

WELCOME TO THE 2023 MANDATORY ORGANIZATION'S MEETING

Student Life





GUEST SPEAKERS

- Mail and Printing Center– Noel Hanson
acprinting@austincollege.edu
- Student Success – James Reed
jreed@austincollege.edu



CHARTER RENEWAL FORMS

- Fall Renewal needs to be completed by Friday, September 9th, 2022 by 5pm to Student Life Office.
- Not turning in Renewal Forms
 - No Student Assembly funds
 - No Room Reservation availability
 - No Display Case



SPONSOR AGREEMENT FORMS

- As part of ensuring each group is utilizing their sponsors while planning and organizing events, a yearly completion of the Sponsor Agreement form needs to be completed and submitted to the Student Life Office by Friday, September 9th, 2022 by 5pm



AC LEADERSHIP SERIES

- Twice a month
 - 1 geared toward Greeks
 - 1 geared toward non-Greeks
- Will be held in
 - WCC 255 - Greeks
 - WCC 254 – Non-Greeks
- You should have received a calendar invitation



STUDENT ORGANIZATION HANDBOOK

- <https://www.austincollege.edu/campus-life/student-life/student-life-publications/>
- Important for the following information:
 - Social notification forms
 - Guidelines on Food for your events
 - Room reservations
 - How to negotiate contracts with outside guests and speakers
 - Leadership Resources for your organizations
 - Other important information for Student Organizations

EVENT SERVICES

RESERVING EVENT SPACES AND TABLING

Kimberly Donnell '08

Event Services Manager





ROOM RESERVATIONS - 25LIVE

- 25live.collegenet.com/pro/austincollege
- ALL reservations will now be submitted through this site
- www.austincollege.edu/Events
 - The link to 25Live, as well as training documentation, can be found here
- Contact Kimberly Donnell if you have questions
 - kdonnell@austincollege.edu or 903-813-2223



ADVANCE NOTICE REQUIRED

- Requests must be submitted **no later than 1 week** before your event. The system will not allow reservations any sooner.
- Events **must be confirmed** in 25Live before advertising.
- Your event will show as "tentative", meaning spaces and resources are not guaranteed until Student Life and the Events Office have sent final confirmation.
- Have patience with the new process.

- 
- Room Reservation submissions can begin Friday, August 25 for events on or after **Friday, September 1st**



FOOD FOR EVENTS

- As a contracted partner of the college, Aramark has the first right of refusal for all food served at events on campus.
 - This means that they are the only ones providing food or snacks for all campus programming and events unless the Director of Dining Services gives prior approval.
- Once your event has been approved, contact Aramark to place your food order. Orders must be placed no later than 4 days before your event.
- Direct any food or catering questions to:
 - Thomas Hermanson thermanson@austincollege.edu
 - Mark Garner magarner@austincollege.edu



GUIDELINES ON HOW TO ORDER

- On the 25Live reservation form choose 'Yes' when asked if you will be serving food at your event. Then choose Catering in the dropdown option.
- Call 903.813.2366 or stop by the Dining Services office (WCC 117) to speak with Thomas Hermanson, Director of Food Services (thermanson@austincollege.edu) at a minimum of 4 days before your event. You will need:
 - Your budget
 - The estimated number of people you plan to serve
 - An idea of what type of food you would like at your event
 - The time the food needs to be set up by
- Thomas Hermanson will provide you with options that fit your budget.
- Fill out appropriate payment paperwork and have the Student Assembly Treasurer sign off on the dining services payment form.
- Bring this form to Thomas Hermanson to pay for your food.

MARKETING FOR EVENTS

Chrystal Woodard–
Director of Student
Activities





ALL CAMPUS COMMUNICATION

- Send email to:
allstudents@austincollege.edu
- Include Catchy Phrase (i.e. “Come Enjoy Some Games at CAB Game Night”)
- Body of email should as you want to send the email. Do not write “Please forward to students”
- Emails will not be sent with attachments.
 - If you need an attachment, save the document as a jpeg and include it in the body of the email.
 - If you need to include a survey, include a link in the body of the email.

DO NOT

To ACstudents Listserv



The CROOSaders [Recovered].jpg
8 MB

I made this poster to try and get as much support out as possible for our home meet. I was hoping that we could send this out through the Daily Digest if that was possible. I appreciate your time.

