Student Affairs Leadership Team Minutes
December 3, 2024/10 am.
River Room

Chair: Jeff McGoy, Vice President of Student Affairs

Roll Call:

✓	Mindy Ashby	✓	Mindy Reach		
✓	Keyarra Blissett	✓	Jacqueline Smith		
✓	Danielle Boyd	✓	John Sparks		
✓	Lindsay Johnson	✓	Amber Suggs		
✓	Jeff McGoy	✓	James Walton		

✓ *Indicates attendance; leaving blank indicates an absence*

I. Jeff McGoy, VPSA, called the meeting to order at 10 am.

II. No Minutes for November. Dr. Taylor met with the team on November 18 to discuss the Dreamscape Project and the Master Plan.

III. Jeff McGoy, VPSA, gave kudos to the following individuals or departments:
   a. Mindy Reach and Keyarra Blissett for their financial aid presentation to the board finance committee.
   b. The extension centers and Student Senate for their efforts in completing the student surveys.
   c. Jacqueline Smith for organizing and distributing Thanksgiving baskets to eight families

IV. VPSA Updates
   a. The VPSA will start meeting with Units beginning the week of January 6.
   b. The Leadership Training will be available to all employees. The VPSA also asked volunteers to participate in the Coach-the-Coach session on January 21 and 22. Jeff will send out emails if no one volunteers.
   c. The HLC Visit is on January 27 and 28. Everyone needs to be familiar with all of the Criterions.
   d. The VPSA asked everyone to register for the Campus Threat Assessment & Management Training to be held at the main campus on January 30 and 31.
   e. The VPSA gave an overview of the climate survey results
   f. The VPSA will be discussing the departmental board & one-on-one reports during the departmental one-on-one monthly meetings.
   g. It's time for the council and teams to elect new chairs. The VPSA will meet with the chairs a week before the monthly meeting to discuss the agenda.

h. The Student Affairs department will meet on Thursday, December 19, for an end-of-semester gathering.

V. Student Affairs Council Updates
- The FYE courses have been created and are being built into Moodle. The class will be piloted with Ambassadors during the spring 2025 semester and will be fully implemented for all students in fall 2025.

VI. Recruitment and Enrollment Team Updates
- Meeting on Wednesday, December 5, to start planning non-tradition student recruitment.

VII. Student Experience Updates
- Submitted 2025-2026 college catalog updates.

VIII. Roundtable

Amber Suggs—Director of Student Support Services
- Working on the 2023-2024 academic year's Annual Performance Report.
- Thank you to everyone who supported the First Generation Day celebration by posting a door sign or a tree left at the front door area.
- Completed all fall semester off-campus transfer trips to the area universities.
- Registering students for spring classes.
- Reaching out to students who sat out of the fall semester to offer support to consider registering for spring classes.
- Conducted follow-up calls in late November to encourage students to register for the spring semester.

Jacqueline Smith—Executive Assistant to the VPSA
- Each department should begin reviewing its section of the emailed electronic student handbook in preparation for the 2025-2026 book
- 2025-2026 catalog dates for registrations, 10th day, add/drop, and financial aid are due Friday, December 6, by noon.
- Bernie's Place received a Swipe Out Hunger Grant.
- Board reports are due today.

James Walton—Director of Educational Talent Search
- Conducted ACT workshops for Joppa, Centry, Cairo, and Massac High School students.
- Attended Unit 27 Council Meeting.
- Conducted STEM Robotics workshops.
- Conducted KEVA planks workshop for all middle and elementary school participants.
- Collecting APR records.

- Collaborated with 4-H on the R3 Community Grant, including freshman students from Alexander, Pulaski, and Johnson counties. It was a field trip where students experienced local history.
- Have received approval to service Cypress Elementary School District.
- Attended DRA grant submission webinar.
- Made school visits to the ten schools TRiO serves.
- Actively recruiting new students.
- Planning upcoming college tours and cultural field trips.
- Creating science, vocabulary, and math sections for ACT prep.
- Created an outlook for the curriculum for the upcoming year.
- Digital program enhancements, including making Keva planks more interactive by incorporating math.

Keyarra Blissett—Financial Aid and Veteran Affairs Coordinator

- Served 252 students in November.
- Processed 45 ISIRs this month.
- 2025-2026 FASFA is open, and we are putting dates for FASFA completion events on the calendar.
- Satisfactory Academic Process Appeal priority deadline for spring 2025 is January 13, 2025.
- Lisa Meyer and Mandee Trowbridge attended the ILASFAA workshop. Mandee earned a NASFAA credential.
- Financial Aid team participated in the FSA virtual conference on December 3.

Mindy Reach—Director of Enrollment Services

- Spring enrollment is up.
- Initiated outreach campaign to connect with students who have not yet enrolled for Spring 2025.
- Recruiters/Advisors made 19 visits to local high schools.
- Carrie Davis has been working with seniors from all five of her schools on admissions and scholarship applications and registering dual enrollment students for spring courses.
- Kyle Smith visited Massac, Joppa, and Goreville to discuss future college and career plans with students, assisted seniors with scholarship applications, and enrolled students in spring 2025 dual credit courses. FAFSA completion dates have been scheduled, and plans for spring testing dates are in progress.
- Working with EAB to advance the implementation of the Navigate 360 platform.

Danielle Boyd—Registrar

- Eight transcripts from other colleges were received from October 28-November 29.

- One hundred twenty-seven transcripts were processed from October 28-November 29.
- Attended an articulation meeting with SIUC and participated in part 2 of the Leadership Training.
- Grades are due Friday, December 13.

Mindy Ashby—Director of Student Success

- Participated in Bernie Blast grilling events at the extension centers.
- Participated and helped organize the Grill Out for Hunger event on the main campus.
- Student Engagement hosted BINGO with the students and a STRESSER event.

John Sparks—Athletic Director

- The Ohio Valley church continues its "Feeding the Saints" tradition each month. December 5 will be the last gathering for the fall semester.
- Baseball, Softball, and Volleyball are working on recruiting for 2025-2026.
- Men's basketball is currently 5-4 going into conference play.
- Women's basketball has three conference wins. Their current record is 3-5.

Lindsay Johnson—Director of Community Education & Outreach Centers

- Students appreciated the extension center grilling events.
- All centers are busy with advisement
- Twenty-six Little Saints books.
- Twenty students accessed Bernie's Place in November at the Massac County Extension Center.
- Union County Extension Center hosted a CNA Pinning Ceremony on November 20.
- HCCTP graduation will be on December 5
- Massac County is hosting a Santa's Workshop that will end on December 20.
- Massac County is hosting a Decorate the Tree event on December 14.
- Cairo Lights Parade will be on Friday, December 13.
- Extension center's departmental meeting will be held on Thursday, December 12.

IX. Meeting ended at 11:15 am.

The next meeting is on January 7, 2025, at 10 am in the River Room.