

Counseling Directors Association of the University System of Georgia
Spring Meeting Report
Georgia Institute of Technology
January 25, 2008

The meeting was called to order by Saul Torres, Chair. In attendance: Tonya Lam, Kimberly Bufford-Washington, Saul Torres, Phyllis Weatherly, Joy Evans, Toti Perez, Predita Howard, Ann Loyd, Carol Ann Ham, Alma Keita, Mac Martin, Kristina Henderson, Kristi Casey-Hart, Laura Bowen, Bob Mays, Mary Jane Phillips, Dave Matthews, Dan Rose, Marjorie Cowan, Cathy Brack, Maggie Martin.

Toti welcomed the group to the Ferst Center for Performing Arts. Saul welcomed the group and invited all in attendance to make introductions and provide updates about current items of interest at their respective institution.

Greetings came from Tonya Lam, Associate Vice Chancellor for Student Affairs, and introduced Kimberly Ballard-Washington, Legal Counsel for the Board of Regents.

The Counseling Directors Association contact list was passed around for updates by Saul and will be updated by Maggie.

Toti Perez moved and Phyllis Weatherly seconded to approve the Fall, 2007 minutes. All were in favor.

Board of Regents' Updates

Tonya Lam requested CDA members to visit www.usg.org to see the *Student Affairs Newsletter*. She noted that an article about the recent Crisis Training sponsored by the CDA was included. CDA Members were also asked to make sure of correctness of email and web addresses on the site. Members were invited to send information about conferences and events of interest to be included in the *Newsletter*.

Tonya Lam shared the following updates about the Board of Regents' new Strategic Plan for the University System. The Chancellor and the Board are both focused on the Strategic Plan and the six Strategic Goals. Additional information may be accessed at <http://www.usg.edu/news/2007/080707-1.phtml>

The updates six Strategic Goals include:

- 1) Renew excellence in undergraduate education to meet students' 21st century needs.
Update: A revision of the Core Curriculum and assessment under the direction of Dorothy Leland, President of Georgia College & State University, will be completed with the goal of implementation in three years.
- 2) Create enrollment capacity in the University System to meet the needs of 100,000 additional students by 2020.
Update: Continue focus on access and increased enrollment.

- 3) Increase the USG's participation in research and economic development to the benefit of a global Georgia.
Update: This partnership is looking at funding, including expanding training in the areas of health services and teaching, with the goal of workforce development.
- 4) Strengthen the USG's partnerships with the state's other education agencies.
Update: Continued focus on strengthening partnerships with other agencies.
- 5) Maintain affordability so that money is not a barrier to participation in the benefits of higher education.
Update: Affordability of high education and how this is communicated is being focused on. College Challenge Grants and educating students about financial aid for college are being discussed. Changes with for-profit lenders relationships are related to these discussions.
- 6) Increase efficiency by working as a system.
Update: The increase in efficiency in the USG includes leadership and staff development opportunities.

Tonya recognized how each goal involves counseling centers.

Tonya discussed legislation concerning being able to carry guns in public places by those who possess a gun license. Public places would include college campuses.

????Bridges Act and technical education????

Tonya shared that while DOAS rules for P Card use have always been in existence, over time the rules have not always been consulted, especially surrounding the area of food purchases. Assessing proper use of the Cards is keenly important. Tonya encouraged members to consult with Kim Ballard-Washington for clarification with any questions about proper use of P Cards.

???? Tonya discussed issues with tuition waivers and appropriate documentation????

Tonya announced a new position, "Director of Student Affairs". This position will focus on working with Student Affairs rather than Enrollment Services.

Information was shared by Tonya about the Customer Service Initiative and that while a focus has been on Financial Aid, a new initiative is for Veterans.

A discussion on renewing student health contacts was led by Tonya. A partnership between primary care and student mental health is being reviewed. A national trend exists of students not being able to access mental health services because of a lack of insurance that covers mental health services.