Thanks,

DO



Greetings!

My name is Alan Harkey, and I am the new Director of Bands at Austin College. As you may have heard, we're launching a new band program. The Pep Band will play at select sports and community events and is open to all students, regardless of major. We're looking for all instruments: woodwind, brass, percussion and bass guitar.

If you're interested in playing in the pep band, bring your instrument to move-in and [complete this brief form](#) telling us more about yourself and what you play!



I'm looking forward to meeting you and telling you more about this exciting new band.

Go 'Roos!

Alan Harkey
Director of Bands

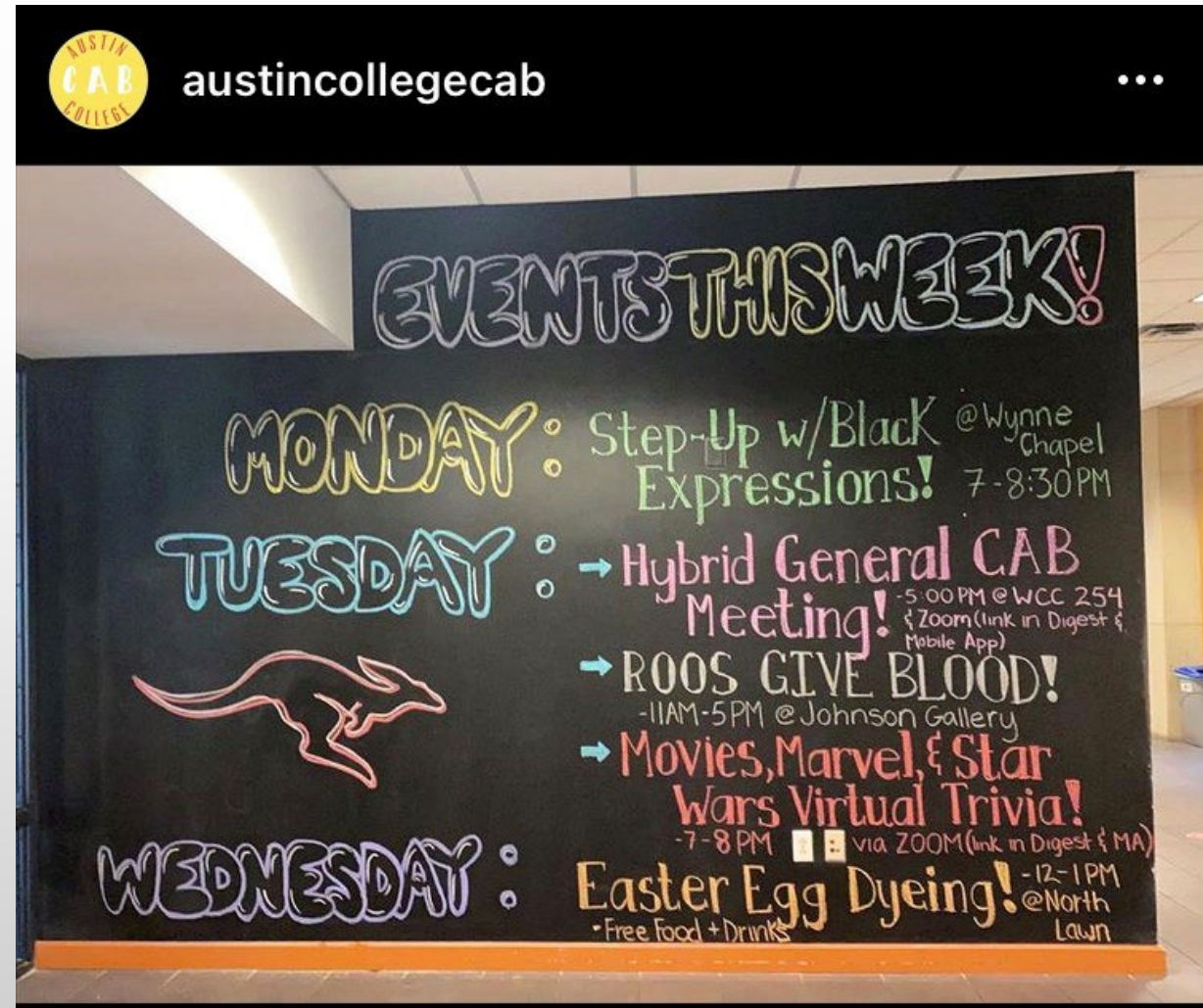


CAB & WCC CHALKBOARD

- Complete form 1 week prior to the day of event
<https://www.austincollege.edu/chalkboard-marketing/>
- Events must be:
 - open to all students
 - non-alcoholic
 - Must have defined location (Room Reservation Calendar) and time
 - Title of Event



