

ENROLLMENT MANAGEMENT AND STUDENT SERVICES COMMITTEE

Mission

The Enrollment Management and Student Services Committee provides general oversight and policy review for areas within Enrollment Management and Student Services (EMSS) and provides guidance to the Board of Trustees for the EMSS areas. EMSS includes: recruitment/admissions; advising/retention; financial aid; student activities and engagement; ADA; Title IX; discipline; and counseling.

Authority and Responsibilities

The Enrollment Management and Student Services Committee will:

- Receive reports on short and long-term enrollment, admissions, and retention goals.
- Review EMSS policies as needed.
- Review recruitment and prospective student advertising strategies.

The Enrollment Management and Student Services Committee has the responsibility to:

- ensure that the University's EMSS services and programs are appropriate for the University and serve the students well and promote the campus as a community.

The Enrollment Management and Student Services Committee will review and present to the full Board all recommendations. Final authority for decision and action on these recommendations rests with the full Board.

Organization

Review of Charter

This charter shall be reviewed by the *Chair Pro Tempore* of the Board at least annually, and any proposed changes submitted to the full board for approval.

Membership/Structure/Quorum

In accordance with the by-laws of Athens State University Board of Trustees, the *Chair Pro Tempore* will appoint members of the committee and designate the chair.

The committee will consist of at least seven (7) members, including *ex-officio* members. The *Chair Pro Tempore* and *Vice Chair Pro Tempore* will be voting members of the committee. The President of the University will be a non-voting member of the committee.

Committee members will serve a minimum of one (1) year (October – September).

A majority of the members of the Committee will constitute a quorum for the transaction of business.

Meetings

The Enrollment Management and Student Services Committee will hold a minimum of four (4) meetings per calendar year-(October - September). Committee meetings must occur within seven (7) days of the regularly scheduled meetings of the Board.

Agenda, Minutes and Reports

The committee will maintain written minutes of all committee meetings. The Chair of the committee will provide a committee report at every meeting of the Board of Trustees.