

# Meeting Minutes: Regents Advisory Committee on Student Life (RACSL)

## **Spring Meeting**

**May 19, 2003 - 8:30 a.m. - 3:00 p.m.**  
**Ocean Plaza Resort, Tybee Island, GA**

Breakfast was served during check-in beginning at 8:30 a.m. The meeting was called to order at 9:05 a.m. Welcome and introductions were made.

In attendance were:

- Garrett Burgner, Dalton State College
- Alicia Caudill, Gainesville College
- Keith Cobbs, Georgia Perimeter College, Rockdale
- John Colson, Waycross College
- Bengie Cravey, Darton College
- Al Harris, Armstrong Atlantic State University
- Sheena Glover, Georgia Southern University
- Jeff Jacobs, Clayton College & State University
- Janea Johnson, Georgia Perimeter College, Decatur
- Brad Lord, Middle Georgia College, Dublin/RACSL Secretary
- Walter May, Reinhardt College
- Farrah Mullis, Middle Georgia College, Dublin
- Gary Oliver, Savannah State University
- Kim Padgett, Columbus State University
- Phillips Rollins, South Georgia College
- Michael Sanseviro, Georgia Perimeter College, Lawrenceville/USO/Chair
- Iris Shanklin, Atlanta Metropolitan College
- John Spranza, Floyd College
- Michael Stewart, Macon State College
- Wesley Thomas, North Georgia College & State University

## AGENDA

- 8:30 a.m. Breakfast & Check-In
- 9:00 a.m. Welcome, Introductions & Agenda Review
- 9:30 a.m. USG Report
- 9:45 a.m. SAC Review and Presentation
- 10:15 a.m. Vote for America
- 10:30 a.m. Vehicle Usage policy
- 10:45 a.m. Travel & Reimbursement policies
- 11:00 a.m. APCA Presentation

- 12:00 p.m. Lunch
- 1:00 p.m. Alternative SGA Updates
- 1:15 p.m. Charter bus options to APCA conference in Orlando
- 1:30 p.m. Funding issues (for graduate students, academic/performing arts groups, etc.)
- 1:45 p.m. New computer/technology issues
- 2:00 p.m. Successful programs for commuter students
- 2:15 p.m. Programming ideas for year-end events/graduation parties, etc.
- 2:30 p.m. FERPA, SEVIS, HIPPA updates
- 2:45 p.m. Selection of 2003-2004 RACSL officers & Review of Goals & Objectives
- 3:00 p.m. Selection of Fall 2003 & Spring 2004 meeting dates and locations

**A. University System Office Report - Michael Sanseviro**

A written report was included in the packet of materials distributed.

**1. Updates on policy manual**

Mandatory student fees and waiver of mandatory fees. Former section 705.05, including the statement on student fees adopted at the request of SAC in 1999 has been included under 704.021 when this section of the policy manual was renumbered.

**2. Discussion on travel policy (BOR policy manual section 706)**

The USO Business Office follows all travel guidelines established by the State Auditors Office, which can be found at the following website: <http://www2.state.ga.us/Departments/AUDIT/m&lg/travreg.htm>. Travel outside the state of Georgia falls under federally established guidelines. Specific procedures within these guidelines may be established by the individual institutions. Concern was raised about the difficulty of funding travel for students and advisors when institutional procedures will not allow the use of state purchasing cards or payment advances. Since the system guidelines do not address many of the specific concerns raised, individuals have to work through their institutional business offices.

**3. Discussion on vehicle insurance**

The insurance policy formerly covering state vehicles has been cancelled by DOAS. Auto insurance has now been completely subsumed under the Georgia Tort Claims Policy. The Tort Claims Act states that it covers "state officers and employees," but the Tort Claims Act (at 50-12-22(7)) also says that "the term state officer or employee also includes...any natural person who is a volunteer participating as a volunteer, with or without compensation, in a structured volunteer program organized, controlled, and directed by a state government entity for the purposes of carrying out the functions of the state entity."

The policy is broad enough that institutions have interpreted it very differently, and access to vehicles varies widely across the system. RACSL was informed that SAC, at their meeting in April, requested the BOR and/or USO support the following statement to allow base access across the system, with

specific procedures, policies, and/or restrictions being institutionally established:

ALLOW STUDENTS TO USE INSTITUTIONAL VEHICLES IN ACCORDANCE WITH GEORGIA TORT CLAIMS POLICY.

For specific questions about liability, contact Burns Newsome at burns.newsome@usg.edu or 404/656-2229 or Betsey Neely at betsey.neely@usg.edu or 404/656-2221.

