

**RACSL Meeting**  
**Monday, November 5, 2007**  
**Armstrong Atlantic State University**  
**The Armstrong Center for Professional and Continuing Education**

**In attendance:**

**Kathy Alday (KSU), Kevin Andres (Mercer University), Michael Aoa (Brewton-Parker College), Josh Curtin (Georgia Southwestern State University), Tom Fitts (Medical College of Georgia), Jami Hall (Dalton State College), Al Harris (Armstrong Atlantic State University), Dale Hartenburg (Medical College of Georgia), Eddie Howard (Augusta State University), Lakeshia Jackson (Georgia Southwestern State University), Theodora Johnson (Georgia Perimeter College-Dunwoody), Wallace Keese (Fort Valley State University), Tonya Lam (Board of Regents), Dave Leenhouts (Coastal Georgia Community College), Sharon Lloyd (Gordon College), Chris Maurer (Abraham Baldwin Agricultural College), Sue Miller (South Georgia College), Ed Mirecki (University of Georgia), Eric O’Cain (Darton College), Iris Shanklin (Atlanta Metropolitan College), Vicki Sherrod (East Georgia College), Cara Skeat (Gainesville State College), John Spranza (Georgia Highlands College), Michael Stewart (Macon State College), Tom Miles (Georgia College and State University).**

**Al Harris welcomed the group** and introduced Dr. **Vickie McNeil**, Vice President for Student Affairs at AASU. Dr. McNeil started working at AASU in January 2007. She discussed plans for the new student center. Dr. McNeil complimented the group, saying that student activities professionals have a finger on the pulse of what students are doing and thinking. She remarked that we “facilitate memories;” e.g., a former student won’t ever talk about how great a class was but about his/her experiences on the campus through involvement. Dr. McNeil urged us to visit the campus while we are here.

**Chair John Spranza called meeting to order, and asked the group to introduce themselves. Host Al Harris presented “gifts” from AASU.**

**John called attention to the agenda and supplementary materials, and asked for updates regarding personnel.**

**USG BOR Report (Tonya Lam)**

Tonya conveyed greetings from the USG office and Chancellor Davis. In this, the 75<sup>th</sup> year of the USG, a Strategic Plan has been developed that will guide and focus our actions. Within the Strategic Plan, six strategic goals have been set for the upcoming year. USG is committed to working with the state and the BOR to ensure that everything done on campuses will be in line with these strategic goals.

**Goal 1:**

***Renew excellence in undergraduate education to meet students’ 21<sup>st</sup> century educational needs.*** The USG will be looking at revising/restructuring the core curriculum. The last time the core curriculum was reviewed was 1995. This restructuring will probably be a three-year process. USG will be looking at outcomes and expectations to determine how success will be

assessed and documented. The aim is to ensure that more students graduate, and that more students graduate in a shorter time frame. The most important things are that students graduate! This goal falls in line with the RPS (Retention, Progression, and Graduation) initiatives. Last year, five campuses were given funding for RPG programming.

**Goal 2:**

***Expand the enrollment capacity to meet the needs of 100,000 additional students by 2020.*** By the year 2020, it is projected that another 100,000 students will be added to our campuses. Where will we put them? How can we meet the educational opportunity needs of our future students? In looking at where our students enroll, Tonya provided the following information: 31% enroll in the four research universities. Another 43% enroll at regional universities, and 26% enroll at the access campuses. The USG would like to broaden the scope of those at the access campuses and spread out the enrollment. The system is launching on-line education. Georgia On My Line ([www.georgiaonmyline.org](http://www.georgiaonmyline.org)) is the website where one can obtain information about on-line programs and courses. The system is also looking at a franchise model of how to put more on-line education opportunities into effect, and is giving money to schools to help grow their programs. In January 2008, eight degrees at five institutions will be offered for the franchise model in teacher education. Access to teaching programs has been restricted due to location and space considerations. In the future, the system will be looking at health-care franchise options.

**Goal 3:**

***Increase the USG's participation in research and economic development to the benefit of a Global Georgia.*** The goal is to create a long-term, System-level academic plan for workforce development, in addition to increasing the USG's competitiveness for federal research funds and increasing the number of health profession graduates.

