Student Affairs Leadership Team Meeting Minutes
Thursday, January 11, 2018 – 11:00 a.m. to 12:00p.m.
Stern Center Conference Room 201

Division Updates:
- Pcard policy – new: Liaison must be supervisor, usually cardholder’s supervisor
  Liaison needs to review monthly and keep documents on file
- SGA Pilot Project to offer food following catered events – by email notification to students opting in
- 250th Celebration – Events Fall 2019-December 2020, current Steering Committee, then Sub-Teams
- Enrollment – new: Accepted students to receive acceptance and aid packages together
- February 9 SALT Meeting guest will be Paul Patrick on budget processes
- Understanding of each other’s areas in division – suggested tours, overview of resources
- Plan for January 19 SALT Teambuilding Retreat 9:00am-1:30pm

Tactical – Area Updates and Announcements
- Rescheduling meetings/events following the weather closings
- Homecoming Week Feb. 3-11 schedule out soon
- Recognized RA’s work over the weather closings
- Need chair for SA Staff Development Social Committee
- Jan. 18 Wellness Tune-up event cancelled
- 6 new students in Collegiate Recovery Program this semester
- Campus Security Authorities can anticipate email with info and tutorial to review

Dates and Reminders:
- January 16 Meet and Greet with new students – Sottile Theatre 5:00pm
- January 25-26 Board of Trustees meetings
- Share ideas and photos for distribution in Five on Fridays message to division staff
- Assessment (functional maps to match outcomes)
- Use division’s Onboarding process for new employees

Website Review
- Plan to review another area’s web page and send thoughts/suggestions to director for consideration on:
  o Current info? Info easy to find? Most helpful aspects? Anything to add or improve?

Link to Student Affairs Leadership Team listing: http://studentaffairs.cofc.edu/about/salt.php