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MEMO

To: Tom Courtway, University President
From: Ronnie Williams, Vice President for Student Services
Date: December 19, 2011
Subject: Review of UCA Greek Off Campus Social Events Policies and Procedures

Review Summary:

We are pleased to present a response to your charge to review our Social Events Policy and Procedures for Greek Organizations at the University of Central Arkansas. As you requested, the process was “top to bottom” and includes participation from a number of departments, particularly University Police.

During its research, the Ad Hoc Committee reviewed risk management procedures from several institutions including the University of Arkansas at Fayetteville; Arkansas State University at Jonesboro; University of Arkansas at Little Rock; and Sam Houston University at Huntsville, Texas. Also, the Committee reviewed numerous policy and program changes that have occurred at UCA over the past twenty years (see attachment).

Unfortunately, this report does not recognize the many, many positive contributions that our Greek system has made to UCA, such as enhancing student learning and leadership, strengthening the connection between alumni and UCA, and helping students to value community service and citizenship.

While the Greek community has a long history at UCA, there is clearly a need to revisit our Social Events Policies and Procedures. While some organizations tend to do well in terms of how they management their off-campus social events, we have found it challenging for so many others.

Therefore, effective Spring Semester 2012, the Off Campus Social Events Policy will reflect the following changes:

Off Campus Social Events Policy Changes that Affect Risk Management Practices

1. ***Limit Parties to UCA Students*** - Beginning Spring Semester 2012, all off campus open social events will be limited to UCA students with current ID, plus registered guests.

Note: Events are no longer open to any college student with an ID.

2. **Registered Guests** - Registered guests are non UCA students. The number of registered guests who can attend an open event will be determined by the size of a student organization using the following formula:
 - Organizations with 30 or fewer members may have up to 5 guests per member.
 - Organizations with 31 to 70 members may have up to 3 guests per member.
 - Organizations with 71 or more members may have up to 1 guest per member.
 - Note: A student organization may invite other special groups if approved in advance by Student Life staff.
 - A guest list must be turned in electronically to the Student Life office 48 hours in advance of the event. Information required on the guest list shall include guests' names, phone number, e-mail address, and driver license (or State issued Identification Card number). *Guests must have driver license or State ID Card on them when entering the event. Individuals not on the guest list will not be allowed into the event.*
3. **Fire Code Limit** - The number of individuals attending the event shall not exceed the fire code for the event venue.
4. **UCA Police Required to Work Open Events** - UCA police *must* be in attendance to work all open events. Officers from other police agencies may assist in working the event, but a UCA police officer must be present. The UCA Officer(s) will assume primary jurisdiction for the event. *Note: In the past other police agencies were able to work an event if UCA police were not available.*
5. **Register With Police 10 Days in Advance** - Student organizations must contact UCA police 10 days in advance to arrange security for off campus events. *Note: Student groups currently have 7 days to contact UCA police.*
6. **Party Monitors** – A student organization must provide its own members as “party monitors” to work an open event. The guideline will be one party monitor per 50 estimated participants at the event.
 - Party monitors must wear identifiable security uniforms at an open event.
7. **Training of Security Staff** - UCA police and Student Life staff will conduct a training seminar of party security procedures for the following individuals:
 - Police at other agencies who may be hired to work security at future events; and
 - Students from each organization who will act as “party monitors” for their own events.
 - The number of party monitors to be trained must be sufficient in size to cover the largest anticipated open events sponsored by the organization.
8. **Card Readers** - UCA will purchase card readers that will swipe IDs of UCA students and registered guests. Card readers will be used for on and off campus open events.
9. **Evaluation Report** – At the end of each open social event, UCA police will complete a report to debrief the event. The report will be submitted to the Student Life staff. The purpose of the report is to communicate concerns and make recommendations for improvements for future events, if necessary.
10. **Spot Checks** – Student services and Greek life staff may make spot checks of open events at any time to determine if proper security procedures are being followed.
11. **Security of Events Outside Faulkner County** - Student groups who plan open social events in locations other than Faulkner County must provide documentation to UCA Police that security arrangements have been made for the event. UCA police, in

consultation with Student Life staff, may require documentation for security for closed events that are large in size and/or where alcohol is present. Documentation should be submitted to UCA police 30 days in advance and must include contact name and phone number of security working the event. UCA police will not work off campus events outside Faulkner County.

Educational Training

- The Student Life Department will arrange educational programs to teach appropriate conflict resolution techniques to Greek and other university students. Programs may be provided at Greek 101 new member development sessions, Greek convocation (held in beginning of the fall), and Greek leadership retreat.

