Student Affairs Leadership Team Meeting Minutes
DATE: February 7, 2023
River Room

Roll Call:

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

√Indicates attendance; leaving blank indicates absence

I. Call to Order

Dr. Price, Chair, called the meeting to order at 10:00 a.m.
A quorum is present.

II. Department Reports

Danielle Boyd—Admissions
Stephanie is working on making the high school sophomores' IDs so they can begin testing. Danielle is working on the curriculum tracks for the 2023-2024 catalog.

Amber Suggs—Student Support Services
SSS is working on its Interim Performance Report and the Annual Report. In addition, SSS has an upcoming business etiquette session teaching students about career etiquette and a business interview. SSS also took the students to the Fox in St. Louis.

Mindy Ashby—Student Success
Jackie Jacobs is the new Student Success Testing Center Technician. She has been helping students get set up for the TEAS exam and assisting students with individual accessibility needs. In addition, the Library continues to provide study sessions and tutoring services to the athletes.

Celia has been going into the classrooms and informing students of plagiarism and how to cite papers. She also did a copyright presentation for the Executive Council.

Blake is going to the high schools to let the students take Career Coach. Mindy will assist him with extracting the data from the program to determine if students' fields align with the test results.

Mindy and Rob Lucas have purchased a new platform that will totally revamp new student orientation. It's user-friendly and will be a good tool to assist students with the help they need.

Jipaum Askew—Educational Talent Search
ETS is also working on its Interim Progress Report. In addition, James is assisting their students, along with Adult Ed., for FASFA completions.

Jacqueline Smith—Executive Assistant to VP of Student Affairs
Working on the 2023 commencement ceremony, which will be Friday, May 12, at 6 p.m.; this will be the first traditional commencement ceremony since 2019. All students who have completed a program will be invited to participate this year. Finally, the Saints Foundation will purchase the student's caps and gowns.

Tammy Capps—Financial Aid
The Financial Aid department is going into the high schools to assist students in completing their FAFSA. They have been to Cairo, Metropolis, and Vienna high schools. They are also scheduled to visit the extension centers. If students have changed their phone number or email since they last completed, they must contact the Department of Education to verify.

The scholarship deadline and Pell status day are both on March 1. Tammy is still working on the HEERF reporting.

Lindsay Johnson—Extension Centers
The HLC visits will be in Cairo on March 1 and Metropolis on March 2. In addition, the extension centers have several upcoming Community Ed classes.

Lisa Price—Vice President of Student Affairs
Board reports highlight your overall department and professional development; don't use dates or students' names. Instead, the information should consist of things that occurred between the last board meeting and

the reporting deadline of the next meeting. Finally, ensure your activity is attached to the strategic plan (goals, objectives, and strategies).

Everyone should be working on the budget. All requests should relate to your CQIs. Lisa also asked everyone to review the Strategic Plan and submit suggestions to her by March 1.

Effectively immediately, SICCM, all new students have been placed on hold. As a result, classes will only be made available to second-year students.

The meeting was adjourned at 10:40 a.m.

The next meeting will be held on March 7, 2023, at 10:00 a.m. in the River Room.