

Student Affairs Committee Meeting 9-16-2021

Attended: Christy Montgomery, Melandie McGee, Paul Donaldson, April Lavergne, Allie Johnson, Amanda Jacob, Chaia Wiley, Danaty Moses, Gail Haydel, Lisa Killens, Nichole Labat, Remy Williams, Samos Hempfling, Sandy Yaeger.

Absent: Beth Froeba, Darriona Lee

- I. Meeting Called to order: 10:05AM
- II. June 24, 2021 Meeting Minutes Review- Motion to Approve: Paul Donaldson, Seconded: Sandy Yaeger.
- III. New Business
 - a. Meeting Frequency and Day of the Week/Time:
 - i. Moving Meeting to every other month on a Tuesday 10:00am-12:00pm
- IV. Old Business
 - a. Library Services Committee Member:
 - i. Jeanine Smith, New Librarian for Sullivan
 1. Jeanine will be invited to join the committee
- V. General Discussion items
 - a. Student Affairs Updates:
 - i. Fall Start Recap
 1. Had a very interesting start. Hurricane on top of COVID-19. All campuses have power, some are still without internet. Hoping to have everyone up and running for next week for students who are still virtual.
 2. Locking number tomorrow 9-17-2021. This allowed for faculty to be able to complete SH/NS accurately. Extended refund period to tomorrow, extended mid-term.
 - ii. COVID Update:
 1. We are dealing with an increase of COVID cases.
 2. We now have to report all positive cases, faculty, staff and students to the state of LA.
 3. August 2020 to June 2020-38, August 2021 to now-50
 4. Remain diligent, sanitization protocols, masking, social distancing.
 5. Do not come to Campus if you are sick.
 6. We do not have any guidance as of yet about required vaccination. As soon as leadership knows more we will know more.
 - iii. Student Needs Update and Resources
 1. After survey, found several students needing more permanent shelter due to storm. At this time, all of these students have somewhere temporary to stay.
 2. Another Installment of HEERF funds are coming to the college to support our students.
 3. Foundation is also working on resources for students.
 - iv. Fall 2021 Withdrawal Process

1. Turned off option for Students to Withdraw themselves to prevent students from withdrawing out of panic.
 2. After Friday of next week, an email will go out from Dr. Montgomery letting students know what they need to do if they need to withdraw due to challenges related to the storm.
 3. Once we have the request in writing, we will help students to withdraw.
 4. About 3 weeks after, withdrawal option will be turned back on.
 5. If students are withdrawing due to circumstances related to Hurricane Ida, they will not be penalized through Return to Title IV through DOE.
 6. Will still affect SAP status.
- v. SGA Elections
1. Had to re-open SGA Elections, a lot of positions were not filled.
 2. Training will be October 1st.
- b. Tutoring Services for VA Students
- i. We need to be able to track VA students who are using tutoring services for reporting purposes.
 - ii. Can we have them fill out a request form? Ask them if they are a veteran or dependent of a veteran?
 - iii. Can we look at what is needed college wide for tutoring resources? Not campus to campus, but as a whole?
 - iv. Office hours dedicated for tutoring? Faculty could be available in a certain area on Campus or available through teams.
 - v. Present it to Faculty senate to possibly create buy-in.
 - vi. Chat with Campus Deans about options.
- c. Current Student Resource Page
- i. Website has been re-designed
 - ii. A little cleaner looking, home page more geared towards potential students. Key information, not the scrolling updates.
 - iii. Resources page would be more for current students with college updates scrolling on the top.
 - iv. Community resources available under a drop down as well.
 - v. Put GED in parentheses after HiSET?
- d. Registrar Date Correction Report
- i. Students must have an active major in the system. If they do not have an active major, it removes their fees.
 - ii. This report will be reviewed on a regular basis to make sure students have an active major.
 - iii. Team leads make sure your team members know this is possible to happen when changing major manually.
- e. Accommodation Documents
- i. Voter Declaration Forms-must be completed each time a student requests service. If student refuses, notate on the declaration form and submit with the Request forms. Voter declaration forms must be maintained in files for 24 months.

- ii. If paperwork is being accepted on behalf of the ADA Rep and the student needs any portion the paperwork back and the ADA Rep is not available, please make a copy of all of the documents. Remind students that there is a 7-day processing time from the date ALL documents are submitted, not just the request form.
 - f. Benchmarking for Student Experience Survey
 - i. Reviewing results from student experience survey.
 - ii. Benchmark goals for the Fall survey.
 - iii. Get up to 30% of students utilize campuses events and activities.
 - iv. Career Services, we do not currently have a Career Services Director.
 - v. Student Organizations: Do students know they are participating in student Organizations? Maybe list out which student organizations we have. Establishing new organizations, 2 in progress.
 - vi. Enrollment/Registration, students may not understand that their advising appointments fall under this category.
- VI. Sub-Committee Reports
 - a. Assessment Committees
 - i. Student Support Services Enhancement Plan-No Update
 - ii. SA Professional Development
 - 1. Onboarding and Professional Development Committee-No Update
 - iii. New Student Orientation-No Update
 - iv. Communication Plan-No Update
 - v. Student Engagement/Programming-No Update
 - vi. Student Records and Review-No Update
 - vii. Onboarding and Professional Development Committee-No Update
- VII. Adjourn- Motion Paul Donaldson, Amanda Jacob Seconded.