#### 4. **Social Security Numbers**

The USG was to complete the transition from SSN to generic ID numbers by 2005. At the RACSA meeting in Augusta in February 2003, it was recommended to hold off on moving to non-SSN student ID numbers for institutions that have not already implemented a new process. This recommendation is being motivated both by a desire to have a smooth and systematic transition and the excessive cost often associated with such transitions.

#### 5. **USG Best Practices Award**

The University System Office has created a "best practices" award and various business, academic and student service programs can submit a proposal for an award ranging from \$10,000-\$50,000. For more information or to submit for an award visit <http://www.usg.edu/bestpractices/>. Michael encouraged schools to think "outside the box" and apply individually or collaboratively for these new monetary awards.

#### 6. **Regents Test Updates**

The information shared with RACSA and SAC about a possible new online Regents' test option for a fee, and their feedback on the issue, was shared with RACSL. Concern was raised over another fee being assessed to students. The growing implementation of "user fees" for services was of great concern, especially given the increased interest being shown in student fees for multiple purposes.

The BOR also approved that "Scores on other standardized tests as specified by the Senior Vice Chancellor for Academics and Fiscal Affairs may be used to fulfill Regents' Test requirements. Such scores must be from a national test administration and must indicate a very high probability (at least .95) of passing the Regents' Test. Tests used to fulfill the essay requirement must include an externally-graded writing sample. The revision will go into effect in summer semester, 2003 for students graduating in summer semester, 2003 or later."

#### 7. **Immunization Legislation**

A brief legislative update was given about the proposed bills for requiring meningitis immunization, as well as the system office proposal to follow the recommendations of the CDC. There was brief discussion about the time and expense involved with meningitis vaccinations.

#### 8. **Luminis**

Updates given on the Luminis/Pipeline pilot and implemented. Benefits include tie in with Banner,

students' ability to personalize accounts, and ability to communicate with all students quickly and inexpensively. A major concern is server cost, especially if treated as an unfunded mandate. The system office is looking at funding options along with implementation timelines.

**9. Budget Updates**

The latest budget updates from the system office were shared. Even though the funding situation appears better than originally anticipated, unforeseen costs continue to arise, such as insurance premium increases. The financial situation of the State, and thus the system, will continue to be a concern for the foreseeable future.

**10. Boys and Girls Club/ USG initiative**

The Boys and Girls Clubs of Georgia approached the BOR about creating a cooperative partnership. USO Student Services has been working with Boys and Girls Clubs and USG institutions to brainstorm ways we can collaborate on our campuses and in our communities. A FIPSE grant request was co-authored and submitted in February. The next meeting is on June 18, 2003 at 10 a.m. at the Gwinnett University Center in Lawrenceville. Michael informally polled attendees for current institution affiliations with Boys and Girls Clubs. About one third of participants present are aware of some affiliation between their campus and the area Boys and Girls Club.

**11. Vote for America**

Michael Mills presented to SAC on April 12, 2003 about Vote for America. Successful programs were held at UGA, GIT, and Georgia State this past year. The program is expanding to five regions in Georgia for the 2003-2004 year: Albany, Kennesaw, Rome/Dalton, Macon, and Savannah. Vote for America is seeking partnerships with USG schools and key constituents, like SGA, Student Life, etc. Visit [www.voteforamerica.org](http://www.voteforamerica.org) for more information.

**12. SAC Updates and Presentation**

A presentation is being made to the BOR about SAC on Wednesday, May 21 at 9 a.m. The power point handout and minutes from the February and April SAC meetings were included in the meeting packet distributed. The information on the SAC listservs was reviewed. The USO is working with SAC, RACSL, and others to review Policy 409 in the BOR Policy Manual. Michael Sanseviro and Carlos Vilela gave the presentation being made to the Regents to RACSL.

**B. APCA Presentation**

Amanda Oxford from the Association for the Promotion of Campus Activities distributed packets and gave a brief presentation about APCA, particularly highlighting the upcoming Fall Leadership Workshop, September 12-14 in Orlando, FL. Other fall conferences will be held in Pittsburgh and Dallas, and the national conference will be in Atlanta next March 3-6, 2004 at the Atlanta Sheraton downtown. Amanda also went over the new interactive APCA CD. For more information on APCA go to [www.apca.com](http://www.apca.com) or call 800-681-5031. Al and Michael thanked APCA for sponsoring the RACSL lunch.

**C. Charter Bus options to Orlando for APCA**

Janea Johnson from GPC, Decatur volunteered to investigate getting a charter bus to the conference in Orlando to save on travel expenses. A number of schools expressed interest. Others interested should contact Janea Johnson at jjohnso2@gpc.edu.