Tonya announced that the Regents' Centers for Learning Disabilities are now under Academic Affairs. A new initiative is focusing on transitioning. An emphasis is being

made on the changes in the laws between children and adults that apply during the transition from high school to college.

“Georgia on My Line”, a Distance Learning Initiative focusing on teaching, was next discussed by Tonya. Registration opened in December, 2007.

????Tonya reminded members that every campus is required to have a plan for types of Academic?? CD?? Plan. This report comes from the Vice President for Academic Affairs from each institution and covers services provided to students both academically and from Student Affairs.

????Phyllis Weatherly offered to email as attachments SACS information to members that defines ????

Education Committee

Phyllis Weather, Co-Chair of the Education Committee, announced the Crisis Training dates of April 16 & 17, 2008 as Full Group Training and April 18 as Train the Trainer Training. Joy Evans discussed Dr. George Everly’s expertise, as he will be providing the training. Dr. Everly is a Cognitive Behavioral specialist and presents Psychological First Aid, which is the current treatment of choice for trauma. Joy discussed in detail the Train the Trainers Training. The goal is to help attendees formulate models to have in place to help us be ready and prepared to go to the next stages (e.g., self-care, PTSD) with the goal of having the ability to provide our own training. The USG members’ cutoff date for System institutions to register at a discount rate is February 28, 2008. After that date, the training will be opened up to other service providers (e.g., health services, campus police) and private institutions. Attendance will be limited to 200 maximum for Full Group Training and 30 for Train the Trainer Training. Phyllis requested that members submit specific questions to her via email that need to be addressed during the training, as well as whom we believe should be included in the Train the Trainer Training. Joy will soon be sending out requests for commitments for the April Training. The registration fee is \$75.00 for USG members for the first two days of training (not including meals). Those with LCSW, LPC and Psychologist Licenses can receive CEUs. If the \$75.00 registration fee poses a financial hardship, Joy has requested and received Maggie’s permission as the Chair of the CRN to allow a reduce fee for USG members. Graduate students’ fees will be at half of the USG members’ fee. An additional fee will be required for the Train the Trainers Training. All three days of the training will be held at Georgia Perimeter College-Clarkston Campus with Lydia Williams hosting.

Cathy Brack will provide the Fall, 2008 training. The focus will be on addressing post-crisis/trauma issues. The title is, “Trauma Treatment and Self-Care”.

Crisis Response Network

????Saul discussed the *Operations Manual* that has been requested from the CDA by Mr. Bruce Holmes who secured crisis training monies from the USG. Members of the CRN

had found confusion in writing the protocol and had previously discussed a part of this protocol is to have a Memorandum of Understanding in place. Ms. Kim Ballard-Washington was consulted, will review the MOU currently in place and will provide feedback. At this point, Kim advised that the MOU go to the President or designee at the crisis institution then the Counseling Director then call the CDA Chair, then the President and RACSA. Kim has agreed to advise Presidents and RACSA about the MOU.????

Saul brought up the Call Tree Form development that has been previously sent out via email. Ways to streamline the process were requested. Laura Bowen discussed the intake form the American Red Cross utilizes that solicits information about responders (e.g., training, crisis experience, types of crises trained for).

The necessity of a deployment kit was discussed and was included in the Fall, 2007 Training and will be included in the *Operations Manual*. The University of Florida's Emergency Plan was highlighted as an operations model.

Mac Martin distributed a packet of information on the Crisis Intervention (CIT) Program. Mac shared information from Bruce Holmes about GBI's police and sheriff training. CDA members could potentially serve concurrently as trainers and fellow students for discussions, role playing and consultation. Mac requested CDA members to approach our campus Police Chief about their Officers attending to increase understanding of our collaborative relationships.

