

Student Services Committee

MEETING MINUTES

Date: January 24, 2024

Time: 3:00 pm

Place: TEAMS

I. Call to order

- a. Charley Hankins called to order the regular meeting of the Student Services Committee at 3:00 pm on January 24, 2024, via TEAMS.

II. Roll Call

- a. *The following committee members were present:* Kelly Goodwin, Scott Larkin, Charley Hankins, Cassandra Tavorn, Jenny Sanders, Ashley Dougan, Chase Shelton
- b. *The following committee members were excused:* Katie Bourne
- c. *The following committee members were absent:* Kimberly Moore, Sara Cook,
- d. *The following guests attended the meeting:*

III. Approval of minutes from last meeting

- a. Cassandra Tavorn made a motion to approve November's minutes, Ashley Dougan seconded the motion. Approved.

IV. Chair update – Charley Hankins, Chair

V. Old Business

- a. Recap Student Recognition Ceremony – Cassandra Tavorn requested that when changes are made to the program, we be informed of the change. Had to do with Star Spirit Award. Students did not know when to get up. Jenny Sanders thought it went well.

VI. New Business

- a. Action
 - Kelly Goodwin made a motion to discontinue the Student Recognition Ceremony. Cassandra Tavorn seconded the motion.
 - Cassandra Tavorn made a motion that we recognize graduates that receive an award during commencement and create a video for all other students. Scott Larkin seconded the motion.
- b. Discussion
 - Future of the recognition ceremony – consider doing something different as only about 15 students showed up and around \$1500 was spent on the ceremony. Alternatives: recognize in class at the end of semester, recognize the student in each department at commencement, pizza with the president, spotlight on social media, shift to a once-a-year ceremony, ceremony on the same day as commencement to save money, praise early alerts. Place video presentation of each student on social media.

Plan to create video of all students being recognized and recognizing students graduating that received an award. Need to speak with Mary Kate to get this in the program for the commencement ceremony.

- Procedure for death of a student – anytime we have a student that passes, there are certain procedures we are supposed to follow. Who is responsible for what? Collecting belongings, what must happen in financial aid, what happens in their classes. The committee needs to review and/or make edits before we can put it up for a vote in our committee before it can be passed along This has to have cabinet approval.

VII. Announcements

- a. Jenny Sanders thanked everyone for the work put into the Student Recognition Ceremony.

VIII. Adjournment

- a. A motion to adjourn was made by Casandra Tavorn and seconded by Kelly Goodwin. The meeting was adjourned at 3:28pm.

Minutes submitted by: Kelly Goodwin