#### **D. Alternative SGAs**

Garrett Burgner updated on President's Council at Dalton State College. Students and administration alike have embraced the change. Floyd College will be moving to that model next year. Determining factor in consideration of new models is low voter turnout for SGA elections. Several institutions are giving consideration to alternative SGA models to increase participation, efficiency, and overall productivity of SGAs. Brad Lord briefly informed committee of SGA changes to be implemented at Middle Georgia College next year.

#### **E. Funding Issues**

Various concerns have been raised about the allocations of student activity fees. Some graduate students want control of their own fees, and in general the issue of who has what level of decision-making authority over fees is increasing. Some groups, particularly related to academic programs or faculty initiatives (performing arts, lecture series, etc.) are seeking increased budgets. Unlike state funds, student fees do not disappear each year, but how institutions manage the surplus funds varies widely and there are no specific system-wide policies or procedures.

#### **F. New Computer/Technology/Communication Issues**

Ideas were exchanged concerning various uses of the BANNER system. Some institutions are providing online orientation, online elections, online grades, etc. Georgia Perimeter sends out student life e-mail via listservs once per week. Ideas were shared on ways to get information out to students. Restroom advertising has been very effective. College TV networks (CTN) also work well. Mailings have worked well for night students and non-traditional students at some institutions. Some campuses find printing calendars with important dates and programs and distributing to all students a successful communication technique. Some colleges pay student aids to post/monitor/update advertisements.

#### **G. Successful Programs for Commuter Students**

The common theme was "you gotta feed 'em." Food remains the primary incentive for participation, and word-of-mouth remains the most effective communication tool. One idea for commuter incentives was giving away gas vouchers. Some colleges pay local vendors for activities such as putt-putt, movies, bowling. Programming that involves children and families has been successful on many campuses, especially with high non-traditional populations. Georgia Perimeter and Armstrong Atlantic have portable card readers to scan student IDs for both on and off campus events and have been very pleased with them. Gainesville College and others have "common hour" or activity hours when no classes are taught in order to provide student activities programming.

#### **H. Programming Ideas for Year-End Events/Graduation parties, etc.**

Some ideas mentioned include Make your Mom a Mother's Day card, and other crafts programs. Macon

College has a graduation party the week before graduation, open to graduates and their families. Approximately 400-500 attend. Depending on the campus populations and traditions the types of year end programs vary from minimal to extensive commencement weeks.

**I. FERPA, SEVIS, HIPPA Questions**

John Colson asked the question about if HIPPA violates FERPA. Michael Sanseviro included in the meeting packet a power point handout that he has been using to do presentations for the USO about FERPA. The handout also included a brief review of SEVIS. The USO is helping students to know their rights and educating faculty and staff about security issues relating to information and educational records.

**J. Discussion of Miscellaneous Campus Issues**

**1. Roles played by institutional staff when a student dies**

A concern was raised about a lack of policy/procedure encountered during a recent student death, in particular how to handle a death that occurred off campus and is unrelated to the school. Some colleges have implemented crisis teams to handle these situations, including when, if, and who should contact families. Some campuses did not have any protocol regarding such issues, and some relied on Public Relations or the President's office to handle the situation. A concern was raised about the need for people from various departments to be involved in such critical situations.

**2. Student employee background checks**

BOR policy forbids the hiring anyone convicted of a felony, including student employees, regardless of workstudy status. An issue was raised about a safety concern with an irate student worker and how one deals with screening and, when necessary, dismissing student workers. Janea Johnson at GPC, Decatur indicated that drug tests and criminal background checks were performed on all staff hired, including students, and that human resources funded the tests and checks.

**K. Selection of 2003-2004 RACSL Officers and Review of Goals and Objectives**

After two years as Chair, Michael Sanseviro said he would rather not be re-elected to another term. Jeff Jacobs from Clayton College and State University was nominated and approved unanimously for Chair. Brad Lord is leaving MGC to return to teaching. Alicia Caudill from Gainesville College was nominated and approved unanimously for Secretary. Michael and Brad were thanked for their efforts. Michael will work with Jeff during the summer to transition the list serv, and will continue to serve as RACSL liaison during his tenure at the University System office. The goals and objectives from 2002-2003 were briefly reviewed. Many of the goals have been accomplished, and others are in various phases of implementation. Some are on-going and will continue into future years. Jeff and Alicia will work with Michael and Brad to updates the goals and objectives for next year.

**L. Selection of Fall 2003 & Spring 2004 Meeting Dates and Locations.**

Fall Meeting: Monday, November 17, 2003 at Dalton State College. Spring Meeting: Monday, May 17, 2004

at Georgia Institute of Technology.

The meeting was adjourned at 2:45 p.m.

Respectfully submitted,  
Bradley Lord, RACSL Secretary

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