CAB & WCC CHALKBOARD





CAMPUS ACTIVITIES BOARD

- CAB Program Collaboration Proposal
<https://www.austincollege.edu/cab-co-sponsorship-proposal-form/>
- If you want to collaborate with CAB on a program, please submit a request 3-4 weeks prior to the event date
- Please plan on attending a CAB Exec to present program idea, layout, and resources needed from CAB

STUDENT ASSEMBLY

Nia Carter, SA President

Charter Renewal Process

CHARTER RENEWAL PROCESS

- Charter Review Chair for Student Assembly will email those organizations who will be reviewed in the fall and spring semesters.
- The organization should be prepared to provide:
 - *list of current officers & a list of current members*
 - *a current sponsor agreement form for each sponsor.*
 - *list of all activities sponsored and cosponsored by the organization for the past four years.*
 - *a copy of the organization's constitution (make any revisions prior to meeting and be prepared to discuss changes). *any edits will have to be approved by Student Life...*
 - *a written statement explaining how the organization has been fulfilling its mission & purpose statement from its constitution.*
 - *a list of goals for the coming year must also be provided.*
 - *President along with another Exec Member/Officer need to be present at the meeting.*




WEB SERVICES

**NEW Student Portal & Student Organization
sites**

Darian Johannsen
*Web Services Coordinator
Information Technology*


myAC.austincollege.edu



[AC Home](#)[Athletics](#)[Student Gallery](#)[Campus Event Calendar](#)[Staff Directory](#)[Quick Links](#)

[Student Life](#)[Resources](#)[Campus Info](#)[Academics](#)[Documents & Links](#)

[Clubs & Organizations](#)
Student Web



Student Portal

Welcome to the 2023-2024 school year!

We are still adding important information to this site. Please check back often for updates.

Greek Life



Student Life

Resources

Campus Info

Academics

Documents & Links

Clubs & Organizations
Student Web

[AC Home](#)

[Athletics](#)

[Student Gallery](#)

[Campus Event Calendar](#)

[Staff Directory](#)

[Quick Links](#)



GREEK LIFE

FIND YOUR SECOND FAMILY

[Campus Outreach Resources](#)

[Learn About Each Greek Group](#)

