# Student Affairs Leadership Team Meeting Minutes
# February 1, 2022
# 10:00 a.m./Zoom

**Roll Call:**

| | | | | |
|---|---|---|---|---|
| ✓ | Mindy Ashby | | ✓ | Amber Suggs |
| ✓ | Jipaum Askew | | | |
| ✓ | Danielle Boyd | | | |
| ✓ | Tammy Capps | | | |
| ✓ | Cara Doerr | | | |
| ✓ | Lindsay Johnson | | | |
| ✓ | Lisa Price | | | |
| ✓ | Jacqueline Smith | | | |
| ✓ | John Sparks | | | |

*√ indicates attendance, leaving blank indicates absent*

**I. Call to Order**

Lisa Price, Chair, called the meeting to order at 10 am.
A quorum is present.

**II. Because this was the first meeting, there are no minutes to approve.**

**III. Items For Discussion**

**a.** Departments will have individual meetings. The collective team will meet monthly on the 1st Tuesday of each month from 10-12.

**b.** Department Coordinators should submit reports to their Directors. An Employee Events log has been created to capture school and community recruitment outreach.

**c.** Lindsay asked the committee's thoughts about sending surveys to faculty and staff to get input on topics of interest regarding Community Educational courses. Please let Lindsay know if you hear anything that the community may want.

**d.** Office moves will begin possibly Wednesday. Lisa will send out additional information.

**e.** In case of inclement weather. Be prepared to work Thursday and Friday remotely

## V. New Business

**a.** Dr. Price will email the Employee Event Log to the committee

**b.** Mindy Ashby will reach out to SMORE to conduct a demo regarding their communication platform.

**c.** Danielle, Sabrina, Stacy, and Lindsay will be meeting on February 2 to discuss community education classes.

**Adjournment**

Meeting adjourned at 11:05

The next meeting will be held on March 1, 2022, at 10 am via Zoom.