**Committee Name: Student Affairs policy committee**

**Meeting Date: August 14, 2013**

**Meeting Location: Senate Retreat—Rock Eagle 4-H Conference center**

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** | | | |
| P | Doreen Sams, Chair | R | Caitlin Mullaney |
| P | Mandy Jarriel, Vice Chair | P | Amy Pinney |
| P | Nicole DeClouette, Secretary | R | Sarah Rose Remmes |
| R | Victoria Ferree | P | Tim Smith |
| P | Gail Godwin | P | Evelyn Thomas |
| R | Bruce Harshbarger | P | Stephen Wills |
| P | Daniel McDonald |  |  |
| Guests: | | | |
|  | *Italicized text denotes information from a previous meeting.* |  |  |
|  | \*Denotes new discussion on old business. |  |  |

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| Agenda Topic | Discussions & Conclusions | Action or Recommendations | Follow-Up {including dates/responsible person, status (pending, ongoing, completed)} |
| **I. Call to order** | Meeting called to order at 1:05 pm |  |  |
| **II. Approval of Agenda** |  |  |  |
| **III. Approval of Minutes** |  |  |  |
| **IV. Old Business/Review of**  **Actions/Recommendations** |  |  |  |
| **1. Adderall Abuse** | Gail will check with the nursing program/faculty to see if they need our support this semester. Also Food Day is in October. Gail will ask if they are planning to have the Adderall education materials there. | Gail will contact the nursing program |  |
| **2. Student Emergency Funding (SEF)** | The committee will revisit the SEF this fall. Last year, the funds were raised but the process failed. Students were not able to get emergency funds quickly or easily.  Daniel moved to adopt that the SEF will be a perennially charge of SAPC. Amy seconded the motion, and all members voted in favor of adoption.    There is the potential to write policy about how people apply for these funds but it would have to go through a motion and ECUS. Maybe we can help ideate the procedures (e.g., can a student apply online and then be provided with an advocate?).  Students may not want to go to their peers for help if that fund lives under SGA and they have to apply through SGA. What control would we have if it goes under SGA? Could a student apply online and then be assigned an advocate who would go to SGA on his/her behalf? SGA meets every Wednesday so they should be able to respond to emergencies fairly quickly. They can also call emergency meetings if needed.  We need to find out how much money is currently in the fund. We want to make sure that the money SGA raised for the SEF is being used for that purpose only. Where is that money now? There needs to be increased transparency with the fund—how much money is there and what are the procedures? Do students go through financial aid or through foundations? When people donate, what channels does the money have to go through? Dee will invite Bill Doerr and Kathy Crawley to the August 23 meeting to tell us about the procedures and how the financial channels intersect.  There is also the need to educate people about this fund. Most people are not aware of its existence. People need to know how they can contribute and what are the procedures if they know a student in need. Educate deans, chairs, and faculty and then put the policy and procedures in writing. Define what constitutes an emergency.    Finally, we need to talk to businesses and corporations about contributions to the fund. *(Reminder: Make sure you are not tapping someone on the advisory board.)* | Committee voted to make the SEF a perennial charge of SAPC.  Tim will email Sarah Rose to find out how much money was rasied by SGA.  Dee will contact Bill Doerr and Kathy Crawley  Dee will contact General Motors for donations.  Gail will contact General Mills and GEMs for donations.  Amy will talk to Kelli.  Dee will talk to Bruce. |  |
| **3. Survey Results** | SGA surveyed students in RSOs regarding the decline in attendance for meetings held during common meeting time.  We need to get the survey results and share them with the whole senate. |  |  |
| **4. Student Retention** | Daniel surveyed his group of seniors to ask them why they stayed (as opposed to asking students why they leave). He found that the faculty to student ratio and the liberal arts mission are reasons stated as to why students stayed.  We may want to extend this to survey seniors across majors (perhaps through capstone experiences).  MapWorks may also be an option though it may be hard for us to integrate this survey.  Suzanne Pittman has already collected retention statistics and information for SACS. Daniel will contact Suzanne to see what information she has first.  There was also discussion about whether or not we address the GC campus/community divide. | Daniel will contact Suzanne Pittman. |  |
| **5. Student Athletic Report** | The committee looks forward to Ken Farr coming again to discuss the Student Athletic Report. |  |  |
| **V. New Business** Actions/Recommendations |  |  |  |
| **1. Operating Procedures** | The committee agreed that unless a debate ensues, we will not force Robert’s Rules of Order. If we need them, we have them.  An agenda will be sent out ahead of our meeting times. |  |  |
| VI. Next Meeting | The committee agreed to keep the standing committee meeting times provided by ECUS (see University Senate Handbook, pg. 28). Our next meeting will be August 23, 2:00-3:15, Atkinson 110 |  |  |
| Topics for Discussion | Revisit Student Emergency Fund, Survey Results |  |  |
| VII. Adjournment | Adjourned at 1:57 pm |  |  |

**Distribution (as determined in committee operating procedure – one possibility given):**

First; To Committee Membership for Review

Second: Posted to the Minutes Website

**Approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Committee Chairperson (Including this Approval by chair at committee discretion)

**Committee Name: Student Affairs policy committee**

**Committee Officers: Doreen Sams, Mandy Jarriel, Nicole DeClouettte**

**Academic Year: 2013-2014**

**Aggregate Member Attendance at Committee Meetings for the Academic Year:**

**“P” denotes Present, “A” denotes Absent, “R” denotes Regrets**

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| **Meeting Dates** | | **8/14** | **8/23** | **10/4** | **11/15** | **1/24** | **2/28** | **4/4** |  |  |  |  |  |
| Doreen Sams | | P |  |  |  |  |  |  |  |  |  |  |  |
| Mandy Jarriel | | P |  |  |  |  |  |  |  |  |  |  |  |
| Nicole DeClouette | | P |  |  |  |  |  |  |  |  |  |  |  |
| Victoria Ferree | | R |  |  |  |  |  |  |  |  |  |  |  |
| Gail Godwin | | P |  | R |  |  |  |  |  |  |  |  |  |
| Bruce Harshbarger | | R |  |  |  |  |  |  |  |  |  |  |  |
| Daniel McDonald | | P |  |  |  |  |  |  |  |  |  |  |  |
| Caitlin Mullaney | | R |  |  |  |  |  |  |  |  |  |  |  |
| Amy Pinney | | P |  |  |  |  |  |  |  |  |  |  |  |
| Sarah Rose Remmes | | R |  |  |  |  |  |  |  |  |  |  |  |
| Tim Smith | | P |  |  |  |  |  |  |  |  |  |  |  |
| Evelyn Thomas | | P | R |  |  |  |  |  |  |  |  |  |  |
| Stephen Wills | | P |  |  |  |  |  |  |  |  |  |  |  |
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\*Member excused and sent an alternate \*\*Meeting Cancelled

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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion