Student Affairs Council Minutes
June 22, 2022
9:00 am/River Room and Zoom

Chair: Dr. Cara Doerr

Roll Call:

	Mindy Ashby		Leslie Cornelius-Weldon	√	Mindy Reach
√	Jipaum Askew		Anna Davenport		John Sparks
√	Teale Betts	√	Dr. Cara Doerr	√	Amber Suggs
√	Danielle Boyd	√	Blake Goforth		Mandee Trowbridge
	Monica Brahler	√	Lindsay Johnson		Robbie Woolridge
√	Dr. Tammy Capps	√	Dr. Lisa Price		

√ indicates attendance, leaving blank indicates absent

Agenda Items:

I. Call to Order

The meeting was called to order at 9:18 am by Dr. Cara Doerr, Chair. A quorum is present.

II. Approve Minutes of May 10, 2022

Mindy Reach made a motion to approve the minutes pending the correction of the spelling of Robbie Woolridge's name in the Roll Call section. Danielle Boyd seconded. All members voted in favor and the motion carried.

III. Additions to the Agenda

a) Financial Arrangements/Purge Website Language

- Dr. Doerr presented a section of text from the website regarding financial arrangements along with a draft copy of proposed language to use in its place. The intent is to change the language to make it sound less harsh, but get the point across that the student must have some form of payment in place to avoid being dropped from class.

- Dr. Doerr explained that there has been a change to the payment plan process to relieve some of the burden from the students.
- If payment arrangements are not in place, Dr. Doerr wants advisors and recruiters to reach out to the student to explain their situation and to encourage them to make some form of payment so that they can stay in class.
- After much discussion regarding the payment date, it was determined that this is probably the tenth day associated with the purge. Dr. Doerr will check with Brandy Woods on this before moving the proposed language on to the Executive Council. The council agrees.

b) B1007 – Annual Community Education Monitoring Report

- Lindsay Johnson explained the monitoring report to the council. Her report covers 2018-2021. She said that it was interesting because you can see the data and trends. You can see what worked and what may not have worked.
- This report covers Community Ed only, which are non-credit classes. This would be any PS class. Lindsay went on to say that although Community Ed does not get us credit hours, it gives us head count and visibility.
- Lindsay explained that the beginning of the report is the introduction and this is where the programs to be monitored are listed. They are Transfer Programming, Professional Programming, Continuing Education Programming, Workforce Training, Community Education Programming, College Readiness Programming, Adult Education Programming, and Student Services.
- This report analyzes the Key Performance Indicators (KPIs) that the board has identified to be monitored. This includes community needs, courses and sections offered and delivery methods. Typically, all Community Ed are lecture courses, but the Fitness Center is considered a lab.
- There was only 1 Community Ed class offered online. That was in 2021 and it was an employee training course. One of the goals is to increase online Community Ed opportunities.
- Lindsay discovered that there was not an enrollment form for Community Ed classes. She has created one so that these classes can be entered correctly in Colleague.
- COVID killed everything in Community Ed. One of the major hits was the Driver Safety program. COVID stopped these in-person classes so we lost that head count. Driver Safety now

falls under Dr. Mason and his department is working to rebuild that program to get more face to face classes.

- The board wants Community Ed to establish more partnerships within the community. We have partnered with Massac Mental Health, P.A.S.T. of Union County for the historical tour, SBDC & SIDEZ for the ELITE camp, ROE and U of I. At the Cairo Center, Leslie has partnered with S7HD, NAACP, National Kidney Foundation, and the American Diabetes Association.
- A couple of weeks ago Community Ed worked with P.A.S.T. of Union County for a historical tour. There were 23 participants and they loved it. Other county historical societies have contacted Lindsay to do tours in their counties as well.
- Yesterday Community Ed partnered with ROE 30 and held a Substitute Teacher and Paraprofessional class. There were 20 signed up and 17 attended. They have already scheduled a short-term follow-up Substitute Teacher class since there was such a demand for it.
- The report also looks at enrollment and head count. 2021 took a huge hit across the board due to COVID. The repeat students are those people working out in the Fitness Center. On average, 1% of the total population in our 5 district counties have taking a Community Ed course.
- Lindsay reported on things that we are now doing to build the Community Ed program. This includes offering online registration, online payments through Pay Pal and the S'more newsletter. This has been a huge hit. Kids' Camp has had over 4000 views. Over 300 people have used the online registration.
- The last section of the report contains goals for the future. These include continuing our community partnerships and online registration, offering online self-paced classes, increase offerings at the Vienna and Cairo extension centers and offer stackable certificates for non-credit curriculum.
- The report will be presented to the board for the first read at the July, 2022 meeting. Lindsay will find out if it needs to be moved to the Executive Council as well.

c) Student Grievance Policy

- Dr. Price presented the Student Complaint/Grievance Procedures to the council.
- The council asked that some of the items be clarified. The procedures call for action within 7 college working days, but not all of the items say within 7 days from what action.

- After much discussion, the council agreed that SCC email should be the form of communication regarding grievances.
- Jipaum Askew made a motion to move the Student Complaint/Grievance Procedures to the Executive Council, pending corrections discussed in this meeting. Teale Betts seconded the motion. All members voted in favor and the motion carried.

IV. Old Business/Items for Discussion

a) Update from Teale Betts regarding Early College/Dual Enrollment.
- Dr. Doerr and Danielle Boyd created a new form for Early College and Escrow. This form still needs to be approved by Darci Cather so it has not been posted yet.
- Teale and Dr. Shelby are meeting next week to finalize the Dual Credit Handbook and timeline. Once this is done they will meet with Dr. Doerr and Dr. Price to discuss procedures.
- On August 15, 2022 they will be having a dual credit teacher orientation with the high school guidance counselors. The orientation will be held at main campus.

b) State Authorization Reciprocity Agreement (SARA) – 34 CFR 600.2 is with Academic Affairs Council for review.

V. New Business

a) Policy Assessment Tool Results
- Dr. Teske is out sick so we will get the results from her at the next meeting.

Adjournment

Dr. Doerr adjourned the meeting at 10:37 am.

The next meeting will be held Tuesday, July 12, 2022 at 10:00 am in the River Room and via ZOOM.