**Goal 4:**

***Strengthen the USG's partnerships with the state's other education agencies.*** Alliances will be created to work with state agencies and private partnerships. The major one is the partnership with the Department of Education. We need to increase the high school graduation rate since students must graduate from high school in order to go to college. We want to decrease the high school drop-out rate, while increasing our enrollment rates. Part of this strategic goal is to build a closer working relationship with the Department of Technical and Adult Education.

**Goal 5:**

***Maintain affordability so that money is not a barrier to participation in the benefits of higher education.*** As the cost of education continues to rise, we need to look at how we're increasing revenue sources. Students are taking out more and more loans. No longer is it feasible to expect a student to work to put him/herself through college. Georgia students are taking out more loans than other states. NEED-BASED aid is necessary. The chancellor has charged the system to establish a need-based financial aid program.

## **Goal 6:**

***Increase efficiency, working as a System.*** The USG wants to increase the efficiency of business functions, developing a leadership culture and engaging the workforce in process improvement, and establishing accountability metrics for the System.

### **Business Plans**

Much discussion was held about the business plans that are now required of us by the BOR. Some had not even heard about the need for these plans, while others have been struggling to understand the significance of submitting the plans. It seems that Student Activities is now being considered an auxiliary service, even though we believe it doesn't fall into that category since we do not generate revenue. **Cara Skeat** asserted that Student Activities is not an auxiliary. **Eddie Howard** commented that it seems that all campuses operate differently. Since this request is coming down from the BOR, there doesn't seem to be anything for us to do but to comply. One major concern expressed is that there doesn't seem to be a genuine understanding among BOR administrators of what we do professionally; in addition, the fact that some of us were informed about the need to submit a business plan while others have not heard anything about it is disturbing.

Discussion also ensued about the collection of student activity fees. **Eddie** inquired as to what happens when more fees are collected if the enrollment is greater than projected, citing the fact that when there's a shortfall, we are asked to re-budget, but when the enrollment is greater than expected, there's not any mention of what happens to the additional fees that are collected. **Al Harris** suggested that we demand where every cent goes.

**Tonya** mentioned that the guaranteed tuition plan will soon change soon regarding part-time students. Those students who started before 2006 are on a continuing rate. If a student started on the guaranteed plan, the rate will be the same for four years depending on the institution (the same rate for four years at four-year institutions, and three years for two-year institutions). The original idea was that if a student is on a guaranteed plan and the plan expires, then the next year that student will pay the guaranteed rate of the class coming in. **Dave Leenhouts** asked if any changes could be expected from the legislature on the loosening of HOPE requirements. **Tonya** suspects there will be no changes, as the legislators are divided on the issue.

**SAC Update:** **Tonya** distributed the SAC summary report. **Al** reported that the summer retreat was very successful, commending **Jeff Jacobs** on his work with goals and objectives. **Regent Potts** attended both retreats. Per **Tonya**, this is the first time a regent has attended or shown extraordinary interest in what's happening with SAC. Regent Potts seemed to enjoy being with the students, and they are comfortable with him. Per **Iris Shanklin**, the work done by SAC at the fall meeting was excellent. She and **Eddie** commended the number of institutions that were represented, and asked that other institutions commit to consistency as to what students will be in attendance at the SAC meetings. This is an excellent group of students, who do a good job of communicating outside the meeting and then reporting back to the next meeting. **Tonya** reported that the group might remember that one of the goals from the previous year's SAC group was to obtain a student seat on the BOR. **Tonya** announced that at this point, two students from various institutions will be in attendance at each BOR meeting. Two students attended the last BOR meeting at UWG, and they reported about their experience at the Valdosta SAC meeting. The

students who attend the BOR meetings need to be prepared, so Tonya asked us to reinforce such preparation with the students.

SAC decided that it should focus on one USG goal instead of coming up with its own goals. **Al** commented that while this action makes sense, we need to make sure that SAC maintains its stance as *the* voice of the students and reinforce to them that they can create their own agenda when necessary.

The spring SAC meeting will be held at GA Perimeter-Clarkston. The transition meeting for outgoing and incoming SAC members will be held at Clayton State. **Eddie** reminded everyone to move their SGA elections so that they are commensurate with the date of this transition meeting.

