

**Student Affairs Committee  
Meeting Agenda  
March 10, 2022, 10:00 AM**

- I. Meeting Called to Order
- II. January 25, 2022 Meeting Minutes Review (Christy Montgomery)
- III. New Business
- IV. Old Business
- V. General Discussion Items
  - a. Student Affairs Updates
    - i. Graduation Update (Christy Montgomery)
      - 1. Application Issues
      - 2. Grad Fair Dates
        - a. Sullivan-3/28/22
        - b. Lacombe-3/29/22
        - c. Hammond-CTS-3/30/22
        - d. Florida P.-3/31/22
        - e. Livingston-4/1/22
      - 3. Order Deadlines
        - a. Gown Cost - \$18.95
        - b. April 10 - No Shipping
        - c. April 17 - Shipping \$15.95
    - ii. Degree Works (Christy Montgomery)
  - b. Automated Messaging to Students using Dropout Detective (Amanda Jacob)
  - c. Transfer VA students (Gail Haydel)
- VI. Sub-Committee Reports
  - a. Assessment Committees (Christy Montgomery)
    - i. Student Support Services Enhancement Plan
      - 1. Student Services Enhancement Plan Committee (Lead TBD)
    - ii. SA Professional Development
      - 1. Onboarding and Professional Development Committee (Allie Johnson)
  - b. New Student Orientation (Allie Johnson)
  - c. Student Retention Plan (Samoa Hempfling)
  - d. Communication Plan (Nichole Labat/Allie Johnson)
  - e. Student Engagement/Programming (Beth Froeba)
  - f. Student Records and Review (Sarah Pinion)

- VII. Adjourn

*Next Meeting: TBD (April - Virtual)*

**Student Affairs Committee**  
**Meeting Agenda**  
**January 25, 2022, 12:00PM**

Attended: Christy Montgomery, Beth Froeba, Melandie McGee, Paul Donaldson, Amanda Jacob, Danaty Moses, Gail Haydel, Lisa Killens, Nichole Labat, Remy Williams, Samoa Hempfling, Janine Smith, Kayla Cooper

Absent: Allie Johnson, Sandy Yaeger, Lisa Killens, Chaia Wiley

- I. Meeting Called to order: 12:09 PM
- II. 11-16-21 Meeting Minutes Review
  - a. Approved: Paul Donaldson
  - b. Seconded: Janine Smith
  - c. All approved
- III. New Business
  - a. Beth Froeba will take minutes from this point forward.
  - b. New leads for subcommittees below:
    - i. Student Services Enhancement Plan: Dr. Montgomery will identify someone
    - ii. Student Retention Plan: Samoa Hempfling will take the lead
    - iii. Student Records and Review: Will wait until the Registrar starts.
- IV. Old Business
- V. General Discussion items
  - a. Student Affairs Updates
    - i. Still managing the fraud situation. Has been a challenge to keep the data clean. If you see a "contact admissions" hold and they are not 5 for 6, get a copy of their ID, SSN and verify their identity. You can then lift the hold and direct them to contact financial aid as well.
  - b. Student Affairs Update
    - i. The Registrar position has been filled.
    - ii. Tiffany Fowler is the Director of Career Services started last week.
    - iii. Kelly Giron is the new CTE Coordinator and Records Analyst
    - iv. Karen Wise is the new Enrollment Specialist at CTS.
  - c. Graduation update
    - i. In person graduation is a go at Southeastern.
    - ii. Held on May 23 at 6 PM.
    - iii. College wide vendor has been changed back to Oak Hall and we can get everything we need from them. Oak Hall will send a rep to our grad fairs in March with robes to try on. If we have a student that cannot afford a gown, we will have a process to lend a gown. There are specialized gowns for individuals in a wheelchair and regalia for a service animal as well. They will also provide refreshments for Grad Fair. Students will have online portal with priority deadline shipped to campus with no shipping. After deadline, pay shipping and sent to home.
  - d. Diversity and Inclusion events
    - i. Showing of Deacons for Defense movie for students via zoom and streaming to each campus. Movie is based on events in Bogalusa. Kickoff on February 1<sup>st</sup>. SGA will sponsor snacks.
    - ii. Faculty can submit assignments for Black History Month.
    - iii. HBCU transfer fair will be held with materials at Lacombe. Presentations virtual via zoom.
    - iv. Working on additional items related to Deacons for Defense.
- VI. Subcommittee reports
  - a. Assessment Committees
    - i. Student Support Services Enhancement Plan

1. Lead TBD
  - ii. SA Professional Development
    1. Onboarding and Professional Development Committee (Allie Johnson): no updates
  - b. New Student Orientation: no updates
  - c. Student Retention plan: No updates
  - d. Communication Plan: No updates
  - e. Student Engagement / Programming
    - i. Rebuilding after COVID.
    - ii. Request for members: Kayla Cooper and Janine Smith joined
  - f. Student Records and Review: no updates
- VII. Adjournment
  - a. Amanda Jacob motioned.
  - b. Remy Williams and Kayla Cooper seconded.
  - c. Approved

**Next Meeting is Thursday, February 24, 2022 at 10 AM in Lacombe**