Georgia Southern University
Military Task Force Meeting

November 30, 2011
11:30 a.m.
Nessmith Lane Conference Center Room 1909

Attendance: Wayne Akins, Kathy Albertson, Amy Ballagh, Jodi Caldwell, Chris Caplinger, Kevin Chambers, Sharonica Daniels, Bret Danilowicz, Robert Fernekes, Christine Ludowise, David Matthews, Connie Murphey, and Kelly Pye

Absent: Tony Bretti, Major Duane Fairfax, and Christian Flathman, Sarah Smith

Lunch was provided by the Provost Office

Discussion: Action Items

- Kathy Albertson would like to have action items. What can be corrected immediately and items that will need to be corrected long term

Discussion: Mission Statement

- Kelly Pye did research on mission statement from other university with a Military Task Force/Soldiers to Scholars Program
- What should be our focus and our goal
- Bret Danilowicz and Kathy Albertson volunteered to work on the committee
- There should be two missions one for the Military Resource Center and one for the Military Task Force
- Need to develop an organization structure
- Who are the stakeholders

Discussion: University System of Georgia Military Friendly Checklist

- Question 3 – Identify students, faculty & staff on campus who are veterans
  - We know those who are using their benefits
  - Coding in Banner for VA students receiving assistance
  - We may not know of students who are not utilizing benefits
  - Focus on veterans now and others will trickle down
  - Kathy Albertson suggested someone from IT be on the committee to assist with ideals to capture the data
  - Connie Murphy and Jodi Caldwell will be on the Self-Identify committee along with Amy Ballagh
  - On the on boarding information through Human Resources there is a place on the form where you can self-identify. 84 veterans have self-identified, but not sure on how long this information has been collected
  - If a questionnaire is given to faculty/staff, it will need to ask if they are a veteran and if they are interested in assisting with various efforts.
A google survey form for faculty/staff will need to be sent through GSINFO or GSFAC and it should be as short as possible. Should include an explanation as to why the information is needed.

- **Question 7 – Student veterans association**
  - Student group is defunct
  - Identify an advisor for the group
  - Information session reactivating group
  - There will be a flyer distributed at the resource center during the grand opening
  - Would like to get Memory Littles involved, the Student Organization Coordinator in the Office of Student Activities
  - Send out Eagle Grams and place information in the George Anne
  - Ask faculty and staff to attend meeting to see if they are willing to be an advisor
  - Contact Major Duane Fairfax to get the ROTC involved

- **Question 10 – Military web page (Soldiers 2 Scholars) prominently advertised on institutions’ home page**
  - No link on GSU homepage
  - Educational benefits information is done through Sharonica Daniels office
  - Kelly Pye and Barbara Weiss is working on Soldiers 2 Scholars website with Christian Flathman and the deadline is 12/5/11
  - Would like a consistent name on website “Military”
  - The link will say “Military” on all websites
  - Advisement Centers should have a military link and Kathy Albertson will discuss this during the Advisement Council

- **Question 9 – VA Work-Study**
  - Veterans or dependents only can work for veterans affairs in the VA-funded workstudy positions

- **Question 11 – Faculty and staff training for understanding unique military needs**
  - Special consideration for military student advisement
  - Degree Works will be great for Sharonica
  - Sensitivity Training Military Personnel
    - Model off of the Safe Space Training
    - Military student friendly faculty
    - Educational workshops through Provost Office
    - Expertise in training modules, ROTC or Fort Stewart
    - Talk with Pam King at Fort Stewart to assist with training

- **Question 13 – Policies to protect veterans in case of late arriving VA GI Bill or Tuition Assistance benefits**
  - Sharonica said that she did not have any issues with this
  - She informs students early if they are dropped (Administrative withdrawal)
  - Do we need a policy to say if we have students in this situation this is what we need to do
If the VA is paying their fees, they are not required to pay the fee up front

Discussion: Military Resource Center Staff
- Change Stephen Martell position name from counselor to Military Resource Advisor or Coordinator
- Counseling Center would like the references on the Military Resource Center announcement regarding counselors present at the Center to be quickly removed
- Construct some type of internal training
- Share at next meeting what Stephen Martell’s responsibilities are
- Stephen Martell should visit each office on campus to see what they responsibilities are

Discussion: Military Transcript Policy
- A list of courses that a student can take and how it can convert to GSU
- Accept a total of 14 semester hours
- SOCAD ADDENDUM – Kathy Albertson distributed and Bret Danilowicz said it needs to be updated

Discussion: Orientation Sessions
- Sharonica said that she can attend additional SOAR sessions
- If she is not at SOAR, the students are directed to her office
- A military part can be added to the breakout sessions
- How many people attending SOAR? Kevin Chambers will bet back to Amy Ballagh with the information

Share Point
- Amy Ballagh will be setting this up

Discussion: Open House/Military Resource Center
- Should invite local politicians
- There is an on-line donation form on the Continuing Education website

Discussion: Military Tuition Assistance
- Many issues with the wording. It is in Maura Copeland’s hands
- 50 students and 8 employees receive tuition assistance

Discussion: BOR Monthly Report
- Kelly went over report and said that she will need to submit the report to BOR by the end of the day
- Suggested to add a column for ROTC
- Would like to see in the YEN portion of data warehouse

Meeting Adjourned at 1:30 p.m.