interested in participating.

The official language approved by the Office of Admission which you are welcome to use in your program promotion materials is:

"For students applying as full time undergraduate students, the MSU Office of Admission considers pre-college program participation a value-added component in the holistic application review process. Program directors must submit participation data to the Office Admissions for this to reflect in a student’s admissions record."
Students do not indicate anywhere on their application that they attended a pre-college program, with the exception of federally funded programs. It is imperative that program directors submit participation data to admissions so students who apply are given this consideration, but Admissions wants to be careful in how directors promote this process. Admissions reviews annual reports to calculate the weight and significance of the participation.

5. Form subcommittees
   a. Reporting/Assessment
   b. Compliance/Professional Development (would include MOR)
   c. Marketing/Visibility/Community Outreach (would include conference planning)
   A sign-up sheet was sent around for those in attendance at the meeting to sign-up for a subcommittee. If you are interested in joining a subcommittee, please contact a member of the leadership team.

6. Pre-college Meeting Structure for Spring 2013
   for the spring semester meetings, we will use a portion of the meeting for general updates and reminders and a portion for subcommittee break-out.