

Student Services Committee

MEETING MINUTES

Date: Wednesday, March 2, 2022

Time: 3:30 PM

Place: TEAMS

I. Call to order

- a. Katheryn Bourne called to order the regular meeting of the Student Services Committee at 3:34 PM on TEAMS.

II. Roll Call

- a. *The following committee members were present:* Tammie Norris, Gary Hall, Ashley Dougan, Dr. Derek Moore
- b. *The following committee members were excused:* Kelly Goodwin, Roy Williams
- c. *The following committee members were absent:* Cassie Tavorn

III. Approval of minutes from last meeting

- a. *Gary Hall* made a motion to approve the minutes of the committee meeting held on *September 29, 2021*. *Ashley Dougan* seconded the motion. The minutes were approved as written.

IV. Chair update – Katheryn Bourne, Chair

- a. Amelia Yarbrough has stepped down. Katheryn Bourne is now chair.

V. Old Business

- a. No old business noted at this time.

VI. New Business

- a. Action
 1. New Vice Chair: Action tabled at this time due to not enough members present.
- b. Discussion
 1. Spring 2022 Student Recognition Ceremony: Members discussed holding ceremony in the middle of April, possibly April 21, 2022. Ashley Dougan discussed faculty in past have requested to have more time to submit nominations and students have requested to have chairs in breakout room. Student nominations will be due 3/31/22 and students will need to RSVP a week before ceremony. Members discussed having an incentive for more faculty to attend ceremony. Dr. Moore suggested reaching out to Heath Waldrop to see what giveaways he may have for an incentive. Katheryn Bourne will begin process to secure Murphy Hall and guest speakers and complete Official Functions form for ceremony. Ashley Dougan will type certificates for ceremony.
- c. Announcements

1. Dr. Moore announced that Student Services Committee is responsible for the Academic All Star selection process, which begins the 1st week of April. Information emailed to Katheryn Bourne.
2. Next meeting will be March 30, 2022.

VII. Adjournment

- a. A motion to adjourn was made by Gary Hall, and seconded by Ashley Dougan. The meeting was adjourned at 3:55 PM.

Minutes submitted by: