**Student Affairs Committee Meeting Minutes**

**Judith Herb College of Education**

**Date:** February 25, 2015  
**Notes recorded by:** Reatha Harrison  
**Final minutes typed by:** Judy Lambert  
**Members present:** Judy Lambert, Ruslan Slutsky, Lisa Kovach, Reatha Harrison, Rachel Grimm, & Borris Cameron, Libbey McKnight  
**Meeting location and time:** 2090 GH at 10:00am

## Old Business

Discussion to finalize Welcome Back Wednesday

1. How best to get the word out to students...When should we email flyer to students?  
   a. Judy will send flyer to Kathy Schultz and ask her to email to students several times.
2. Review raffle form – Everyone agreed it was suitable and Judy will print and have ready
3. Review GH monitor slide – Everyone agreed it was suitable and Judy will send to Josh
4. Food/tablecloths (hot dogs, Chipoltle, what else?) –  
   a. Rachel has a long list of business donors with gift certificates.
   b. Libbey has confirmation from Chipotle for chips and salsa.
   c. Judy will purchase other food from Costco.
5. Do we have Visitors from Police and Counseling (Remind them to bring any brochures/handouts that students might need)  
   a. Lisa has confirmed a rep from Counseling and potentially from police.
6. Do we still need a handout to give to businesses?  
   a. No initial letter needed but Rachel agreed to send thank you letters to businesses.
7. What prizes do we have (T-shirt, bracelets, iTunes, etc.)...any from gift cards from business? Will we just give a bracelet if they fill out raffle?  
   a. Judy will pick up VISA card for raffle
   b. Reatha’s husband donated a $10 iTunes gift card
   c. Rachel has many gift cards from local businesses
   d. Libbey has lots of bracelets, t-shirt, and other goods for prizes
8. Decorations – Richard will handle
9. We agreed to meet at 11:00am that day to help set up. Libbey will get hot dogs going early.

## New Business

### Student Engagement

1) Solicitation from faculty this week has resulted in at least 10 students for student showcase. Judy will get these posted and communicate with Josh about changing the college home page pictures.
Student Safety

1) Judy showed a printed copy of the classroom safety poster and final edits were made. Judy will send to Josh who can print these and laminate 20 of them for about $60 and he will work with Annette in the dean’s office to get funds transferred to him. They should be ready in a few weeks.

2) Richard will follow up with the Dean to ask department chairs to postpone meetings a half hour to allow faculty to attend ALICE training if they desire.

Meeting adjourned: 10:45am