Student Affairs Leadership Team Meeting Minutes
DATE: November 1, 2022
TIME/LOCATION: 10 am/River Room

Roll Call:

✓	Mindy Ashby		✓	Amber Suggs
	Jipaum Askew			
✓	Danielle Boyd			
✓	Tammy Capps			
✓	Lindsay Johnson			
✓	Lisa Price			
✓	Mindy Reach			
✓	Jacqueline Smith			
✓	John Sparks			

√ indicates attendance, leaving blank indicates absent

I. Call to Order

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

II. Items For Discussion

a. Will begin going through the Student Affairs Monitoring Report data next week. Staff needs to ensure that all of their student event logs are up to date.

b. The Withholding Transcript policy is ready for council review.

c. MAT-120 is MAT-116 and 43 combined to run concurrently. It is considered an elective.

d. A committee has been formed to develop a student engagement calendar and outline these events' purpose and goals.

e. Will start cross-training with athletics (recruitment process, eligibility, etc.)

V. Department Updates

Student Support Services—Amber Suggs

SSS is giving meal cards to their students and completed their transfer trips

Student Success—Mindy Ashby
Student Success assisted with the Career Expo. Blake is going into the schools and providing Career Coach to juniors and seniors. The Library's Saints study table is doing well. Mindy is now a certified mental health first-aid instructor for individuals interested in becoming mental health first-aiders.

Athletics—John Sparks
The women's and men's basketball season has begun. The softball, baseball, and volleyball fall schedule have concluded. Working on starting virtual and in-person workshops for the men's basketball team to help them gain insight on how to go to the "next level."

Executive Assistant—Jacqueline Smith
Working on the 2023-2024 College Catalog. All catalog changes need to be submitted by November 30.

Financial Aid—Tammy Capps
Going into the high schools to assist in completing the FASFA applications.

Mindy Reach—Recruitment and Enrollment
Advisor meetings are back. Recruiters are making their weekly high school visits. A consultant is coming to discuss multiple measures on Friday, November 4.

Danielle Boyd—Registrar
Fall graduation applications were due Friday, October 28. Working with Felecia to ensure that everything in the college catalog matches Colleague and ICCB.

Lindsey Johnson—Community Education & Outreach Centers
Have several events lined up at the outreach centers for November. Lee Van Alstine has formed a community choir. They meet on Mondays on the Main Campus and will be performing in the Christmas concert. In addition, they are working on updating the outreach centers' website. Finally, an HLC visit is scheduled for Metropolis and Cairo in February.

VI. Guest—April Teske

April spoke to the group regarding the CROA Dashboard and the importance of entering everything into Colleague using the appropriate field.

Adjournment

Meeting adjourned at 11:07 am.

The next meeting will be held on December 6 at 10 am in the River Room.