

Minutes of the Vitalization Project Task Force Workgroup #1, Student Services
December 1, 2016
2108 Buzzard Hall

Committee Members Present: Richard Roberts (chair), Peter Andrews, Eric Davidson, Heidi Hawkins, Kallee Peebles-Tomes, Angela Vietto. Excused: Hugo Escobar.

Also present was Cassie Buchman of the *Daily Eastern News*.

Roberts called the meeting to order at 2:00 p.m.

1. The minutes from the last meeting were approved.
2. **Update from the chair:** Roberts reviewed the instructions provided by President Glassman to the task force workgroups. The deadline for our final report is December 15.
3. **Preparation for final report:** Having reviewed the responses from student services units to the draft report, the committee discussed what additional research might need to be done in order before revising the report. Hawkins and Vietto agreed to meet with the Student Insurance manager in order to learn more about possible models for this area; Davidson agreed to schedule and facilitate the meeting. Roberts asked that all committee members come to the next meeting with a list of modifications, reaffirmations, or new recommendations that they propose for the final report.
4. Next meeting: The committee will meet Dec. 8 at 2 pm in 2108 Buzzard.

Roberts adjourned the meeting at 2:45 p.m.

Respectfully submitted,
Angela Vietto