

**Student Services Committee: Meeting Minutes**  
**September 11, 2015**

In Attendance: Joshua Black, Judy Butler (chair), Ken Hilderhoff, Angela Insenga, Gail Reid, Sandy Robbins, Helen Diamond Steele, and Rui Xu

-Dr. Judy Butler called the meeting to order at 12:09 p.m.

-Dr. Butler asked each member to introduce him/herself, and those in attendance complied.

-Next, Judy shared the committee's charge:

*Members are called upon twice per year to determine recipients of funds distributed by the VP of Student Affairs office through the timely review of student applications. The chair uses committee input to recommend beneficiaries of monies to the VP of Student Affairs's office.*

-Dr. Gail Reid was asked to create a spreadsheet of the proposals the committee receives this year to ensure ease of access by members. She agreed to do so.

-All agreed on the next meeting date: October 16, at 3 p.m. in room 2114 of the Coliseum. Members should plan to stay until all of the proposals have been vetted.

-Meeting adjourned at 1:13 p.m.

Respectfully submitted by Angela Insenga