



REGENTS ADVISORY COMMITTEE ON STUDENT LIFE (RACSL)

UNIVERSITY SYSTEM OF GEORGIA

SPRING MEETING – May 14<sup>th</sup>, 2018

10:00 a.m. – 3:00 p.m.

USG Office

Address:

Room 7007, [270 Washington ST, SW - Atlanta, Georgia 30334](#)

## RACSL AGENDA

### 9:30 – 10:00 am      **Check-In and Breakfast**

10:00 am              Welcome and Introductions  
Dr. Joyce Jones – Welcome, reminder Board meetings are open to public or can be streamed online, introduced Cori Loftus (handles listserv, all RAC groups), Sarah Wenham (enrollment management)

Agenda/Minutes review  
Motion – Jeff Benson  
Second – Jessica Lopez

### **- Student Activity fee allocation: what process does your institution use to distribute funds, who qualifies for funds, what are funds typically used to cover? (Drew Harvill)**

- who qualifies/who can ask for money? And how do they do it (academic depts.? Bands at graduation? Undergrad students/orgs?) – Joyce – general board policies but each campus interprets it differently/campus policies – coastal Carolina (no to academic) – savannah state (travel for academic conferences etc), don't fund all orgs, set aside another fund to submit for-separate funds for homecoming (Georgia college) – social Greeks at Kennesaw, Georgia southern (can't apply for funding) – but Greek life office might get money - a few schools do allow Greek groups to apply for SAFBA funds but most don't

- Augusta state does help fund opera/theatre, band, etc

- Georgia state –gives money to colleges, they have own councils students can go to them to ask for money in that area

- new groups, have to be registered a year before can ask for funds?

- should SGA be fully controlling these funds? What are our committee's setup as/what is most effective

- talked about Kennesaw's tier system for student organizations and what needs to change

- Groups automatically being put into organizations (ex nursing or education) – should they not be able to opt in instead?

- UGA has 800 orgs (\$78 of student activity fee for each student, VP allocates how much goes to the student committee) completely student run, staff ex officio, have to be there for 2 years – can apply for small org funds earlier though – event specific, new groups can ask for that but only \$8,000 total budget (can only ask for \$500 can't be for food) – all events have to be open to all

students, membership as well – can only limit leadership not membership), most in room have at least 200 orgs

- Georgia tech – 700 orgs, 3 tier system (1<sup>st</sup> – to student center, programming, rec; 2<sup>nd</sup> – hits the mission and vision of university and 3<sup>rd</sup> all student orgs)

**- Classifying student organizations: what types of organizations qualify as a "student organization" at your institution? How do you keep track? Are there exceptions to the rule? (Drew Harvill)**

- social Greeks, club sports, competition teams (ex mocktrial, engineer groups) – are these student orgs? what does his office need to do with them/recognize – Kennesaw says if RSO, choose to register with their dept? 5 members to start (3 once established), full time faculty staff/advisor, register

- how do other campuses define registered student organizations?

- if not registered and if conduct issues, who is responsible?

- can you reserve a room without being a registered group? Can outside groups reserve space? Who decides – building manager, etc?

**- Turning Point USA and other outside groups activity on campus: by now, many of us may have read the Chronicle's [article](#) covering Turning Point USA's orchestrated efforts to influence SGA elections around the country. What has been your institution's experience with outside groups looking to have an impact on your campus policy and operations? (Drew Harvill)**

- Albany state – talk with advisor, VP of external affairs, talk through it

- one institution made amendment to SGA bylaws – non USG affiliated group cannot provide funds/influence

- Greek Life – every institution seems to have different policies (especially with NPHC) so hard when someone is doing something at one institution but different at another – are grad advisors required to be at events on campus? Meet with the Greek life advisor? Training?

- some groups struggle to find advisors for student organizations so low number of orgs and/or can't require advisors to be at everything – how do we incentivize it? Are they at risk/liable too? What are the benefits and accountability to be an advisor?

**-Football Tailgate programming ideas for a CSI office (Emily Teitelbaum)**

- Georgia state – athletics provides stage and performer (program board does logistics) – DJ or performer

- coastal georgia – pep club/org helps do “paint your pride” initiatives

- Kennesaw – programming board used to, reduce risk – provide free food, water, less risk – simple, increased focus on hydration and observation – FSL “perfect party” – risk managers/presidents come together to host a tailgate with alcohol – but with risk management

- assign student org space/tips training for tailgates (student programming reserved/in charge of space) – for outside groups, athletics was in charge

- Augusta – dedicated money for homecoming for student orgs – could apply for funds to program at the tailgate

- Georgia State – provide tailgate packs for students orgs, can apply for it (tent, chairs, etc – have to bring own food – return tent and chairs etc after kickoff) – partnership with athletics (they store items off season, program board in charge of dispensing it)

- Valdosta state – tailgate, problem with getting students to go to the game, show other games there on screen

- to get people into game – get entertainment inside game to get them to go in

- students and athletes march into stadium (more meet and greets with athletes – need to get to know them and they will get excited about games) = tshirt swap

- party at student seating section instead of tailgate spot – programming at the seats

- momentum year – focus on student engagement – alumni need to support university/spirit too

- anyone looking at implementing alcohol sales at football games?

