

Student Services Committee Minutes August 21, 2002

The meeting began under the leadership of Chair Martha Laughlin at 12: 05 PM

Present: J. Barbas, C. Barnett, T. Cunningham, J. Futch R. Goddard, K. Godden, D. Guthrie, **B. Hampton**, M. Laughlin, J. Mattachione, T. Moore, C. Pettway, S. Scheuler

Absent: **R. Saeger, B. Morris, R. Johnston, L. Marshall, R. Kellnor, I. Grimsley, S. Doner, R. Mast**

Guthrie volunteered and was approved to serve as committee secretary.

The committee agreed to use Roberts Rules for governing the action of the committee.

The committee began with a discussion of the charge of the committee in order to determine a meeting schedule. **According to Senate By-laws**, the committee must meet **at least** twice per year **and during the summer, if necessary**. Its areas of coverage include financial aid, housing, health services, counseling services, mail services, food services.

Chair Laughlin asked if any of the returning committee members had a set of by-laws for the committee. It was determined via discussion and review of past minutes, that a charge to generate by-laws for the committee was issued, but there is no record of any by-laws. **Some additional discussion ensued in an attempt to re-construct what the Student Services Committee has done in past years. Laughlin noted that her search of the archives reveals that minutes after 1992 are not on file. Barnett remembers writing minutes for a meeting of this committee and, believing that she may still have a copy, offered to look for them. In addition, Goddard volunteered to place a phone call to one of the past chairs that he knows to see if we can glean a bit more history about the workings of the committee.**

The most recent work of the committee, during 01-02 Academic year involved a no action decision regarding a homecoming situation. Barbas announced that previous work by the committee included work to make dorm rooms available for international students during holidays when the campus is closed and to provide international students with an advisor. Moore stated that the Student Financial Aid Sub-Committee was under the purview of the Student Services Committee. A question was raised if the Scholarship Committee was related to the Student Services Committee. This led to a discussion of whether or not other committees on campus was aware of the Student Services Committee and its charge and how the Student Services Committee relates to other committees.

Laughlin opened the floor for suggestions and discussion of concerns that the committee might explore.

1. Mattachione announced that a Housing Task Force is being formed to look into the housing issues on campus, **suggesting that housing matters, an areas of concern for VSU, is being addressed.**
2. **Pettway stated that during registration, because students come to the library to use its computers, the library staff is swamped with registration questions and concerns.** Consequently, library personnel often find themselves working with the Registrar's office in an effort to guide students through the registration process. Pettway suggested that the committee recommend that an appropriate resource person—a staff member of the registrar's office—be stationed at the Library during registration. Laughlin asked the committee if this was a potential action step. After further discussion, it was suggested that the Library print and post direction information from Banner for students to read and that for any questions beyond that, the students should be directed to their advisor. **The committee agrees that registration is normally chaotic, and it occurs all over campus that students ask non-registration related personnel to help them get registered. No action to be taken.**
3. Cunningham raised a question about the Bookstore's hours of operation during the first week of class when the Bookstore closes as 7 PM. Many students who take classes exclusively at night, come directly from work to the classroom and the Bookstore is closed by the time class is out. Cunningham wondered if it would be possible to ask the bookstore to adjust their store hours during the first week or so of classes. Mattachione voiced his belief that this is an appropriate issue for this Committee. Goddard asked if the Bookstore was questioned about how it determines its hours of operation. Other concerns included having the books arrive in a timely fashion and having the correct books on the shelves. Futch indicated a series positive conversations on similar matters had taken place between the Bookstore and the College of Nursing that resulted in improved services for Nursing students. Laughlin asked that Futch contact the Bookstore and inquire about the hours of operation and report back to the Committee.
4. Mattachione announced that Health Services would be getting a new physician during the Fall Semester. This person is contracted through the Hughston Clinic. Mattachione stated that positive changes can be anticipated and suggested that the Committee may want to keep an eye on the activities of the physician and the infirmary. Laughlin volunteered to contact Barbara Bayko, the infirmary's Physician's Assistant, make them aware of the Student Services Committee, and offer its services.

5. Godden raised a concern about Consortium students, who, while they are on the VSU campus and pay activity fees to VSU, are actually students of South Georgia College (SGC) in Douglas whose tuition dollars go to SGC. It is a concern that VSU provides various services to these students, including in some cases, tutors, assistants, and housing, that should be provided by SGC. Such situations have a serious impact on the VSU budget and the time and energy of VSU faculty and staff. Goddard suggested that the committee report to the Faculty Senate the Committees concern about the strain of Consortium students the VSU community. All agreed that while these students certainly need support, the college of record—in the case under discussion, SGC—should provide those services or **VSU should receive reimbursement for the services provided**. Laughlin asked Godden to write a synopsis of these concerns so that Laughlin could present the issue to Faculty Senate. Godden agreed.

The next meeting is scheduled for Tuesday, October 1, at 11 am in UC 1149.

The meeting was adjourned at 12:50 PM.

Respectfully submitted,
H. Duke Guthrie