17 RECOGNIZED ORGANIZATIONS

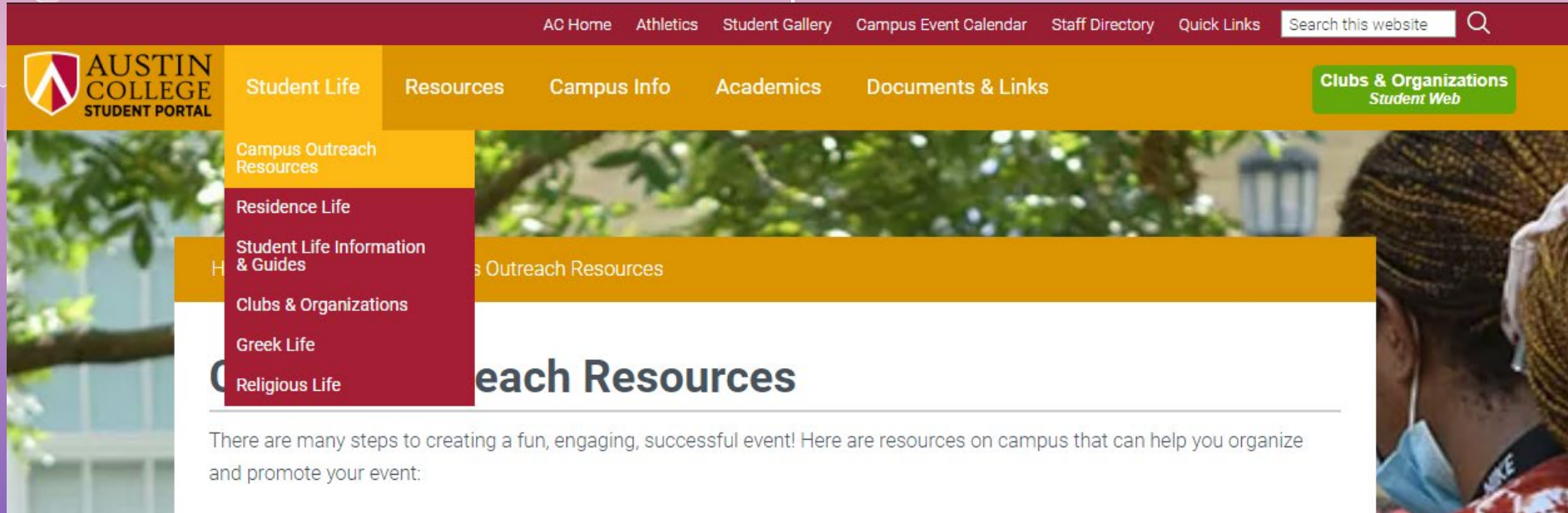
SORORITIES

Alpha Delta Chi
Iota Eta
Kappa Gamma Chi
Omega Zeta
Theta Sigma Chi
Sigma Phi Chi
Xi Epsilon
Zeta Chi Omega

FRATERNITIES

Chi Delta Eta
Chi Tau Chi
Drake
Gamma Gamma Gamma
Lambda Chi
Phi Kappa Omega
Phi Sigma Alpha
Rho Lambda Theta
Zeta Chi Beta

CAMPUS OUTREACH



ROOM
RESERVATION

CALENDARS

DIGITAL SIGNS

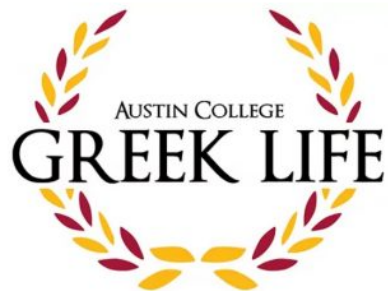
CAB RESOURCES

POSTERS & PRINTING
SERVICES

and more!

Student Life Events

Potential Members



greek events widget

Austin College Greek organizations are local in nature, meaning they are unique to Austin College and have no national affiliations. Any student in good standing who has completed at least one semester at **Austin College** and meets the Recruitment Guidelines may participate in recruitment. Formal recruitment takes place every year in February.

[Learn More](#)

(greek life page)

Student Calendar (home page)

STUDENT WEB

studentweb.austincollege.edu



AC Student
Organizations

[Programs](#)

[Publications](#)

[Chartered Organizations](#)

[Honor Societies](#)

[Musical Groups](#)

[Greeks](#)

[Visit AC](#)



AC Clubs & Organizations

Active learning community
Responsible global citizens

YOUR ORGANIZATION'S PAGE

- pictures
- purpose
- open meeting times
- events
- socials



scan to view
form



Summary

- student information is transitioning over to myAC
- use your campus resources for events
- submit a web page request for the Student Web



Student Portal

INFORMATION TECHNOLOGY SERVICES



WEB SERVICES

me, Darian, your web
designer and web services
coordinator

TECHNOLOGY SUPPORT



PRODUCT LAB

3D Production Environment



CONTACT US

903-813-2063

helpdesk@austincollege.edu

u

8:30am - 5pm M-F

all IT services & resources can be
found on the IT page in the Student
Portal

here



SUGGESTIONS FOR THE STUDENT PORTAL?





THANK YOU!

