Agenda 9/6/14

We will meet Fri, 9/19, 9:30a in WFD 104---

Agenda:

-Call to order

-Report/ Discussion of tasks this term:

-We need a new HNS representative – Dean Art has been notified

-We need a new student representative – please let me know of anyone who might qualify.

The date for the Fall ceremony is Nov. 20, THU, 7pm; for the Spring ceremony the date is 4/23, THU, 7pm, in Murphy I.

We will need to discuss the timeline up to the Fall ceremony:

Student Services Committee Meeting Minutes

September 19, 2014

9:30am

Work Force Development Building Room 104

Chairperson Dr. Susanne Wache called the Student Services Committee meeting to order at 9:35am with Dr. David Carty, Catherine Harrell, Blake Nolan, Scott Larkin, and student representative Tiara McCray present.

After explaining the changes in committee membership for this academic year, welcoming Mr. Nolan, the new health and natural sciences division representative and Ms. McCray, the new student representative, Dr. Wache began discussion of the upcoming Fall Student Recognition Ceremony. The event will take place on November 20, 2014, at 7:00pm in room Murphy I of the El Dorado Conference Center [the banquet event order was sent; this event is confirmed].

To prepare for the fall recognition ceremony, Dr. Wache assigned Catherine Harrell to complete the Banquet Order Form, Scott Larkin to finalize the Official Functions Form, and Sandra Hildebrand to select and order the reception food from the Valley catering service.

Dr. Wache then volunteered to check if enough certificates were available for the student awards. If not, Catherine Harrell assured the committee she would order more. Also, Dr. Wache said she would circulate last year’s student award nomination form to the committee for possible revisions and eventual approval through an email vote. After the committee edits and approves the letter, Dr. Wache, about mid-term, will send the forms in an email attachment to the faculty, staff, and administration for their selection of The Outstanding Academic Student, Exemplary Leadership, and Outstanding Student Worker awards.

Once the discussion of the Fall Student Recognition Ceremony concluded, the chair addressed the need to choose current students who merit 2015 Who’s Who in Colleges and Universities awards. Mr. Blake Nolan offered to ask Dr. Stephanie Tully-Dartez to prepare a list of students who have completed 30 college semester hours with a grade point average of 3.50 or higher. Once the committee obtains this list of excellent students, Dr. Wache will send it by email message as an Excel document to the faculty, administration, and staff for their selection of students they feel merit the Who’s Who honor. If some faculty, administration, or staff vote no for a student, the committee will discuss whether or not the rejection has merit.

The committee hopes to have the Who’s Who nomination list ready for approval at the next meeting.

Finally, after announcing that the Who’s Who awards will be presented at the Spring Student Recognition Ceremony on April 23, 2015 [the banquet event order was sent; this event is confirmed], Dr. Wache called for a motion to adjourn the meeting. Catherine Harrell so motioned, and Tiara McCray seconded. The committee voted unanimously in favor.

The meeting adjourned at 10:20am.