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 hompage
  - 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.