

**Athens State University**  
Enrollment/Student Affairs Committee  
July 20, 2018

The Enrollment/Student Affairs Committee held a meeting on Friday, July 20, 2018 in the conference room of Sanders Hall.

Presiding: Mrs. Cathy Dickens

The meeting was called to order at 1:15 p.m. by Mrs. Cathy Dickens.

**ROLL CALL**

The following committee members were present:

Mrs. Cathy Dickens  
Ms. Sheila Davis  
Ms. Cathy Brett  
Ms. Sarah McAbee  
Dr. Darlene Turner White

Dr. Dennis Engle, Derrek Smith, Dr. Greg Holliday, Mitchell Bazzel, Saralyn Mitchell, Christina Steele, Tricia Oleyte, Frank Eskridge, Ashley Haley, and Kayla Kohanek Tankersley (recording) were also present. Jimmy Baker, and Ronnie Smith were absent.

The agenda was approved by all committee members (Davis/McAbee).

The minutes from May 18, 2018 were approved as written by all committee members (Davis/McAbee).

**OLD BUSINESS**

None.

**NEW BUSINESS**

**1. New Student Services Team Member Introductions**

Mitchell Bazzel- Director of Financial Aid

Christina Steele- Financial Aid Advisor

Ashley- Enrollment Center Advisor

Tricia Oleyte- Recruiter/Admissions Advisor

Frank Eskridge- Recruiter/Admissions Advisor

## **2. Enrollment Review (Sarah McAbee)**

- a. Enrollment is relatively flat at this point in the enrollment cycle, but Student Services has been training new team members, and at conferences.
- b. Student Services is focusing on new admitted students.
- c. Scholarship Update
  - i. Awarded over \$117,000 for the fall semester.
  - ii. Dual enrollment is a new population of students for Athens State. 9.4% of our scholarship awards went to this population of students.
  - iii. Some of the scholarships were need based, some were merit. Pell grant awards do not pay 99% of tuition anymore, now it pays closer to 50%, these need based scholarship funds help to fill this gap.
  - iv. Minority scholarship awards increased.

## **3. Enrollment Council Update (Derrek Smith)**

- a. This council was established by Dr. Glenn this year. Members of this council include staff, faculty, and SGA representatives.
- b. First meeting's goal was to share information.
- c. Second meeting had presentations from Crystal Creekmore on Enrollment Management and Necedah Henderson on Admissions.
- d. Third meeting discussed the communication plan and understanding what Student Services is currently doing.

## **4. Career Services Update (Saralyn Mitchell)**

- a. New Career Services Platform
  - i. The career services platform has been powered by Simplicity now they are moving to Hand Shake.
  - ii. Handshakes benefits include: capturing data, registration for events, networking, understanding our students like never before and making it easy and effective for employers to look at our students.
- b. Intern of the Year and Honorable Mention Intern of the Year were awarded to Conner Bevill and Bailey Hays
- c. Career Development Center received the Education Program Achievement Award for the 2017-2018 year from AACE.
- d. Laura Allen named the AACE president for the 2018-2019 year.

## **5. Policy and Catalog Update (Dr. Greg Holliday)**

- a. Catalog revision cycle. Degree Works coding is being reviewed and revised. Plan to have next year's information available when registration opens for summer and fall April 1.
- b. 380 students applied for spring graduation. The day after grades posted 349 of those applicants were awarded. This shows how the process has been streamlined and is working.
- c. 125 students applied for summer graduation. 4 of these applicants will be the first to be awarded our Masters of Education degree for our Career and Technical Education program.

- d. Incoming transcripts are being processed in a timelier manner. Comments have been made on evaluations being available the day after official transcripts are received.
- e. Transient student process has been updated.
- f. Consent to the release of student information has been updated. Improvements have been made and now all student service advisors can view this disclosure.
- g. There is an ongoing review of pre professional courses to ensure we are complying with STARS requests.

**6. Financial Aid Updates (Mitchell Bazzel)**

- a. Investing in the Financial Aid Office- hired a director, advisor, and the office is back at full capacity.
- b. Keeping up to date in training with workshops, conferences and webinars.
- c. Office will be committed to better communication with students and other offices.
  - i. Financial aid can be the bottleneck of the enrollment cycle but students can be required to submit tax information and this slows the process. The office does not have control of this requirement but can control the communication to the students concerning this.
  - ii. First step is to update the website.
  - iii. Plan to create FAQ's for students and employees.
  - iv. Enrollment Center has improved the process for students applying, enrolling, and paying.
- d. Updated forms: consortium, suspension appeal (grad and undergrad), professional judgement.
- e. Plan to implement: student survey to hear directly from our customers the students, secure upload of documents, Banner and Application Xtender communication/automation, new processes and strategies to increase efficiency.
- f. Enrollment Center assisted with the year round Pell grant call campaign. We got over 200 students over \$400,000 for year round Pell.

**OTHER BUSINESS**

Selecting new committee members (Cathy Dickens). This is the last meeting and new members will be selected today.

**CLOSING COMMENTS**

- a. Appreciate the updates- they are critical and vital.
- b. Everyone is a part of enrollment.
- c. Thanks and appreciation for everyone's time and role in this committee.

The meeting was adjourned at 2:22pm.