

Student Affairs Committee

Meeting Minutes February 16, 2023

In attendance: Paul Donaldson, Sandy Yaeger, Remy Williams, Amanda Jacob, Nichole Labat, Gail Haydel, Janine Smith, Allie Johnson, Tiffany Fowler, Kayla Cooper, Sarah Pinion, Lisa Killens, Venecia Brown

- I. Meeting called to order: 10:08 am
- II. Motion to approve September meeting minutes
 - a. Allie Johnson motioned to approve and Kayla Cooper seconded the motion.
- III. **New Business**
 - a. Dr. Montgomery asked if we should keep sub committees the same or make changes. Should committees be dissolved, added or restructured?
 - b. Nichole Labat suggested to dissolve the Communication committee and incorporate information during the Student Affairs trainings.
 - c. Alverence Johnson suggested to dissolve the New Student orientation committee.
 - d. Dr. Montgomery appointed Nichole Labat and Allie Johnson as co-chairs of the Student Retention Plan committee.
- IV. **General Business Discussion Items**
 - a. March 3rd Student Affairs training at the Lacombe campus.
 - b. Graduation planning began October 31st. New gowns with blue/green wave.
 - c. Youth build and St. Tammany students will be included in this year's graduation.
 - d. Graduation confirmed for Monday, May 15 (same day as grades are due)
 - e. Students must report at 5pm.
 - f. Steps in place to make sure students do not leave early and remain for entire graduation (6pm to 830pm).
 - g. Grad fair dates are set for March, information updated on our website

V. Financial Aid update

- a. EFC changing to Student Aid Index, website will be updated to reflect change
- b. Show/No show issues this semester delayed process of refunds, some instructors are not completing this process in a timely manner.
- c. Discuss who needs to know when a student is added back to a class

VI. Student Program and Campus Domicile update

- a. Dr. Donaldson spoke about the importance of the campus domicile and student program being accurate. Committee discussed measures/ check that could be done periodically to ensure that the student info is correct and updated in a timely manner.

VII. Library Services update

- a. Janine Smith is leaving NTCC effective February 24; job to be posted; wishing her well

VIII. Finance Updates

- a. Make sure students are using the Bursar email to correspond with Finance, Lisa Killens monitors that email only.
bursar@northshorecollege.edu
- b. When students are in inactive programs, no fees populate and that is an issue.
- c. When there is no SSN for student that creates an issue with the 1098T process.
- d. Credit for prior learning code on account does not populate a student bill and students are not paying what is due. Revisit this process.
- e. Make sure Tuition/fee waiver box is done correctly or fees will not be charged or charged double

VIII. Admissions updates

- a. Livingston Student workers will be calling the applied/not registered students for all campuses on Mondays beginning after Mardi Gras. Training, notes and script will be given to the student worker. Allie suggested advisors block off unavailable dates in Register Blast as needed
- b. Nichole Labat suggested highlighting non-working telephone numbers in case they reflect fraud students. Registrar hold can be put on these students

- c. Community College week scheduled for March 27 – March 31. Website and social media sources updated

IX. Sub-Committee Reports

- a. Student Services Enhancement – no report
- b. Onboarding and Professional Development – needs new members; working on Staff Appreciation day in April; wanting to create an academic development series
- c. New Student Orientation – dissolved; submit summer and fall orientation dates as soon as possible. Discussed pop up shops and where students could pick up books – mini book stores
- d. Student Retention Plan – no report
- e. Communication Plan – dissolved
- f. Student Engagement – no report
- g. Student Records and Review – previously discussed; meeting scheduled for March 8th
- h. VA summer and fall registration dates are March 27th and March 28th

Meeting adjourned at 1141am

Amanda Jacob motioned to adjourn meeting; Kayla Cooper seconded that motion.

Next meeting TBD (March)