RISK MANAGEMENT FOR AUSTIN COLLEGE STUDENT ORGANIZATIONS

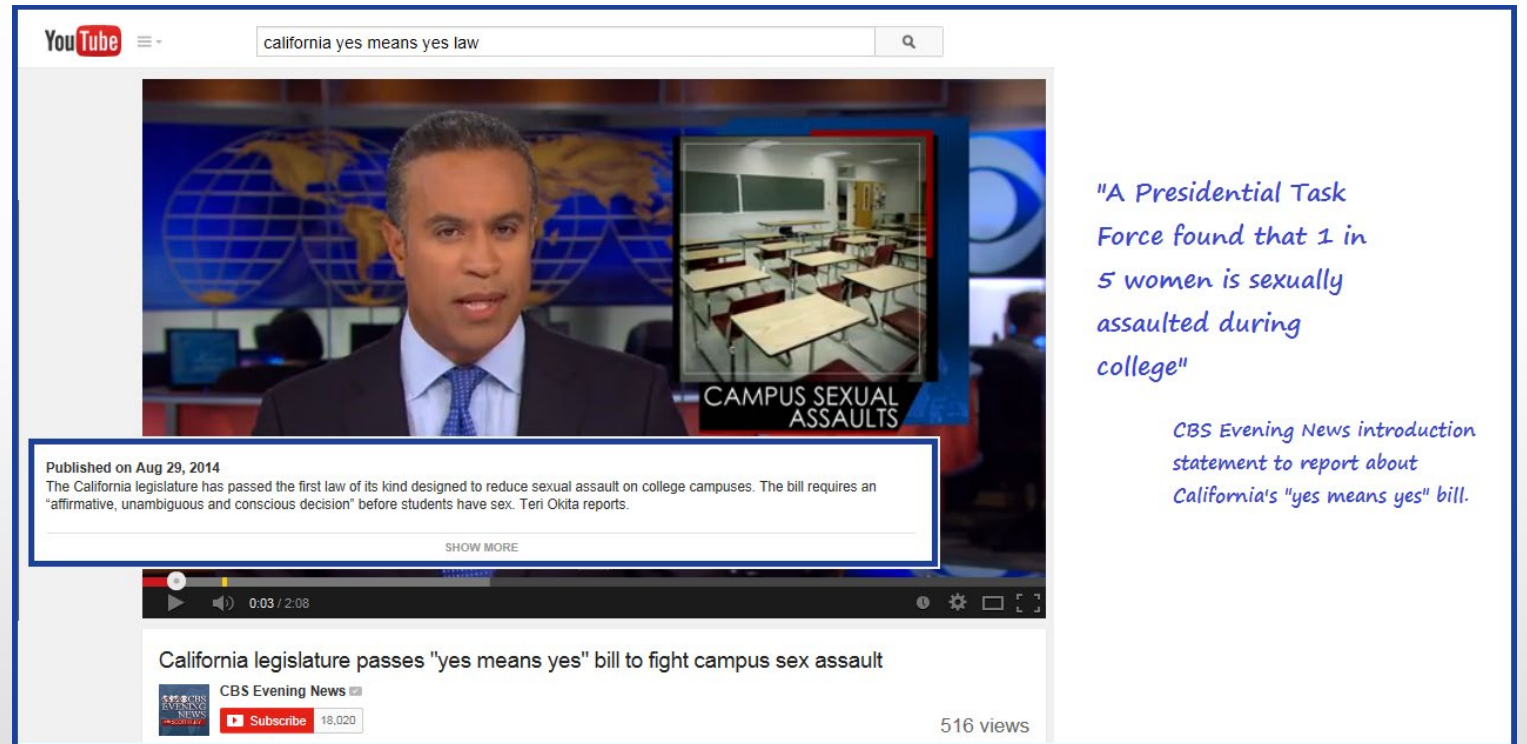
Presented by:
Officer Dahl
Keeping Your Event,
Your Membership, and
Your Friends **SAFE**

THIS TRAINING IS STATE MANDATED

- Education Code 51.9361.
- Required at least once each Academic Year.
- Who may/should attend:
 - Organization Officers (Up to 4 are Required to attend)
 - Interested Members (Optional)
 - Organization Advisors (Faculty/Staff/Other)
- Officers or Advisors must relay the program's contents to their respective groups.
- A Class Roster must be on file for at least 3 years.
- Sanctions are to be put forth by the institution for individuals who fail to attend & groups not represented.

RATIONALE FOR THE LAW

THE LINK CONNECTING ALCOHOL & SEXUAL ASSAULT



The image shows a YouTube video player interface. The search bar at the top contains the text "california yes means yes law". The video player shows a news anchor speaking, with a smaller inset image of a classroom labeled "CAMPUS SEXUAL ASSAULTS". Below the video player, there is a description box that reads: "Published on Aug 29, 2014. The California legislature has passed the first law of its kind designed to reduce sexual assault on college campuses. The bill requires an 'affirmative, unambiguous and conscious decision' before students have sex. Teri Okita reports." Below this, there is a "SHOW MORE" link. The video player controls show a progress bar at 0:03 / 2:08. Below the video player, the title "California legislature passes 'yes means yes' bill to fight campus sex assault" is displayed, along with the "CBS Evening News" logo, a "Subscribe" button, and the view count "516 views".