### **-Food Pantries (Josh Curtin)**

- best practices? Who can use it? Paid or volunteer students to run it? Expired goods waiver? – almost all campuses in room have one on campus

- student needs active student ID/actively enrolled, swipe ID when come in, can come in once a week, can get certain items from the different sections (sponsored by foundation 501C/can get food from food bank from reduced cost) and donations, faculty/staff campaign for goods and monetary donations - student manager and assistant manager and volunteers for shifts – open Mon-Sat, open 4 hours each day, additional hours staffed by volunteers (training) – located in student center – don’t need waiver because food goes so fast

- ask some financial questions but never deny someone

- many campuses have clothing pantries too or shower space etc for homeless students

**-How institutions are handing those registered student organizations that are not one of our social Greek organizations but are acting as one? (Robin Cunningham Vickery)**

**-Student Employees stipends/scholarships (Amber Rose Lesicko)**

**-Driving State Vehicles (Amber Rose Lesicko)**

**-How are other USG schools programming for Constitution Day (Amber Rose Lesicko)**

**- In regards to voter engagement: Do any other USG System schools offer shuttles to voter precincts or have a voting poll on campus? Have these programs been successful? How did you get started? Do you have any key community partners who help with this process? (Amber Rose Lesicko)**

**-11:30am - Free Speech (Francisco Lugo) – and Brooke Bowan (USG legal office) conversation on Freedom of Speech/Expression Policy**

- training/webinar was in March – another one will be added later if needed

- Board/system policies – key takeaways: been working with universities on freedom of expression policies – so did a system wide review - designated free speech zone (ERASE free speech zone from verbiage now) – it implies that speech/expression not allowed other areas on campus so remove term – look at policies outside of free expression policies – update links/info on websites etc - policy 6.5 (implemented last March) – please familiarize self with policy – board policy on free expression, protect free expression, individual students cannot be required to go to free speech public forum space – can reserve public forum area but not required (first provision, outside speakers can be required to go to public forum space, second provision is for large groups) – designated public forum area has to be in a central, accessible, high traffic area – need to consistently provide policy – can restrict possible use of megaphones or how far can be from a door or classroom – but need to be consistent with all group requests – sound level, need to stay consistent – categorizes of unprotected speech (only person who can deny possible speech is President and Chancellor – if have issues raise it with legal) – do not deny speech based on content or what we think might be disruptive or obscene – ex of protected speech (that isn't unprotected) – westboro Baptist church protest funerals (with negative speech) but protected

-new employees might be making decisions without enough information/don't know policies, issue later so need to know of new policies, everyone needs to familiarize with all policies, if have questions reach out to legal on campus or USG legal time

- open flame question – consistent verbiage? How enforced? What if want candlelight vigil? Catering needs? Do we allow some and not others – why prohibit? Reasoning?

- thanks to Brenda for making it a clear, understandable policy

- sidewalk chalk – if one group chalks can other group come wash it away? Check on sidewalk chalk policy on your campus (speak to it in policy?) – “these can't be erased, if they are, can go through conduct violation” (possible verbiage for it)

- need more staff support/training on congruence with free expression policy etc (enforcing policy/speech uncomfortable with) – USG legal is happy to come out to campuses to help train, give information etc (dealing with hate speech, harassment speech etc – go through hypotheticals, hard to implement)

- maybe do a freshman orientation session on this freedom of expression policy? Teach our students more what is allowed, what isn't, what is covered by First Amendment Rights etc

- need to help develop our student leaders/organizations to control emotions, civil conversation, how to disagree with respect and civilly (and recognize the law/their rights)

- counter-protest – what allowed? Using their voice productive vs unproductive or conduct violation – “heckler’s veto” – can disagree/voice opinion but person who has room reserved and could ask other person to leave – if disruptive (could be brought up for conduct issues or employee) – can have event at same time but different area – still have to abide by code of conduct rules – can’t impede vehicular or pedestrian traffic but can meet – can’t block person space or speech though – have to allow expression to continue but can protest/stand in solidarity etc or engaging dialogue but can’t shout it down

- can charge for space/expected attendees (need to stay consistent throughout for all groups) – public safety should be on notice if more “extreme” speaker – cannot charge the speaker for security for counter protestors (university should provide it though)

