Student Affairs Committee Meeting Minutes
Judith Herb College of Education

Date: February 5, 2015
Notes recorded by: Reatha Harrison
Final minutes typed by: Judy Lambert
Members present: Judy Lambert, Ruslan Slutsky, Lisa Kovach, Reatha Harrison, Rachel Grimm, & Borris Cameron, Libbey McKnight, Richard Welsch
Meeting location and time: 2090 GH at 10:00am

Old Business

1) Welcome Back Wednesday Planning (Wednesday, March 18 from 12:00pm – 4:00pm)
   a. Contact with attendees
      • Judy (UT Counseling Center) – has not yet contacted them but Lisa stated that she was meeting with Stan Edwards this afternoon and she would ask him.
      • Lisa (UT Police) – has talked with police dept. and they will be willing to have a rep attend
   b. Contact with local businesses
      • Rachel - listed about 8 businesses who were more than willing to donate food or coupons. She wanted to know which we prefer. Group decided that both are needed but coupons could be used a door prizes. She also mentioned that the businesses preferred that she come back on February because they budget for community donations on a monthly basis. She will follow up. Chick Fil A will donate food but someone will need to pick up. Ruslan agreed to do that.
   c. Shopping and p-card use
      • Richard said that at Costco we cannot use the p-card so we are back to putting the food on someone’s credit card and getting reimbursed.
   d. Student help
      • Libbey followed up on student ambassadors and found that there are none of these now. However, she said that she can get help from work study students. Judy said that Kappa Delta Pi students will also be asked to volunteer.
   e. Raffle drawing
      • Judy reminded the committee that Kappa Delta Pi officers agreed to donate $100 for big raffle drawing.

2) Student Safety
   a. Contact with UT Accessibility office – Borris called the UT Accessibility office to see if they knew of any protocols about getting disabled persons out of buildings in emergency situation. He found that they only handle academic accessibility and gave him the name of Dan Stint to contact who might could help. Lisa has more to add in new business.
   b. Lisa is still reviewing classroom safety posters to compile some of the phone numbers.
3) Student showcase  
   a. Judy reported that College Council gave permission to begin work on the showcase and that she is to work with Libbey to do this.

New Business

Student Engagement

1) Discussed and assigned tasks for Welcome Back Wednesday.  
   a. **ATTENDEES:** Lisa – contact UT police and Counseling Center to have attendees. She will also ask them if they can bring handouts and/or posters that may be of interest to students  
   b. **COMMUNITY INVOLVEMENT:** Rachel, Libbey, & Judy – follow up with local businesses on donations (e.g., food, coupons, and paper products. Libbey will solicit food from vendors in the student union, Chipotle, and Kroger. It was agreed that the event would be much nicer if we could get other food in addition to the hot dogs (e.g., Phoenicia – pita & hummus, Subway – mini subs, Chipotle – chips and salsa). Judy – will create form to take to businesses to give them information about the event when asking for donations. Reatha brought in our first donation of a $10 iTunes gift card from a local business, All New Floors to offer at the raffle drawing.  
   c. **ADVERTISEMENT:** Reatha & Judy – will create flyer to advertise event to students. This will be given to Josh to email out to students and put on GH monitors. Faculty will also mention the event at department meetings as another way to advertise.  
   d. **RAFFLE & OTHER PRIZES:** Reatha & Libbey – will create raffle ticket for the drawing, which will also be used to solicit information from students. Raffle ticket will include name, email, phone, and questions “What do you like about the JHCOE?” and “How can we enhance your students experience in our college?” When students enter a raffle ticket, they will receive a JHCOE bracelet that Libbey has on hand. Libbey will also bring the box for raffle tickets. Students will also be given something (undecided) with the link to the college SAC website. Everyone agreed that the KDP $100 should be in the form of a VISA card. Judy will purchase. Libbey said that we could also offer some college T-shirts for sale and provide the forms at the event to order.  
   e. **DECORATIONS/HOUSEKEEPING:** Richard & Libbey – will decorate for the event. Libbey will oversee setting up for the event. Judy will check on tablecloths that she might have on hand. Reatha and Judy will bring crock pots.  
   f. **DEAN SUPPORT:** Libbey – will follow up with the Dean to put the event on her calendar and see if she can attend at some point during the event to meet and greet students.

4) Student organizations  
   a. All committee members need to solicit this information at their next department meetings so we can update the website.

5) Student Showcase  
   a. Libbey mentioned that the College of Business gets their student information from businesses where students do internships. Richard suggested that we create a form to give out to students (mailed out by Josh or passed out by faculty in classes) that they would
take to a faculty member, local teachers, people with whom they are doing community service, etc. to complete. Faculty would also be able to recommend students themselves. The form would include contact information for students and all SAC members as well as instructions on where to turn in the form to one of these members. Judy will oversee gathering the information and photos and getting release forms for photos and information. She will upload information on the college website and also give it to Libbey and Josh to upload on the Facebook page.

6) Next Year – Future plans for SAC engagement
   a. Everyone agreed that Gillham Hall needed a Wall of Fame like Business or Engineering does to recognize students and faculty.

**Student Safety**

1) Lisa mentioned that she was now on the university safety committee, where Dan Stint was in attendance, and at their recent meeting she brought up the topic about getting disable persons out of buildings in emergencies. No one has any protocols, in fact, they said that according to HIPAA policies, you are not supposed to identify people with disabilities. Lisa stated that this was incorrect because HIPAA policies allow people in emergency situations that might result in real danger to ignore HIPAA policies.

2) Lisa also brought up the topic of building coordinators and it was stated that this had been put on the back burner but that the UT police want to follow up on this. Building coordinators are persons who should be trained and oversee emergency protocols.

3) Lisa will ask about getting an Amber Alert type buzzer for UT phone alerts when life-threatening danger occurs on campus. She said that Gillham Hall does have an internal intercom system that can be used in emergencies.

4) Lisa also noted that at the UT university safety committee meeting, people recognized the work that our college is doing related to student safety and wanted to work closely with us as we found ways to organize and institute safety measures in our college. They were not aware of how many safety resources were available on the university website nor did they know where some of the ones Lisa showed them came from. They realized the need at a university level to compile these resources and to put protocols in place to ensure the safety of our students.

5) Judy will send out an email to faculty before the March meeting when we have ALICE and Threat Assessment training to get more participation.

6) Richard will follow up with the Dean to ask department chairs to postpone meetings a half hour to allow faculty to attend ALICE training if they desire.

**Meeting adjourned:** 11:00am