

# Student Services Committee

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## MEETING MINUTES

Date: February 28, 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 February 28, 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, Sara Cook, Kimberly Moore, Dr. Carolyn Langston
- b. *The following committee members were excused:*
- c. *The following committee members were absent:* Katie Bourne, Angela Roberson
- d. *The following guests attended the meeting:* Adrienne Lawrence,

### III. Approval of minutes from last meeting

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

### IV. Chair update – Charley Hankins, Chair

#### V. Old Business

- a. Approval of Student Death Procedure: everyone had a chance to look at this new procedure. Sara Cook made motion to approve the procedure and push forward to Student Affairs, Cassandra Tavorn 2<sup>nd</sup> the motion, motion carried.
- b. Student Recognition Ceremony –
  - recap of how we will recognize the graduates
  - may need to work with Mary Kate on this for how to include it in the graduation handout
  - one from each academic program instead of all teachers nominating a student from every class
  - get one student from each program based on academics by getting the list of graduates to determine the nominee
  - will add these specific graduates to the graduation program
  - the plan is to quit nominating everyone and just recognize a few since most do not show up for the ceremony anyway
  - will need permission from the students to place them on social media (a release)
  - will discontinue Outstanding Student Worker, Outstanding Academic Student, Exemplary Student Leader

- Cassandra Tavorn Made a motion to push forward the changes to Student Affairs Council, Sara Cook 2<sup>nd</sup> the motion, motion carried
  - Discontinue the Student Recognition Ceremony by replacing it with an Outstand Academic Graduate during Commencement
  - No longer take nominations for college wide Outstanding Academic Student, Outstanding Student Worker, and Exemplary Student Leadership
  - Recognize a single Outstanding Academic Student from each department/program

## VI. New Business

- Action
- Discussion

- Academic All-Star – Adrienne Lawrence

### SouthArk Academic All-Star 2024 Timeline

<b>Now – March 4<sup>th</sup></b>	VP&SA Admin (Adrienne) - Prep Application and Website Information
<b>March 5<sup>th</sup></b>	Adrienne will work with Charley (webmaster) to have the application portal open on the SouthArk website. Once the portal is open, Adrienne will send a mass email to students with eligibility criteria and the application deadline (link).
<b>April 5<sup>th</sup></b>	Application portal closes and Adrienne will send candidate information to SS committee chair person by <b>April 12<sup>th</sup></b> .
<b>April (14-19)</b>	The ad hoc committee will meet and recommend two candidates (recipient and runner-up). The committee chair will notify me by email immediately on the two recommendations by Friday, April 19 <sup>th</sup> .
<i>(Adrienne will notify VP&amp;SA, so they can add the All-Star information to the next cabinet meeting's agenda.)</i>	
<b>April 23<sup>rd</sup></b>	Executive Cabinet will review and approve the final selection <i>(This meeting date depends on the re-scheduling of cabinet due to the HLC conf. This date may change).</i>
<b>April 24<sup>th</sup></b>	Adrienne will notify the SS committee chair (email) and the awardee by (email/letter/phone).
<b>April 24<sup>th</sup> – May 3<sup>rd</sup></b>	I will collect the candidates ACC Submittal packet of information.
<b>By June 1<sup>st</sup></b>	Send All-Star packet to Academic Affairs office (Mary Kate and Gabe).
<i>(I will co-ordinate with the All-Star and (MK and Gabe) on additional needs for the candidate (etc. Campus Events (if any) and the travel information for Awards Brunch in October)</i>	

- - Trying to get the whole process digital but not sure that will happen this time.

## VII. Announcements

## VIII. Adjournment

- A motion to adjourn was made by Kelly Goodwin and seconded by Sara Cook. The meeting was adjourned at 3:36pm.

*Minutes submitted by: Kelly Goodwin*