Present: Cissy Petty, Robert Reed, Roberta Kasket, Alicia Bourque, Mike Giorlando, Heather Roundtree, Ron Guillory, Craig Beebe and Audrey Torres.

I. NSSE/SSI Update (administration dates, etc.) as a follow-up to our last meeting:
Dr. Bourque and Roberta Kasket updated the Directors regarding the NSSE/SSI survey. According to the information provided by Dr. Bourque, the NSSE survey will be administered to the students from February 5th - June 1st. SSI survey is scheduled to be administered shortly after the Mardi Gras Holidays. The NSSE/SSI report will be available sometime in August – the reason is because the surveys are being done in the classroom via paper-and-pencil and usually all of the reports are not received until late May, early June.

II. SSI Review and Discussion for Strategic Action Planning:
The questions applicable to Student Affairs will be reviewed to improve the overall rating. Dr. Petty suggested extending the Directors’ meeting on February 14th to a half day for a working session.

III. LSU Ad… We Hear You:
The same concept will be applied to The Office of Student Affairs with a full communication plan for the next 16 weeks. Means for communication should apply and not limit to the TV screens located outside of One Loyola room, list serve emails, blog posts, tweets on Twitter, Facebook, etc. We need to let our students know that we have heard them and inform them of the improvements being done.

IV. EMPLOY the PACK:
On March 16th CDC and the Alumni Affairs will host a half a day job search conference for seniors, graduate students, and young alumni. Keynote speakers are Porter Gale, Networking and Marketing Expert; Former VP of Marketing at Virgin American, and Scott Beale, former U.S. Diplomat; Founder of Atlas Service Corps.

Roberta has asked for the Directors’ support to promote and make a commitment to send at least one person from their area to represent Student Affairs. Heather will provide the list of the chapter meetings so someone from CDC can come out and speak about this event. Due to the scale of this event we are looking for 180 people to attend.

V. BOT – Spring Highlights:
The following topics are areas that we would like to highlight for the March BOT.

- Student Leader Retention & Academic Success – (Heather will reach out to you for your student leader statistics)
- UCC Profile of Current Student Issues - Alicia
- Sodexo Sustainability - Ron
- Medical Amnesty/ Bystander Behavior - Robbie/ Andrea
- First in the Pack - Roberta
- Google Internships - Roberta
- Senior Transition - Roberta
- Recreation/ Wellness Program - Coach Gio
- Renovations/ Occupancy - Craig
- Class Newsletters - Heather
- Recreation/ Wellness Collaboration - Heather & Coach Gio
The following is the deadline created for the newsletter:

- Tuesday, February 5th 5:00pm - Copy due to Audrey
- Friday, February 8th - First draft
- Wednesday, Feb. 13th - 2nd draft for Dr. Bourque and Dr. Petty’s review
- Thursday, Feb. 14th - 3rd draft for Directors’ review
- Friday, Feb. 15th - provide the final draft to Kristine

Handouts:
- SSI Report and Questions (e-mail from Donna Bourgeois)
- Survey Questions related to 6 Student Affairs Areas
- LSU Ad…We Hear You
- EMPLOY the PACK: A Conference For Emerging Professionals

Action Items:
- Dr. Bourque will send out the Strategic Plan to all of the Directors for review. Dr. Petty has asked for everyone to review the document and make suggestions. The Strategic Plan looks more like a one year working document rather than a 5 year Strategic Plan.
- Reminder - 1:1 meetings every other week – please make sure to list the following in your 1:1 agenda for Dr. Petty:
  - What I need to know…
  - Action items
  - What help you need…
- Next Directors’ Meeting will February 14th from 9-12pm – River Bend Room
- Dr. Petty offsite conferences:
  - Chicago for JASPA e-Board Meeting from February 16th – 20th
  - Boston College Conference leaving the afternoon from February 26th – 28th
- February 28th Directors’ meeting – CANCELLED the next meeting will be on March 14th
- Student Group list – Please see Heather Roundtree
- Class newsletter will be every week and Sophomore/Jr. / Sr.’s newsletter once a month. Directors are encouraged to send any information regarding upcoming events to Heather Roundtree (100-150 word/link/etc.)
- Walk-in Office hours for Student Affairs:

  **The Office of Student Affairs**
  Robbie Reed: Wednesday 3-4:30pm / Friday 2:30-3:30pm
  Dr. Petty: Monday and Wednesday 12:00-1:00pm

  **Athletics & Wellness**
  Tuesday and Thursday: 3:00- 4:30pm
  Wednesday: 9am – 11:00pm

  **Career Development Center**
  Monday and Thursday 2-4pm

  **Co-Curricular**
  Monday 3:00-5:00pm
  Wednesday 2:00-4:00pm
  Thursday 12:00-1:00pm
  Friday 1:00-3:00pm
Counseling & Student Health
Monday-Friday 8:30am-4:45pm for crisis walk-ins
After hours and on weekends, the counselor-on-call or TEMS can be contacted via LUPD at (504) 865-3434 for mental health or medical emergencies

Res Life
Craig: Tue/Thu 1-3
Amy: Mon 2-4, Fri 1-3
Seth: Mon 1-3, Wed 9-11
Alex: Mon 2-4, Wed 10-Noon
Katie: Mon 2-4, Thu 10-Noon
Christina: Mon 2-4, Fri 10-Noon

The meeting adjourned at 12:02pm