After Phyllis (Co-Chair, Education Committee), Maggie (Past CDA Chair; Chair, Crisis Response Network), Cathy (for Administration Chair Marolyn Wells), Saul (CDA Chair), Kristina (Administration Committee member), Joy (Chair, Adhoc Committee on Health Policy, member Grants/Financial Committee) and Lydia (Co-Chair, Grants/Finances Committee) met yesterday (Thursday, January 24) at Southern Polytechnical University, consensus was developed that confusion existed over the number and variety of different task forces and efforts across the State being made surrounding crisis response. A unanimous decision was made to raise the concern at the CDA meeting since Tonya would be in attendance. During the CDA meeting on January 25, Phyllis led a discussion seeking clarification about the mission of different task forces addressing crises and possible overlap of missions. A mental health summit may be planned. Funding of training and projects and the issue of lack of grant writing expertise were shared with Tonya.

Site Visits Committee

Toti Perez announced that Preliminary Review and preparations are completed for a Peer Review and Site Visit to Augusta State University. Director Bob Mays is finalizing dates for the Site Visit to ASU's Counseling Center. Clayton State has submitted a request for a Peer Review and Site Visit. Saul will contact several members to complete the Preliminary Review. As Chair of the Site Visits Committee, Toti will be attending the first visit. One observer will be included at the visit. Phyllis brought up training for Site

Visitors. Toti and one other Appointee with experience in Site Visits will complete the Visit with the Observer so that person can receive hands-on training.

The President at Georgia Southwestern University is requesting a Peer Review and Site Visit as soon as possible.

Praise was shared between members and by Tonya in seeing a Peer Review and Site Visit come to fruition after 15 years of development. The process began with starting with the creation of Counseling Center Standards across the State and then culminating in a Peer Review and Site Visit Set of Policies and Procedures.

Saul reiterated the step-by-step process involved in requesting and/or completing a Peer Review and Site Visit. Phyllis reminded members the importance of each Director completing a Peer Review Check List for each of our respective institution's Counseling Centers.

CDA Website

Carol Ann Ham reviewed the procedures for utilizing and navigating the CDA website. Updates to the site were also presented. Bob Mays requested members complete his confidential survey on the CDA website. If members are unsure if the survey was completed, Carol Ann has programmed the survey to only let members complete the survey one time.

Other Business

Bob Mays asked members about the program MentalHealth.edu. Consensus of members was that other more affordable resources are available.

Invitations to all members and their staff were extended to the following throughout the day:

Cathy Brack shared information about the March 27-28 Multi-Cultural Conference sponsored by Georgia State University.

Predita Howard encouraged all to attend the February 6-9 joint American College Counseling Association (ACCA) and Georgia College Counseling Association (GCCA) Conference to be held at the Hyatt Regency in Savannah.

Phyllis Weatherly distributed brochures about becoming involved with the American College Personnel Association's Commission for Counseling and Psychological Services, a Division of ACPA.

Toti Perez shared postal flyers about the March 29-April 2 American College Personnel Association annual meeting to be held in Atlanta.

The next RACSA meeting will be on March 20 & 21 at Georgia College & State University. CDA updates may be on the agenda.

Agenda Items

Phyllis requested that an online survey be developed about different salary levels.

Carol Ann requested addressing online counseling issues and responsibilities.

Toti will report on *Active Minds*. This student organization educates peers on mental health issues. Georgia Tech., GSU and UGA are involved with this project.

Joy Evans made the suggestion that a retired Emeritus Director serve as support to the Chair and the Crisis Response Network and that a description of responsibilities be developed.

Phyllis Weatherly asked that job titles and salary levels to be revisited in order to create standards. In this way, fair and equitable salary can be discussed.

The next Counseling Directors' Association meeting will be held from 10am-3pm at Macon State College on June 9, 2008, hosted by Ann Loyd. The 17 University System of Georgia Health Center Directors/Coordinators will be invited to initiate holding joint meetings on a regular basis.

Saul adjourned the meeting at 7:00pm.

Respectfully submitted,

Maggie Martin
Past Chair, CDA
Chair, Crisis Response Network