

STUDENT AFFAIRS COMMITTEE 2nd MEETING MINUTES

Wednesday, November 16, 2011
2:00 2:57 pm, VPAA Conference Room

Members present:

Faculty and Staff Members

Lane Brooks (Chair), William Hervey (Chair-Elect), Myungjae Kwak (Recorder), Francisco Lopez, Melanie McClellan (VPSAEM, ExO), Harry Papagan, and Michael Stewart (ExO)

Student Members

Mark Hazen, Charles Garrett, Summer Leverett, and Jimmy Mitchell

Members Absent: Tarco Foster (Excused)

- I. Meeting called to order at 14:00 by Lane Brooks
- II. Welcome of Dr. Melanie McClellan – new Vice President of Student Affairs and Enrollment Services (VPSAEM)
 - a. Dr. Melanie McClellan introduced herself and shared her plans regarding student affairs. She has interviewed faculty and staff for their advice and will keep collecting more information from other sources using various methods.
- III. Minutes of 9/21/2011 meeting were approved with a minor correction
- IV. Charge from Executive Committee:
 - a. Review of the Student Handbook
 - i. A subcommittee (William Hervey (Chair), Mark Hazen, Harry Papagan, and Jimmy Mitchell) was formed to go over the contents and budget for the Student Handbook, refer to examples of other institutions, and look for possible modifications and enhancements.
 - b. An identification and explanation of the budget allocation criteria for student clubs, organizations, activities, and events.
 - i. A subcommittee (Lane Brooks (Chair), Francisco Lopez, Charles Garrett, and Summer Leverett) was made to review the budget allocation criteria.
- V. New Business
 - a. The Parking Appeals Panel meeting

- i. VPSAEM and Michael Stewart mentioned that the Parking Appeals Panel, which is usually held