

**Meeting Minutes for the Student Affairs and Campus Life Committee (SA&CL)**  
**Mon., Sept. 19<sup>th</sup>, 2016**  
**3:30pm**  
**University Center - 233**

**Members of the Committee:**

Brooke Kelly, Senator and Chair  
Emerald Bilbrew, Faculty Member (not present)  
Carol Higy, Senator (not present)  
Logan John, SGA President (not present)  
Beverly Justice, Senator  
Sara Oswald, Chair of Student Publications Board  
Rachel Morrison, Faculty Member  
Carla Rokes, Faculty Member  
Lisa Schaeffer, Vice Chancellor for Student Affairs  
Omar Torres, Student Member

**Guests:** Scott Billingsley, Vice Chancellor for Enrollment

Lourdes Silva, University Registrar  
Jenelle Handcox, Director of Financial Aid  
Cynthia Revels, Student Accounts Analyst

**Order of Business**

**A. Call to Order**

- a. Kelly called meeting to order 3:31pm

**B. Approval of 4-18-16 Minutes**

- a. Kelly moved to approve minutes, unanimous vote.

**C. Approval of Agenda**

- a. Kelly motioned to move up election of new committee secretary to first and to add Cynthia Revels to the invited guest list.

**D. Report from the Chair**

- a. At the first faculty senate meeting Mark Gogal talking about brave book and discussed how there will be more faculty involvement in generating the BraveBook. Gogal has been talking to students about what makes good dynamic faculty and talking to faculty as well. The plan is to start some workshops.

**E. Report from the Chair, Student Publication Board**

- a. Pine Needle is published 2<sup>nd</sup> issue of the semester a few days ago.
- b. 2016 issue of The Aurochs came out a week ago

- c. Yearbook was published at the end of Spring. Portraits for the 2017 yearbook will be taken the 1<sup>st</sup> week in October (in the University Center).
- d. Board has not met yet, so nothing else to report

#### **F. Report from Vice Chancellor of Student Affairs**

- a. See attached Appendix for the full report

#### **G. Report from Student Government Association**

- a. Just finished elections
- b. Last month (August) started art night in collaboration with Rokes. The event went really well, over 60 people attended (without much marketing). Plan to do another one soon. Art night is open for all students around campus, not just art students. Considering having live music and a poetry slam for a future event. Oswald suggested that Torres get in touch with the Editor and Chief of The Aurochs because they print poetry and may be interested in collaborating on art night. Rokes suggested that students also do demos of artwork.
- c. SGA is collaborating to promote voting on campus and they are sponsoring TurboVote.

#### **H. Old Business**

##### **--considering the possibility of re-instating the activity period, analysis of faculty survey**

- a. Oswald explained to new members about the survey that we conducted last semester. General results: more people wanted to explore reinstating an activity period, but no consensus on when it should be.
- b. Results have not been reported to the senate yet because we need to analyze the data more. Kelly asked for a volunteer to help Oswald with data analysis, Morrison volunteered. Oswald and Morrison will work on analyzing the data by the next meeting in October.
- c. Oswald brought up possible idea about surveying students in the future about reinstating the activity period.
- d. Justice asked Torres, do students mention that they have problems figuring out times to meet? Torres said that some students do. When do students find time to meet? Schaeffer commented that SGA meets at 5:15 Wed SGA.
- e. Justice said it is almost impossible for athletic training because all the students cannot make it.
- f. Activity periods are difficult for Art and Music departments because classes may need to be during those times still. Rokes said it would be good if the activity period is optional because some departments cannot take advantage.

#### **I. New Business**

##### **--elect committee secretary**

- a. Rokes agreed to serve as secretary

##### **--ideas for how to get more student input and involvement in SACL**

- a. Kelly and Justice asked how we could get the students more involved because in the past we have not had much student presence. Asked Torres if he knows how to have better communication with SGA. Torres commented that getting student input is difficult for all

committee. Torres agrees that students do not always check emails. Torres mentioned that a lot of organization have a table at the UC and pass out flyers, which seems to be the most effective method.

- b. Schaeffer suggested that students be instructed that they can bring up issues with SGA and know that these concerns can come to SACL, so that we can help the students solve the issue/concern.
- c. Rokes asked if there is a virtual suggestion box? If so, that list can be brought to SACL. Torres said that currently there is no virtual suggestion box, but that is a great idea. This will help with the students that are shy or want to be anonymous.
- d. Justice asked if SGA has a Facebook page. Torres said yes, this is the only social media SGA has right now.

**--notification to student before dropped from classes (Invited Guests: Lourdes Silva, University Registrar, Jenelle Handcox, Director of Financial Aid, and Scott Billingsley, Vice Chancellor for Enrollment)**

- a. Received clarification about the process for notifying and dropping students from classes for non-payment (this includes when financial aid has not come through). Billingsley summarized the process: there is a soft drop date prior to the start of school (this is like a warning) they can re-register after the soft drop. If dropped during the hard drop they cannot re-register.
- b. Revels mentioned that the students are given payment plan options prior to being dropped.
- c. Handcox commented that the students are notified via email and they also send letters. The Financial Aid Office sends emails every 10 days.
- d. Since almost all communication is electronic, Billingsley suggested that maybe we need to communicate in a different way. Oswald commented that students should know to check their email.
- e. Torres discussed his personal experience as a transfer student that was accepted late. The verification process can take 2 or more weeks, so he was concerned about being dropped and the payment plan option was a lot of money for him with such short notice.
- f. Billingsley stated that the new application deadlines should eliminate this issue because there will be more time for the verification process to be completed prior to the start of the semester.
- g. Kelly suggested to Handcox that a cheat sheet for Faculty with answers to common questions would be helpful during advising. Billingsley suggested that we come up with a list of questions for Financial Aid.
- h. Handcox mentioned that she is available to come to department meetings to give information and answer questions.

