

Student Affairs Committee  
Meeting Agenda  
July 27, 2023, 10:00 AM

**I. Meeting Called to Order- 10:12am**

**March 30th Meeting Minutes Review (Christy Montgomery)- approved by .....- second by Kayla Cooper**

**II. New Business- introduction of Brianna Vinet SGA Executive President**

**III. Old Business**

**IV. General Discussion Items**

**A. Student Affairs Updates (Christy Montgomery)**

**i. SGA Training Recap-** Brianna Vinet reflected on SGA training of how beneficial it was to learn how to consider other people's thoughts and had a great time of personal reflections

**ii. Phone Concerns-** Volume of calls are not being kept up with as much as we would like to be able to keep up with calls; potential operator would receive all incoming calls; working on plans with College Leadership on plan to improve phone answering strategies and systems

**iii. Purge Concerns-** reviewed reasons behind pre-purge and purge dates (i.e. negotiations of teacher contracts if there are not enough students in the classes; newest issues include fee assessment dates and availability date of payment plan options; notification of purge dates)- seeking data on purge numbers and how many students were reregistered in the past to potentially adjust the timeline of purging and checking students accounts " around 930pm-10pm you are registered but are not secured financially. Students with a balance will be withdrawn and then options are given. If by August 1<sup>st</sup> payment is not made then students will be purged"- multiple concerns brought to attention regarding bursar email links appearing to be phishing link- need to have a comprehensive payment schedule and making sure we know what that means; potential change of payment deadline

**iv. Enrollment Update-** trending up 25%; all campuses are looking to see increased enrollment; typical growth is always in DE but we are seeing growth on our traditional side; working on additional faculty and additional sections to meet the needs

**B. Veteran Orientation Dates (Gail Haydel)-** Online orientation is August 9<sup>th</sup> 11:00 and 5:00pm - Teams Meeting

**C. Website Updates (Gail Haydel)-** has been working with Lauren Donaldson to update campus information for student services

**D. Career Services Update (Tiffany Fowler)-** Events – July 19<sup>th</sup> had Textron Event met with Textron and are very interested in forming relationship with NTCC; looking for multiple positions -mainly aluminum welders; Lacombe Campus August 23<sup>rd</sup> to address the needs of Textron to build hovercrafts and other needs; October 25<sup>th</sup> is Health Fair at Lacombe Campus; Maritime Monday at Lacombe on November 6<sup>th</sup>- job fair/expo for St. Tammany parish school system; asking for assistance in getting the word out for events; Handshake is live (Job platform similar

to indeed)- will have more events spread around in the Spring

**E. Accommodations Update (Beth Froeba)**- Will send email regarding updates; had another meeting

**F. Communication between Departments (Kim Zanders)**- please communicate if your change will affect anyone

**G. Auto Award Discussion (Sarah Pinion)**- was supposed to be live by end of spring; but system office states that we need more testing of system- auto award will look similar to how it looked in the spring but will be able to approve for award.

**H. Admissions Update (Allie Johnson)**- ACT import file is still an issue so please be patient and put a note in SPCMNT when a student pulls scores up; student focus group with new students after the first 2 weeks

**I. Student Focus group**

## **V. Sub-Committee Reports**

**A. Student Services Enhancement Plan Committee (Appointment: Kayla Cooper, Frank Fudesco and Karen Wise)**- Christi Marceaux will provide proctoring assistance within her department; still working on adjusting to accommodation needs throughout the college

**B. Onboarding and Professional Development Committee (Allie Johnson and Beth Froeba)**- thank you for responding to survey- one SS training once a month

**C. Student Retention Plan (Allie Johnson, Co-Chair Vacant)**- Tiffany Fowler volunteered to be co-chair

**D. Student Engagement/Programming (Beth Froeba and Raymond Brookter)**- look at publishing a document on self-determination and putting that in lit-guide; suggested a safe space for those that don't recognize that they may have an impairment.

**E. Student Records and Review (Sarah Pinion)**- checking data regarding updating majors to reflect what students are truly in. Concentrations must be put in for all technical program

Motion to adjourn- motion to adjourn Kayla Cooper and second by Allie Johnson

Present:

Christy Montgomery, Sarah Pinion, Raymond Brookter, Gail Haydel, Alverneece Johnson, Amanda Jacob, Ginny McElveen, Lisa Killens, Mindy Chauvin, Paul Donaldson, Venecia Brown, Kayla Cooper, Danaty Moses, Kimberly Zanders, Melandie McGee, Natasha Foret