Published on Aug 29, 2014
The California legislature has passed the first law of its kind designed to reduce sexual assault on college campuses. The bill requires an "affirmative, unambiguous and conscious decision" before students have sex. Teri Okita reports.

SHOW MORE

California legislature passes "yes means yes" bill to fight campus sex assault

CBS Evening News

Subscribe 18,020

516 views

"A Presidential Task Force found that 1 in 5 women is sexually assaulted during college"

CBS Evening News introduction statement to report about California's "yes means yes" bill.

YES MEANS YES Laws (Affirmative Consent to a Sexual Encounter)
&
Title IX Sexual Misconduct Violations

RATIONALE FOR THE LAW

NATIONAL INSTITUTE ON ALCOHOL ABUSE AND ALCOHOLISM
STUDY

College drinking is extremely widespread:

- About four out of five college students drink alcohol.
- About half of college students who drink, also consume alcohol through binge drinking.

RATIONALE FOR THE LAW

NATIONAL INSTITUTE ON ALCOHOL ABUSE AND ALCOHOLISM STUDY

- Each year, drinking affects college students, as well as college communities, and families. The consequences of drinking include:
- Death: 1,825 college students between the ages of 18 and 24 die each year from alcohol-related unintentional injuries.
- Assault: More than 690,000 students between the ages of 18 and 24 are assaulted by another student who has been drinking.
- Sexual Abuse: More than 97,000 students between the ages of 18 and 24 are victims of alcohol-related sexual assault or date rape.

RATIONALE FOR THE LAW

NATIONAL INSTITUTE ON ALCOHOL ABUSE AND ALCOHOLISM STUDY

- Injury: 599,000 students between the ages of 18 and 24 receive unintentional injuries while under the influence of alcohol.
- Academic Problems: About 25 percent of college students report academic consequences of their drinking including missing class, falling behind, doing poorly on exams or papers, and receiving lower grades overall.
- Health Problems/Suicide Attempts: More than 150,000 students develop an alcohol-related health problem and between 1.2 and 1.5 percent of students indicate that they tried to commit suicide within the past year due to drinking or drug use.



RATIONALE FOR THE LAW

- Public Outcry...
 - That people in Leadership Positions should be held accountable for the well being of those they Lead.
 - That Individuals be held accountable (criminally and civilly) if their actions cause the death of or serious injury to another individual.



OVERVIEW

Topics Required:

- (1) possession and use of alcoholic beverages and illegal drugs, including penalties that may be imposed for possession or use;
- (2) hazing;
- (3) sexual abuse and harassment;



OVERVIEW

Topics Required:

- (4) fire and other safety issues, including the possession and use of a firearm or other weapon or of an explosive device;
- (5) travel to a destination outside the area in which the institution is located;
- (6) behavior at parties and other events held by a student organization;
- (7) adoption by a student organization of a risk management policy; and



OVERVIEW

Topics Required:

- (8) issues regarding persons with disabilities, including a review of applicable requirements of federal and state law, and any related policies of the institution, for providing reasonable accommodations and modifications to address the needs of students with disabilities, including access to the activities of the student organization.



AUSTIN COLLEGE'S CONCERN, COMMITMENT & VISION

10 Years before the law mandated the course, ACPD and SLO coordinated a similar “Safe Party Workshop” Course aimed primarily toward the Greek Community.



SOCIAL HOST LIABILITY

- Most States have a “Social Host Liability Law” of some type on the books.
- Social Hosts may be held liable for injuries caused by a guest who, having consumed alcohol at the host’s premises, does harm to him/herself, or to a third party.
- Texas Alcoholic Beverage Code, Chapter 2:
 - Titled “Civil Liabilities for Serving Beverages”



SOCIAL HOST LIABILITY

- A Social Host in Texas may be held liable for injuries to third parties if the host knew or should have known that the guest (regardless of age) was intoxicated but continued to give or permit them to have access to alcoholic beverages.