**J. Adjournment**

- a. Meeting adjourned at 4:42pm

## Appendix

### STUDENT AFFAIRS AND CAMPUS LIFE COMMITTEE

September 19, 2016

#### Projects:

- 1) Student Health Services Building: Beneficial Occupancy projected date is January 3, 2017

#### Promotions:

- LeAnn Strickland Melvin was promoted to Director of Fraternity and Sorority Life effective May 23, 2016
- Charles Chavis was promoted to Environmental Health & Safety Professional, effective June 27, 2016

#### New Hires:

- Deborah Jones, Public Safety Tele-communicator for Police and Public Safety, as of May 2, 2016
- Sitonja Valenzuela, as Case Manager/Counselor for CAPS, effective June 1, 2016
- Shawn Clark, Public Safety Supervisor for Police and Public Safety, as of July 20, 2016
- Megan Ulrich, as Assistant Director of Health Promotion for Student Health Services, as of August 8, 2016
- Jose McKinney, Community Director of Belk/North Halls for Housing and Residence Life, as of August 9, 2016
- James Moore, Public Safety Officer for Police and Public Safety, as of August 10, 2016
- Donna Emanuel, Administrative Support Associate for UCP, as of August 15, 2016
- Peter Marcinsky, Public Safety Officer for Police and Public Safety, as of September 6, 2016
- Malika Mercer, Assistant Director for Career Services, effective September 6, 2016
- LynnDee Home, Director of CAPS, as of September 19, 2016
- Edward Strickland, Public Safety Tele-communicator for Police and Public Safety, effective September 19, 2016
- Nathan Jones, Public Safety Tele-communicator for Police and Public Safety, effective September 19, 2016

#### Current Vacancies:

- 1) Public Safety Officer
- 2) Community Director for Courtyard

#### Miscellaneous:

- Very successful move-in on August 15<sup>th</sup>
- The Braves Shuttle, a pilot program for fall 2016, was launched on August 15, 2016 and provides FREE transportation for UNCP students to areas on campus and key locations in Pembroke. The Braves Shuttle is a collaborative initiative with the Robeson County Southeast Area Transit System (SEATS). In addition, students can call SEATS to schedule transportation to other locations, i.e., medical appointments. Since its launch, 183 students have registered and the bus has transported 450 riders. The shuttle operates five (5) days a week for approximately 40.5 hours and also during home football games.

- Student Handbook is online at <http://studentaffairs.uncp.edu/one-stop-shop/student-handbook/>
- Facilities Reservation System was recently upgraded to Version 44
- Housing is 99% full
- Panhellenic Recruitment for sororities is this week
- Campus Recreation is offering a full slate of fitness classes including some new ones: hip hop abs, urbankick, and booty balance
- Insurance Deadline was September 12; student appeals accepted until September 26
- Immunization Deadline was September 15; on 9/16, 70 students were non-compliant
- Live Safe app, a mobile safety communications platform, will be launched on September 23<sup>rd</sup> during Family Weekend
- Several Student Affairs departments are featured in the BraveBook: Career Center, Student Health Services, and Community and Civic Engagement
- Family Weekend is September 23-25
- Homecoming 2016 is October 17-21 with parade on October 20th
- SGA election results for senators are in: 4 seniors, 3 juniors, 4 sophomores, and 7 freshmen
- UNCP Votes-See below

UNCP Votes is a campaign designed to engage members of the UNCP community to become:

- active and registered voters.
  - more educated on the importance of voting.
  - knowledgeable on where and how to vote.
  - actual voters on Nov. 8<sup>th</sup>
- ✓ The Campaign has submitted a proposal to become a Voter Friendly Campus to the Campus Vote Project
  - ✓ We have joined the National Study of Learning, Voting, and Engagement to measure the success and engagement of our student voters from previous and current elections.
  - ✓ We have received two Election Engagement fellowships from the North Carolina Campus Compact: Harrison Pegram & Devon Hester (UNCP Sophomores)
    - They have traveled across the state for several trainings focused on democratic engagement
    - Developed the UNCP Votes Campaign and its initiatives
    - Currently recruiting and training student volunteers to join the Campaign

The UNCP Votes campaign is made up of the following parts:

- Voter Education
  - "Why People Don't Vote" Public Forum - Sept. 19<sup>th</sup> in the UC Lounge at 6:00 p.m.
  - Presidential Debate Watch Party - Sept. 26<sup>th</sup> in the UC Lounge at 9:00 p.m.
  - UNCP VOTES Fair - Oct. 5<sup>th</sup> on the UC Lawn from 10:00 a.m. - 3:00 p.m. (Partnering with Ben & Jerry's Ice Cream)
  - Presenting at Freshman seminar courses about the importance of voting
- Ballot Access
  - Educate student voters on where they can vote during the registration process
    - Poll Locations: Pembroke Public Library & CIS Academy
- Voter Registration
  - TurboVote ([uncp.turbovote.org](http://uncp.turbovote.org)) - Sponsored by SGA

- Goal is to register 10% (600) of the student body
- National Voter Registration Day Event - Sept. 27<sup>th</sup> on the UC Patio from 10:00 a.m. - 3:00 p.m.
- UNCP VOTES Week
  - Traveling Tent across campus
- Voter Mobilization
  - March to the Polls - Nov. 8<sup>th</sup> at 10:30 a.m. through campus
  - Braves Shuttle-Nov. 8<sup>th</sup>