



Student Affairs Leadership Team Minutes
June 1, 2026/10 am.
The Beach

Chair: Jeff McGoy, Vice President of Student Affairs

Roll Call:

☐	Mindy Ashby	☐	Jeff McGoy	☐
☐	Danielle Boyd	☐	Jacqueline Smith	☐
☐	Tyler Dixon	☐	John Sparks	☐
☐	Anita Gentry	☐	Amber Suggs	☐
☐	Tina Griffiths-Mocaby	☐	Jacqueline Smith	☐

✓ Indicates attendance; leaving blank indicates an absence.

- I. The VPSA called the meeting to order at 10:00 am.
- II. A motion to approve the minutes from May 5, 2026, was made by Tyler and seconded by Anita.
- III. Kudos
 - Jeff welcomed Tina Griffiths-Mocaby as the college's new Director of Financial Aid.
 - Amber recognized Tyler for his support and positive representation of Student Support Services.
 - Amber thanked Anita for ensuring departments remain informed and engaged through enrollment initiatives.
 - Jeff shared that Dr. Taylor commended Anita and Mindy for their Board Monitoring Report presentation and data reporting efforts, noting positive feedback from the Board of Trustees.

IV. Roundtable Updates

Director of Student Support Services – Amber Suggs

- Staff is conducting outreach to previously enrolled students to encourage re-enrollment.
- A student seeking transfer admission to George Washington University was successfully admitted and has secured substantial financial assistance.
- Recruitment efforts continue with only ten program slots remaining.
- Summer activities are being finalized.
- Current graduation projections include approximately 60 graduates for the 2025-2026 academic year.

Director of Educational Talent Search – Tyler Dixon

- Awaiting notification regarding grant renewal, expected June 30.
- Summer programming includes college tours, STEM robotics camps, photography camps, and career exploration events.
- New "Future Focus Day" sessions will introduce students to career opportunities in sports, agriculture, and nursing education.



- Community outreach efforts continue through Coffee on the Cache and partnerships with local organizations.
- Plans are underway to establish community-based service locations throughout the district to better serve students during the summer months.
- An additional Academic Specialist has been hired and will begin on July 16.

Director of Enrollment – Anita Gentry

- Registration activity remains strong with significant student engagement during March, April, and May.
- Advising caseload redistribution is underway due to staffing changes.
- Kaylyn has relocated to the advising area and is assisting with student appointments and advising support.
- Top enrollment interest areas are Medical Assistant, Nursing, Truck Driving, and Cosmetology.
- Reagan Goins has been hired for the Johnson County position and will begin training with the Enrollment team.
- Start Strong-New Student Orientation planning continues, with sessions held on the main campus on June 17 and July 15. The Massac County Extension Center on June 23, Union County on July 9, and Alexander County on July 22.
- Facilitating outreach efforts, including phone campaigns, email communication, and direct mailings to graduating high school seniors.
- Extension Centers continue preparing summer programming and community education offerings.
- Several student-athletes were recognized for admission into competitive allied health programs.
- Navigate usage reports indicate increased communication activity, though additional staff training is needed to improve appointment tracking and data collection.

Executive Assistant to the VPSA – Jacqueline Smith

- The Student Handbook will be presented to the Board in June due to the absence of a July Board meeting. Departments were asked to submit any handbook revisions by June 2.
- Year-end budget reminders:
 - Purchases must be made, received, and paid by June 30 to be charged against the current fiscal year.
 - Delays in payments or deliveries will be charged to next year's budget.
 - Purchase orders and check payments are highly recommended if timing is an issue.

Student Success – Mindy Ashby

- Continued participation in transition meetings for students with accommodations and IEPs; accommodation letters have been distributed to incoming students.
- Student engagement initiatives and New Student Orientation planning continue.
- The Mental Health First Aid training was successful with strong participation.
- Erin's Car Show had 40 vehicle entries and 14 student volunteers.
- The Student Engagement ICCB Program Review was completed and submitted.



V. Executive Council Updates

- Human Resources Council
 - A.4000.50 Alternative/Remote Work Assignment
 - Additional clarification and revisions may be forthcoming.
- Academic Affairs Leadership Council
 - A2200.15 Grading
 - has advanced and is expected to proceed to the Board.
- Other Approved Operating Standards
 - Staff were encouraged to review and comply with updated operating standards, including professional dress expectations and workplace procedures.

VI. Student Affairs Council Updates

- A3300.15 - Adding, Dropping & Withdrawal from Courses OS
 - The Operating Standard was sent back from the Executive Council with the following feedback. After which, Mindy will update the red notes and send the OS to the VPSA to be reintroduced to the Executive Council:
 - Dr. Taylor provided thorough feedback and encouragement to tie our work into the Board Monitoring reports to ensure clarity, transparency, and consistency.

VII. Recruitment and Enrollment Team Updates

- No meeting due to a lack of a quorum

VIII. Student Experience Team Updates

- Planning events for the fall semester.
- Expressed concerns regarding a campus safety plan

IX. AIM Updates

- No meeting

X. VPSA Updates

- Summer Goals/Planning
 - Department leaders were asked to prepare summer goals and priorities for upcoming one-on-one meetings.
- Enrollment Comparison
 - Summer enrollment is currently down
 - Fall enrollment is steady, with opportunities for continued growth
- S.W.O.T. Analysis
 - Will also be discussed during upcoming one-on-one meetings with department leaders.

XI. Cabinet Updates

- Strategic Plan Goals & Objectives Update (See 2nd Page)
 - VPSA reviewed the strategic priorities and implementation efforts and requested that directors share this information with their teams. The areas of focus include:



- Expanded recruitment efforts
- Student engagement and student life initiatives
- Advising and mentoring improvements
- Technology modernization
- Dual credit and early college expansion
- Internal communication improvements
- CROA Employee Report Permissions Directory
 - Staff were asked to review reporting access needs and provide feedback regarding employee permissions and data access requirements.
- Budget Updates
 - A Board Finance Committee meeting is scheduled for Thursday, June 4, at 9 am in the Founders Room.
 - Additional budget information will be shared as details become available.
- Marketing Updates
 - Kevin Hunsberger will be unavailable for portions of June due to scheduled leave. · Departments were encouraged to submit marketing requests as soon as possible.
 - Volunteers are still needed for the DuQuoin State Fair.
- Board Meeting – Thursday, June 18.
 - Jeff will be introducing Tina and Reagan to the Board.

XII. Other

- Departments were reminded to share strategic planning and operational updates with their respective teams.

XIII. The meeting was adjourned at 11:11 am following a motion by Tyler and a second by Anita.

The next meeting is on July 7, 2026, at 10 am in room H2090 (The Beach).