SOCIAL HOST LIABILITY

- If the guest is a minor, the host may be held responsible for injury or damage to the minor, or to third parties, caused by the minor's alcohol-influenced actions.



CIVIL LIABILITY

- Besides possibly being held criminally liable, Social Hosts may be sued civilly,
 - A jury will decide how much you will have to pay for injuries caused by, or to, your guests.
- Homeowners Insurance does not usually cover any costs created by such a lawsuit.



ALCOHOL USE ISSUES

- A parent/guardian cannot give any third party permission to serve alcohol to their minor(s).



ALCOHOL USE ISSUES

• 21

• Legal Drinking Age



ALCOHOL USE ISSUES

• 50

- The number of US States where it is **illegal** to sell, deliver or furnish alcohol to a MINOR.



ALCOHOL USE ISSUES

• 3/4

- The approximate number of AC Students under the legal drinking age.



ALCOHOL USE ISSUES

- .08%

- The Blood Alcohol Concentration level to be legally intoxicated.

TEXAS ALCOHOLIC BEVERAGE CODE

- 101.02 – Arrest without Warrant
- A peace officer may arrest without a warrant any person he observes violating any provision of this code or any rule or regulation of the commission.
- An officer shall take possession of all illicit beverages the person has in his possession or on his premises as provided in Chapter 103 of this code.

TEXAS ALCOHOLIC BEVERAGE CODE

- 101.07 – Duty of Peace Officers
- All peace officers in the state, including those of cities, counties, and state, shall enforce the provisions of this code and cooperate with and assist the commission in detecting violations and apprehending offenders.

TEXAS ALCOHOLIC BEVERAGE CODE

- 106.03 – Sale to Minors
- A person commits an offense if with criminal negligence he sells an alcoholic beverage to a minor.
- Class A Misdemeanor

TEXAS ALCOHOLIC BEVERAGE CODE

- 106.06 – Purchase of Alcohol for a Minor; Furnishing Alcohol to a Minor
- Except as provided in Subsection (b) of this section, a person commits an offense if he purchases an alcoholic beverage for or gives or makes available an alcoholic beverage to a minor with criminal negligence.
- Subsection (b) exempts parents, guardians, spouses, etc. who are visibly present at the time it is being consumed by the minor.
- Class A Misdemeanor.

TEXAS ALCOHOLIC BEVERAGE CODE

- Public Intoxication
 - Class C Misdemeanor
- Failure to Identify
 - Class C, B or A depending on circumstances
- Resisting Arrest
 - Class A Misdemeanor
- Fleeing, Evading
 - Class A Misdemeanor to 2nd Degree Felony
- Assault on a Police Officer
 - 3rd Degree Felony

TEXAS PENAL CODE

- Murder
- Capital Murder (Murder of a public servant, or under certain circumstances)
- Criminal Homicide
 - (Accidental Death as a result of Alcohol abuse usually doesn't meet the criteria for a Murder or Capital Murder Charge.)
- Manslaughter
 - A person commits an offense if he recklessly causes the death of an individual.
 - 2nd Degree Felony
- Criminally Negligent Homicide
 - A person commits an offense if he causes the death on an individual by criminal negligence
 - State Jail Felony



TEXAS PENAL CODE

- Sexual Assault
 - 2nd Degree Felony
- Factors that will be reviewed:
 - Without Consent
 - By Use of Force, Coercion or Threat
 - Victim is Unconscious
 - Victim is Intoxicated / Drugged
 - Victim is unable to respond
- Aggravated Sexual Assault
 - 1st Degree Felony
 - Weapon / Violence
 - Date Rape Drug



TEXAS PENAL CODE

- Driving Under the Influence
 - A person commits an offense if the person is intoxicated while operating a motor vehicle in a public place.
 - Class B Misdemeanor with 72 Hour minimum confinement.
- Legal Intoxication - Blood Alcohol Concentration Limit is .08%.