Faculty Advising of Greek Organizations

The committee recommends the university strengthen faculty advisement of Greek and other student organizations. We need faculty who are *active advisors* who attend fraternity and sorority meetings, attend some of their activities, and who challenge and promote leadership among Greek members. The committee recommends the following to accomplish this objective:

- Greater weight or emphasis be given to faculty who advise student organizations.
 - Faculty advisors attend training programs on how to become effective student organization advisors.
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Policy changes that have occurred over the past twenty years. (For informational purposes only)

The University of Central Arkansas has implemented numerous policy and program changes over the past 20 years to address issues related to social Greek organizations. Some of these changes have included the following:

- In the late 1980s, implementation of “dry rush” for UCA fraternities.
- In the late 1980s, establishment of a “Greek 101” education program to address Greek life issues with new members of fraternities and sororities.
- In Fall 1991, established a “Dead Week” policy in which student groups are not permitted to have social events the last two weeks of the semester.
- In Fall 1991, establishment of a “Risk Management” program in which Greek organization leaders are trained on risk management policies and practices to learn how to throw safe parties.
- In Fall 1992, implementation of an “Off-Campus Social Events” policy in which Greek organizations must register off-campus events if alcohol is present or the event is open to the public.
- In Fall 1998, implementation of a policy to “ban alcohol at fraternity sponsored social events held at off-campus fraternity houses.”
- In Fall 2000, implementation of a “deferred rush” program in which entering freshmen must wait one semester before joining a fraternity or sorority.
- Beginning Fall 2008, nearly all 1000 Greek members have been required to attend a “Greek convocation” session focusing on topics relevant to Greek life. Past topics have

included alcohol abuse, hazing, recruitment and enhancing standards of Greek membership.

- Beginning Fall 2009, all Greek organization leaders have been required to attend an overnight off campus leadership retreat.

In more recent years, Student Services and Greek Life staff, in cooperation with University Police, has implemented additional changes to the Off Campus Social Events Policy to enhance safety of students. These current policies are listed below:

- All groups who sponsor an off campus social event that is open to non-members or where alcohol is present must contact UCA police to determine if officers are needed at the event.
 - Contact with police must be made at least 7 days in advance.
 - Any social event registered as “open” must have uniformed police officers present at the event.
 - UCA police, in consultation with student life staff, will determine if officers must be present at closed events.
 - UCA police, in consultation with student life staff, will determine the number of officers to work the event.
 - UCA police will determine if they have a sufficient number of officers to work an off campus event. If they do not, uniformed police officers from other agencies (i.e., Conway Police, Faulkner County Sheriff, etc.) may be contacted to work the event.
- Once police security arrangements have been made, the sponsoring student organization must register their event with the dean of students.
- The following policies and procedures are required for open events:
 - All off campus open parties are limited to individuals with current university ID (UCA or other college ID), plus one guest per member of sponsoring organization.
 - Guests must be signed in on a guest list at the door.
 - Advertisements for the event must specify “Limited to students with current college ID.”
 - Security wands must be used at all open parties.
 - Signs must be posted outside the event to address loitering and other behavioral issues.
 - Sponsoring organization members must meet with police prior to the event to go over security procedures.
 - Music must be turned off and lights turned on no later than 2:00 a.m.
- For alcohol related events, executive officers and chairs of an organization must complete an alcohol risk management program. Organizations must also establish procedures to minimize the risk of alcohol related incidents including:
 - Checking IDs to ensure students are of legal age to consume alcohol.
 - Establish an identification system (such as wrist bands) to ensure alcohol is not provided to minors.
 - Provide designated drivers for individuals who are intoxicated and/or are over the

- legal limit to drive.
- Actively take steps to minimize intoxication of individuals.

The most recent incidents involving UCA Greek organizations have made it necessary for the university to review and make additional changes to maximize the safety and security of students at off campus social events. A committee was established to conduct this review. Members include –

- Ronnie Williams (chair), vice president for student services
 - Larry James, chief of police
 - Major John Merguie, UCA police
 - Lt. Jamie Booth, UCA police
 - Gary Roberts, dean of students
 - Wendy Holbrook, director for student life
 - Hank Phelps, director of student center
 - Ernie Ness, director of counseling services
 - Angela Jackson, director multicultural services
 - Lindsey Osborne, director for sorority life
 - Scott Isenga, director for fraternity life
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