Possible dates and locations for the summer SAC retreat were discussed. The 2007 retreat was held August 1,2,3. It was suggested that the 2008 retreat be held July 30, 31, August 1, or the following week. Much discussion was held about the location. **Dave** suggested that it be held in a location such that the schools in the southern part of the state would not have to travel so far, as is often the case. Everyone was asked to send any location suggestions to Tonya and/or Jenny.

**RACSL by-laws:** **Dave** has a copy of the RACSL bylaws, and he will send them to **John**. These by-laws will be a topic of discussion and review at the spring RACSL meeting. **John** asked the group for feedback on the Goals and Objectives and asked if these should be updated. Discussion was held regarding the fact that goals and objectives might be difficult since this group meets three times a year at the most. **Eddie** stated that Tonya's involvement has really helped us. Our function as RACSL is to ADVISE the regents on Student Life issues. Perhaps it's time to expand the group? .

**Tom Miles** asked if there was any kind of BOR standard related to the registration of RSOs. After much discussion and coming to the conclusion that there really are no particular written guidelines related to RSO registration, both **Tonya** and **Cara** suggested that the less that's written, the better.

**P-card guidelines:** **John** distributed information from **Chancellor Davis** and **Auditor Ron Stark**. New guidelines have been developed as a result of the unfortunate misuse of the p-card by a few employees. In light of this misuse, changes have occurred on many campuses regarding the use of the cards. New training has occurred on most campuses, and new regulations are in effect at most campuses. Each institution seems to have different purchasing guidelines. **Eddie** suggested that we need guidelines for the p-card specifically related to student activities. At Augusta State, they are working on developing new funding guidelines. **Cara** shared with the group the policy from Gainesville State. **Tonya** asked that any institution with p-card guidelines related to student activities to please email those to her. **Tom** inquired about the use of the corporate card, and much discussion continued. **Tonya** will look at what we send her.

**Study Abroad Alcohol Policies (John):** **John** asked for feedback from the group regarding judicial cases related to alcohol on study abroad trips. Alcohol use on these trips is a basic problem. **Tonya** has some information for us regarding what other systems are doing. The

expectation is that the policies that are used on campus will apply. **Ed** stated that the student code of conduct should apply wherever the students go in the name of the institution. Several questions arose: *at what point is someone sent home? What warrants sending someone home? Is it a first strike? Zero tolerance? What about excursions that are part of study abroad trips?* Behavior is the issue. Liability, per **Tonya**, is what is driving this issue. **Dave** commented that he would love to hear something from the BOR (guidelines, policies, etc.) about study abroad. **Tonya** said the institutions rather than the system should develop the policies.

**Sponsor presentation by Dave Leenhouts: APCA.** The focus of APCA is on professional development in student activities. APCA also spotlights advisor training/certification. Red Rover: communication/involvement/networking/engagement on campus tool. Eliminates need for student activity portals.

### **Tour of The Armstrong Center for Professional and Continuing Education**

#### **Indemnification Form (Al Harris)**

This form can be adapted for any institution's use. From discussion at the last meeting, this form can be used when contracting with companies with which we aren't familiar. Attach this to the contract to cover. Email version has also been sent. This form is from the lawyers at the BOR. Mercer's policy requires that the artists' must do interviews with campus press.

#### **Student Organization Approval Process (John)**

**John** asked the group how many steps they must follow for RSO approval/registration. At Georgia Highlands, he must go through students, faculty, and the institution president to get approval. This policy is from 1970. **Eddie** commented that Augusta State's process is similar and complicated. Gainesville's is very simple, as is KSU's. AASU's is somewhere in the middle, but there's no funding involved. AASU has a template for the constitution/by-laws, as does Gainesville State. CGCC has a tier where they give temporary status to organizations. At Mercer, there's an on-line form the students need to submit first. They then meet with the Director of Student Life, who makes sure that everything is clear and in order. Then it goes to SGA, who votes for approval or not. One thing that's a little different about Mercer is that it's a private university, so the parameters regarding organizations can be stricter than at public institutions. GA Southwestern has no students involved in the process. Numbers of students required to form the group varies from institution to institution, from five to fifteen. **Al** cautioned the group, saying that we could run into trouble if we have a particular number required to start organizations. What's needed is "reasonable support" for an organization.

