

## Student Affairs Committee Meeting Minutes

Monday, March 1, 2021

2:00 pm

Virtual meeting via Zoom

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**In Attendance:** Isabelle Gagne, Liz Teoli, Brian MacKenna-Rice, Kelly Sanborn, Deb McKinney, Kathy Hudson, Emily Gonzalez, Eldiane Elmeus, Jennifer Levesque, Meredith Gunning, Amy Cameron, Tiffany Esmerio, Eli Abbot (Student), Kristen Arnold, Denise Trinidad

**Guest(s):** Stephanie Haskell, Kirsten Kortz, Heather Mores

**Absent:** Jacqueline Dick, Gabe Garcia

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1. Call to order
  - a. The meeting was called to order by Chairperson Gagne at 2:04pm.
2. Approval of Minutes
  - a. [2/8/2021 Minutes](#)
    - i. Eldiane Elmeus motioned to approve the minutes as is, Tiffany Esmerio seconded the motion. The minutes were approved unanimously by all in attendance.
3. SGA Update
  - a. Eli Abbott reported on the ongoing efforts of the SGA. They are in the process of revising their constitution, seeking (and welcoming) new members for leadership roles, and soliciting ideas/feedback for a class gift.
4. [Student of the Month - February 2021](#)
  - a. One student, Iseline Mendoza, was nominated by Stephanie Haskell. The student will receive a certificate, a copy of their nomination letter, and a \$25 EGC to the campus bookstore.
  - b. Upcoming Student of the Month Dates  
Call for March: 3/23-3/30  
Call for April & May: 4/20-4/27
5. Faculty/Staff of the Month Award Update
  - a. A Google Form was created for the award, and some names were suggested. Discussion centered around getting input from students on the title of the award.

**Action: Liz will create a Google Form to be shared with SGA for suggestions of names for the award**

- b. Meredith Gunning brought up a potential ethical conflict with the award. She would like to explore the importance of not having a member of the Student Affairs Committee be allowed to receive a monetary certificate.

**Action: Isabelle will discuss ethical complications with Meredith offline.**

**Action: Isabelle and Liz will draft wording for the award and any restrictions as well as provide sample certificates for the April meeting.**

6. Learning Accommodations Name Change

- a. Kelly Sanborn wanted to ensure that all committee members were aware of an impending name change for the Learning Accommodations department. The plan is to provide a name that more accurately reflects the roles of the department and its members. Of concern is how much physical and digital material will need to be changed, ensuring that the name accurately reflects the department, ensuring that students (as well as faculty and staff) can still find the appropriate services.

7. Update on Action Items from 2/8/2021 Meeting:

- a. **Bookstore:** Things seem to be working at this time. Please keep Isabelle posted with any future concerns.
- b. **Translation work:** Isabelle is waiting on a response from Dr. Jennifer Mezquita.
- c. **College Notifications:** Isabelle is waiting on a response from MARCOMM
- d. **Add/drop, etc:** See summary for guests Kirsten Kortz & Heather Mores

8. Guests Kirsten Kortz & Heather Mores

- a. The discussion around the need for more transparency, consistency, and clarity of the different types of coding continued. Guest Kirsten Kortz and Heather Mores explained that due to federal funding and attendance requirements policies must be vague. All in attendance agreed that there needs to be a better way to convey all of this important message to faculty and staff as well as students. It was brought up that VP Heineman sends out an email every semester with the information in it, however the email itself is often overlooked as it does not update frequently, and often gets lost in the shuffle of new semester emails.

9. Other Business?

- a. A robust discussion of the role of committee members and alternate committee members was had. Due to the potential changes to the ACA charter committee members are concerned about the lack of diversity of departments/viewpoints on the committee if the alternates are removed.

**Action: Isabelle will voice these concerns to Sheila Muller, head of the ACA.**

**Action: Liz will provide a copy of the most recent roster of the Student Affairs Committee to members via email.**

10. Motion to adjourn

- a. Deb McKinney motioned to adjourn the meeting and Emily Gonzalez seconded the motion. The meeting was adjourned by Chairperson Gagne at 4:01 pm.
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**\*\*\*Submitted by Liz Teoli and Isabelle Gagne on 3/2/2021 \*\*\***

**\*\*\* Approved by the committee 4/5/2021\*\*\***