TEXAS PENAL CODE

- Class C Misdemeanor
 - A fine not to exceed \$500.00
- Class B Misdemeanor
 - A fine not to exceed \$2000.00
 - Confinement in jail not to exceed 180 days
OR
 - Both such fine and confinement
- Class A Misdemeanor
 - A fine not to exceed \$4000.00
 - Confinement in jail not to exceed one year,
OR
 - Both such fine and confinement



TEXAS PENAL CODE

- State Jail Felony
 - State Jail Imprisonment from 180 days to 2 years
 - Fine not to exceed \$10,000.
 - Both fine & Imprisonment

TEXAS PENAL CODE

- 3rd Degree Felony
 - Imprisonment from 2 to 10 years
 - Fine not to exceed \$10,000.
 - Both fine & Imprisonment
- 2nd Degree Felony
 - Institutional Imprisonment between 2 and 20 years.
 - Fine not to exceed \$10,000.
 - Both Fine & Imprisonment
- 1st Degree Felony
 - Institutional Imprisonment
 - LIFE or
 - Between 5 and 99 years.
 - Fine not to exceed \$20,000.
 - Both Fine & Imprisonment

TEXAS PENAL CODE - PENALTIES

Class C Misdemeanor
A fine not to exceed \$500.00

- **Class B Misdemeanor**

- A fine not to exceed \$2000.00
- Confinement in jail not to exceed 180 days OR
- Both such fine and confinement

- **Class A Misdemeanor**

- A fine not to exceed \$4000.00
- Confinement in jail not to exceed one year, OR
- Both such fine and confinement

- **State Jail Felony**

- State Jail Imprisonment from 180 days to 2 years
- Fine not to exceed \$10,000.
- Both fine & Imprisonment

3rd Degree Felony

Imprisonment from 2 to 10 years
Fine not to exceed \$10,000.
Both fine & Imprisonment

2nd Degree Felony

Institutional Imprisonment between 2 and 20 years.
Fine not to exceed \$10,000.
Both Fine & Imprisonment

1st Degree Felony

Institutional Imprisonment
LIFE or
Between 5 and 99 years.
Fine not to exceed \$20,000.
Both Fine & Imprisonment

Capital Felony

DEATH PENALTY
Life WITHOUT Parole
Life Imprisonment if under 18



TRAVELING TO AN EVENT

- Make adequate plans for Transportation.
- Use reputable Transportation Companies.
- Know the route to and from the event:
 - Road Condition.
 - Possible Construction Zones.
 - Unexpected traffic control or turns.
- Driver(s) must travel Rested; not Exhausted.
- Vehicle/Driver Insurance is required.
- Vehicle(s) used to transport guests must be properly registered, inspected, and well maintained.

TRAVELING TO AN EVENT

- Students who drive a vehicle for a college event must take an approved driver training course ANNUALLY.
- Scheduled through Campus Police.
- Examples include...
 - Great Day of Service.
 - To and from Athletic and Club Sport events.
 - Drive or provide transportation services as part of their on the job responsibilities.
 - Work Study
 - Admissions & IA Assistants
 - Volunteer Opportunities (GDS, Service Station, etc.)
 - Organization Events
 - Class



FIRE AND SAFETY ISSUES

- Any facility used, regardless of the event type must be an adequate structure for the event being held.
- Adequate Square Footage for the number of guests.
- Safe Entry and Exits – No Temporary Barriers.
- Proper Signage must be displayed and lighted EXIT signs cannot be turned off or covered up.
- Fire Extinguishers are to be properly mounted and accessible.
- Adequate Lighting maintained throughout event.



MISCELLANEOUS SAFETY CONCERNS

- Elevated Wood Decks and Balconies have been known to collapse, causing multiple injuries and deaths.
- Blocked Doors elevate the risk of injury and death in Fire Related Emergencies.



CAMPUS POLICIES

- House Parties are not recognized as an approved event.
- The College's expectation is that all local, state & federal laws are upheld.

HAZING & SEXUAL HARASSMENT

Presented by: Jake
Sapp, Deputy Title IX &
Compliance Officer



TITLE IX DEPARTMENT:

Melanie Oelfke

Title IX Coordinator

Director of Wellbeing & Human Resources

Caruth Administration – 216

900 N. Grand Ave., STE 6I

Sherman, TX 75090

Telephone: 903.813.2433 (press 1)

Email: moelfke@austincollege.edu

Jake Sapp

Deputy Title IX Coordinator and Compliance Officer

Caruth Administration – 216

900 N. Grand Ave., STE 6I

Sherman, TX 75090

Telephone: 903-813-2432

Email: jsapp@austincollege.edu

DISPLAY CASE LOTTERY

Michael Deen and
Chrystal Woodard