#### **Club Sports (Eric/Wes)**

**Eric and Wes** posed the question about expectations for volunteer coaches. Do any schools use a contract or memo of understanding? **Kathy** stated that she would send KSU's current form to the RACSL members. **Kevin** discussed the different between competitive and non-competitive. **Eric** asked if we allow coaches to drive and transport the teams. Most institutions require that drivers of any institutional vehicles must be employees. **Michael Aoa** asked if there are eligibility requirements for students involved in club sports. These requirements will vary from sport to sport.

### **Outdoor adventure clubs (Cara)**

**Cara** stated that she the Gainesville State Yachting Club wants to purchase a boat. She inquired if any other institutions have purchased similar items, and how the liability issues have been handled. The general consensus was that boats should not be bought. **Tom** suggested linking any kind of purchase to an academic program if it's feasible.

### **Handicap-accessible vans for student trips (John)**

**John** inquired how others handle transportation for students with disabilities who are participating in campus trip, inquiring if anyone knows of any companies that rent accessible vans. **Kathy** stated that in her experience with students with disabilities at KSU, they usually want their own transportation if they have it, so this has not ever arisen as an issue. **Cara** has a student who relies solely on community transport, but has friends who will transport her. **Theodora** has a student involved who rides with her when necessary (when her parents aren't able to transport) to retreats or off-campus meetings, etc. The student signs a waiver for every event. **Sharon** stated that Huntley Bus in Forest Park may rent out handicap-accessible vehicles. **Eddie** remarked about the liability of using our own personal vehicles to transport students and that we should not ever be doing that. ADA states that universities must offer "reasonable accommodations" regarding students with disabilities, but what does "reasonable" mean?

### **Faith-based Organization Advisor Perks (Tom)**

**Tom** inquired as to "perks" given by institutions to faith-based organization advisors. **Eric** reported that Darton gives them free passes to the fitness center. KSU gives parking (hunting licenses, really), ID cards, and access to the campus ministry office. ASU offers perks to any off-campus advisor, not just campus ministers.

### **Freedom of Speech (Kathy)**

**Kathy** asked how other institutions are handling such requests. Discussion ensued about the right of schools to restrict as to time and location, but not as to content. **Al** remarked that we need to be careful not to discourage the freedom of assembly and expression as we develop and refine campus policies. **Tom** stated that he would send to the listserv the verbiage GC&SU uses related to freedom of assembly and expression.

### **Entertainment Contract Addenda and other Forms (Chris – ABAC)**

**Chris** inquired about entertainment contract addenda. Some institutions are doing this and some are not. **Cara** has sent something out similar to this; **Ed** distributed the UGA policy. He will also send via email. **Chris** distributed the code of conduct of contractor's employees.

### **Student bulk emailing (Dale-MCG)**

**Dale** stated that the issue at MCG related to sending emails to all students is that students have access to everyone's email. Dale asks how other schools handle bulk emailing. Mercer has something called "eshop." Some institutions have filters that don't allow students to do such mass emails. On a related item, **Kevin** asked if any other schools have the text message alerts for all students. Mercer's is more like a student social network instead of simply an alert system.

**Upcoming Conferences and Meetings**

GCPA Career Mapping: Nov. 9 – ASU

GA Collegiate Leadership Conference: Feb. 9 – UGA

APCA Advisor Summit

GCPA: Jekyll Island Feb. 27-29 - Jekyll Island

APCA Conference: March 12-16, 2008 - Atlanta

ACPA: March 28-April 2 - Atlanta

Spring RACSL Meeting: May 19, North GA College and State University

GCPA Support Staff Workshop: May 20, 2008 – KSU

**Spring Semester Event Calendar Sharing**

Some discussion occurred among the group about upcoming events on campuses.

With no further business to discuss, the meeting was adjourned at approximately 3:00pm. The next RACSL meeting will be held Monday May 19 at North GA College and State University in Dahlonega.

Respectfully submitted,

Katherine E. Alday  
Secretary