



## 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 Criteria. 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 instrumental 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.