**12pm            Lunch**

1:00pm

### **Board Policy Regarding Minors on Campus**

Wesley Horne, Director of Ethics & Compliance

Chris McGraw, Assistant Vice Chancellor for Legal Affairs

- Developing system wide policy on protecting/serving minors on campus
- Over 1,000 programs across 26 campuses 300,000 participants a year, over 25,000 are overnight participants, over \$9,000,000 revenue across system. Includes instructional-sponsored programs and 3<sup>rd</sup> party programs/camps, competitions, testing, mentor
- Benefits – branding opportunities for institution, introduce institution to prospective students in a positive way, enrichment resources to community, optimum use of campus facilities, additional revenue stream
- - legal risks – child sex abuse scandal (penn state), firings, lawsuits, bans, etc – nassar conviction at Michigan state (on trial and firings) – be mindful and aware of consequences of having non-student minors on campus
- Have minimum safeguards in place to know what role/law requires – BOR Policy 6.9 – cliff-notes - employees and volunteers associated with non-enrolled as students programs direct contact or interaction with minor program participants must be appropriately pre-screened and trained (this does not apply to dual-enrolled or move on when ready students)
- Implementing procedures for each 3<sup>rd</sup> party program: code of conduct, program registration, program requirements, training, screening & background investigations, facility use agreement
- Campus compliance officer needs to know about minor-related programs, mentoring, off campus at schools etc – and can provide training to the student orgs/students and staff

\*events that are open to public and minors are in discretion of parents this does not fall under this, institution doesn't have "control"/under this policy

1:15pm

### **Change In Use of Student Fees - related fiscal affairs**

Claire Arnold, Associate Vice Chancellor for Fiscal Affairs

Tracey Cook-Robinson, Vice Chancellor for Fiscal Affairs

Jason Matt, Executive Budget Director

- Two types of fees: mandatory fees (student activity fee, student technology fee, athletic, health services, transportation, etc) and elective fees and special charges (miscellaneous fees) (application fee, orientation fee, course fees, library fine, parking fine, housing and dining fees, etc) – each committee has to have at least 4 students, make up at least 50% on committee – 7.3.2 board policy manual section; business procedures manual section 24
- Good practices: fee should add value/appropriate; continue to look for opportunities to reduce or eliminate fees; new fees should be vetted at the campus level before submitting to the USG committee for consideration, student engagement – student fee committee, more support get from students more likely it will be approved
- Student Activity Fee – many aspects of management are not strictly defined; increased scrutiny during most recent legislative session, institutional responsibility to ensure following state and USG policies and procedures

- Allowable: salaries and travel; event costs; food and beverage (non-alcoholic); promotional items (\$50 cap, strongly discouraged to use gift cards for promotional items); equipment and furnishings; lease, utilities, maintenance (performers still need to stay in per diem rules) - - can only do donations if group fundraises money on their own and put into an agency account to donate, CANNOT use any student activity fee to donate items or money
- Non-allowable: Faculty/instructional costs; donations, political events; alcohol; scholarships (except limited circumstances ex. Performance based)
- Why do we need strong internal controls? To protect yourself & your employees. Ultimate goal – protect your assets
- Accounts payable/cash disbursements : common risks – checks processed by unauthorized personnel; payments made based on invalid or unapproved invoices; payments to fictitious or invalid vendors; misuse of hand drawn checks – issues with receiving cash, make sure deposit, record it, reconcile it – how track and receive it
- Separation between who is receiving money and depositing it; do not keep receipts in drawers; petty cash is highly susceptible to theft – need high control procedures over it
- O.C.G.A. 50-17-50 thru 55 provides regulations associated with deposit commonly referred to as bank accounts – Board of Regents Policy 7.5.1 requires approval from the USG chief financial officer for all new bank accounts – student activity clubs, organizations, etc DO NOT have the authority to open separate bank accounts
- Student activity fee fund (record revenue, expenditures, and balances) vs Agency Fund (utilize to account for funds received and administrated for others. Deposition of these funds are in accord with designations and instructions of the entity – serving as an agent)
- GASB Statement 84 – Effective Fiscal Year 2020 – will do away with agency funds (if so, be administrated through a trust, government is not a beneficiary etc) – starting July 2019, financial transactions will be recorded differently, custodial funds (ex. you don't determine what chess funds spend money on but it still comes through your office/they fundraise money and use it)
- Do not use student fee money for employees to wear shirts to work. Okay for shirts for students just not employees/gray area – has to be approved, in overall plan, less than \$25 per shirt
- Can't pay sponsorships, donations to the homeless, faculty luncheons
- A purchase order is required for all goods and services more than \$2,500
- Purchases over \$25,000 must be competitively bid (unless a student entertainment; granted a waiver)

