Student Affairs Leadership Team Meeting Minutes
February 16, 2024
TIME/LOCATION: 10 a.m./ River Room

Roll Call:

√	Names			Names
	Mindy Ashby			John Sparks
✓	Jipaum Askew		✓	Amber Suggs
✓	Keyarra Blissett			
✓	Danielle Boyd			
✓	Lindsay Johnson			
✓	Jeff McGoy			
✓	Mindy Reach			
✓	Jacqueline Smith			

√ indicates attendance, leaving blank indicates absent

I. Jeff McGoy, Chair, called the meeting to order at 10:05 a.m.
A quorum is present.

II. Kevin Hunsperger discussed the marketing process by reminding the team to submit an event request for all activities and events needing marketing assistance.

III. Lindsay Johnson made a motion, and Danielle Boyd seconded the motion to approve the December 5, 2023, minutes.

IV. Kudos and Sharing Information

- Keyarra gave kudos to Mindy Reach for completing their first FISAP (Fiscal Operations Report and Application to Participate), which received additional funding for the student worker's program.
- Danielle shared that we are still up for our Spring credit hours.
- Jeff gave Jackie kudos for getting Bernie's Place up and running.
- Jeff gave all of the student services staff kudos for their patience during his transition and commitment to the mission of serving students.

V. Vice President of Student Affairs Updates—Jeff McGoy

- Navigate 360. (Customer Relationship Management Software).
  - Software will assist student affairs with recruitment and retention.

- Communicate with prospective students
- Early alert warnings
- Send out communications with current students
- Collaborate with faculty and staff
- 24-hour raise hand feature
- Students connect by downloading the app on their mobile device.
- Should be ready to go by the Fall semester.

- Attended an enrollment management and strategic planning workshop at Heartland College. Will be getting with everyone about putting processes together and would like for everyone to "think outside the box."
- Budget Development is due today, Feb. 16. Jeff will review the budgets next week.
- Will be visiting the area high schools at the end of the month.
- Staff Meetings
  - Monthly one-on-one with direct reports
  - Monthly entire student affairs departmental information and sharing support meetings in the Educational Center
  - Visit individual staff meetings once per semester
- Hiring Practices
  - Deans and Directors will be allowed some authorities to be actively engaged in this process
    - Complete notice to fill position form for full-time position. (form can be found under the Human Resource card).
    - Form a hiring committee and meet to discuss the charge. They will also meet to discuss job descriptions, create interview questions, and find a salary range.
    - Each committee member will go to Human Resources individually to review the candidates.
    - The committee will meet to interview, evaluate, and recommend to the Director.
    - The Director has the right to make the final decision. However, the Vice President can override the Director, and the President can override the Vice President.

V. Recruitment and Enrollment Team Updates—Mindy Reach

- Jeff, the Vice President of Student Affairs, attended their last meeting and reiterated that everyone is a recruiter and encouraged the team to think outside the box.
- Discussed the HLC criterion and their evidence.

VI. Student Experience Updates—Danielle Boyd

- Erin King reported the success of the Homecoming week activities.
- CTE day is next Thursday, February 22, and approximately 600 students will attend.
- Brainstorming Spring Fest ideas for the end of March.
- Have found all of the evidence needed to support HLC Criterions. Will begin writing next week.

VII. Department Updates

Amber Suggs—Student Support Services

- Completed and passed this year's APR.
- Financial Aid conducted a FASFA informational workshop and a FASA completion event.
- Upcoming Business Etiquette Training.
- Giving students credit for attending the Black History presentation on February 28.

Lindsay Johnson—

- Budget is complete
- Summer/Fall schedules are due today, February 16.
- Meeting with Stacy to plan summer camp activities for the Main Campus
- The Union County Extension Center will be under construction between April 4 and July 28 for the remodeling of the OTA program.

Mindy Reach—Director of Enrollment and Recruitment

- Want to develop a communication plan within the new Navigation 360 software.
- Working with Teale to plan parent meetings in all of the area high schools.
- Visiting the high schools in Carrie's absence.
- Registration for Summer and Fall semesters begins March 25.
- Started setting registration dates to work with high school seniors at the high schools.
- Recertification for Title IV aid application (called the E-app) due March 31st.

Jipaum Askew—Director of TRiO

- Automated the process of putting applications into Etrieve.
- Focus on having its 512 students by the end of the spring semester.

Jacqueline Smith—Bernie's Place/Graduation

- Bernie's Place is officially open, and as of today, it has served 221 participants.
- Lori Armstrong and Kevin Hunsperger have been intramental in emailing faculty and staff soliciting donations.

- PTK had a food drive during the John A Logan game.
- Dr. Helen Benjamin (the facilitator for the board's retreat) gave a $500 donation.
- Karnak Methodist Church gave a $150 donation.
- The Saints Foundation will be purchasing the graduates' caps and gowns.

Keyarra Blissett—Financial Aid Coordinator

- SSC Financial Aid has been represented at several of our area high school FAFSA Completion events.
- Assisted SSS with a FAFSA Workshop and FAFSA Completion event.
- Attended NASFAA Leadership Conference in Washington D.C.
- Went over setbacks with FAFSA potentially leading to equity concerns in awarding aid (FSEOG and MAP).
- Scholarship deadline is April 1.
- In the process of forming an SAP appeal committee.

Danielle Boyd—Registrar

- Completed articulation agreement with SEMO
- Working to finalize articulation agreement with SIU-E.
- Updating the 2024-2025 catalog in Colleague
- 2024 graduation applications are accepted through the end of March.

VIII. Adjournment

Danielle Boyd made a motion to adjourn the meeting at 11:13 a.m., with a second by Keyarra Blissett. All voted in favor and the motion carried.

The next meeting will be held March 5 at 10 a.m. in the River Room.