- P-card can only be used for under \$1,000 if unplanned, non-routine, or urgent point of sale
- Be aware of external and internal audits; all expenses will be monitored by DOAS purchasing auditors on a continuous basis; p-card purchases are monitored by DOAS, public scrutiny/newspaper test; review of financial transaction activity – reminder we are stewards of state money
- Salaries vs stipends – employees vs advised groups (w2 vs 1099) – all USG institutions being audited by IRS if taxed or not – need to properly place them in right category – is this person an independent contractor or an employee?
- Petty cash/Agency accounts – can't reimburse for sales tax – but if do purchase orders then tax exempt

2:15pm      **Policy Statement**  
Sarah Wenham, Director of Student Access

- She works with dual enrollment population, trying to shore up guidelines that impact dual enrollment students – what rules come into play with them participating in clubs and organizations? Can they participate in a fraternity? – they have a guidelines document/resource page for dual enrollment students – what guidelines do they need to add?
- What they have so far: clubs and organizations (they must be allowed/have access to participate in registered student organizations, club or activity, etc) – waiver for clubs/intramurals in general – try and get a blanket waiver at first to cover year of activities

2:30pm      **System Office Updates**  
**Fraternity and Sorority Concerns - SGA Presidents and their Concerns**  
Dr. Joyce Jones, Vice Chancellor for Student Affairs

- Talked a lot already about fraternities and sororities – some have brought up are they needed? Yes, but need more focus on community service initiatives – summit in summer for FSL, Gas, and nationals?
- SGA presidents – comments/feedback? What hear about SAC meeting? Students love it, get a lot out of it, debrief before and after, enjoy ability to network, get ideas from other students on other campuses etc – one issue is travel, some students can't drive state vehicle or don't have own vehicle to get there. Some students are having a great experience but aren't bringing back content to advisors or exec board meetings
- Students are encouraged to talk to their advisors, meet more/go over issues before try and go to President etc
- Their next meeting will be at USG office this summer, Augusta in Fall (emailed SGA advisors and presidents listserv) – they host 3 conferences a year and highly encourage all

SGA presidents to attend and RSVP and show up – they can send a representative if they can't make it

3:00pm      **Date/Location for next meeting**

- November, Dalton State
- May, Coastal Georgia

### **Upcoming Conferences & Meetings**

- NACA South in Atlanta in September

### **Job openings**

- Assistant Director FSL – Georgia Southern
- Georgia State – Asst Director for Campus Programs; Coordinator for Greek Life; Entry Level Student Organizations position – should be posted in next week and a half
- Albany State – Director of Student Life
- Clayton State – Assistant Director of Student Organization's
- Valdosta State – Coordinator of Campus Programs
- Dalton State College – Coordinator of Tutoring
- Kennesaw State – Coordinator for Leadership Programs and Volunteer Programs (Marietta)

### **Election**

\*unanimous vote  
Chair-Elect – Amber Lesicko  
Secretary – Drew Harvill

3:30pm      **Dismissal**

**\*(agenda subject to change)**

## Student Life/Student Activities

May 14, 2018 - Board Room 7007

	<b>Institution</b>	<b>Fname</b>	<b>Lname</b>
1	Albany State University	Benard	Goins
2	Albany State University	Samantha	Tome
3	Albany State University	Venessa	McKinney
4	Albany State University	Michara	Delaney
5	Albany State University	Damielle	Douglas
6	Atlanta Metropolitan State College	Iris	Shanklin
7	Augusta University	Joe	Pierce
8	Board of Regents	Joyce	Jones
9	Board of Regents	Cori	Loftis
10	Clayton State University	Atawanna	Royal

11	College of Coastal Georgia	Allison	Lyon
12	Columbus State University	Melissa	Dempsey
13	Dalton State College	Amber	Lesicko
14	Georgia College & State University	Jonathan	Meyer
15	Georgia College & State University	Nadirah	Mayweather
16	Georgia Highlands College	Megan	Simmons
17	Georgia Institute of Technology	Jamison	Keller
18	Georgia Southern University	Francisco	Lugo
19	Georgia Southwestern State University	Joshua	Curtin
20	Georgia State University	Marshontri	Reid Austin
21	Georgia State University	Gail	Sutton
22	Georgia State University	Jez	Catambay-Lopez
23	Georgia State University	Kristina	Clement
24	Georgia State University	Jeffrey	Benson
25	Gordon State College	Sharon	Lloyd
26	Kennesaw State University	Matthew	Mitchell
27	Kennesaw State University	Andrew	Harvill
28	Middle Georgia State University	Gernisha	Parnell

29	Middle Georgia State University	Corey	Guyton
30	Savannah State University	Desmond	Stowe
31	South Georgia State College	Justin	Stewart
32	University of Georgia	Taylor	Cain
33	University of North Georgia	Stacie	Rowley
34	University of West Georgia	Emily	Teitelbaum
35	Valdosta State University	Robin	Vickery
36	Valdosta State University	John	Wright
37	Valdosta State University	Brian	Roberts
38	Valdosta State University	Madison	Beaumarchais