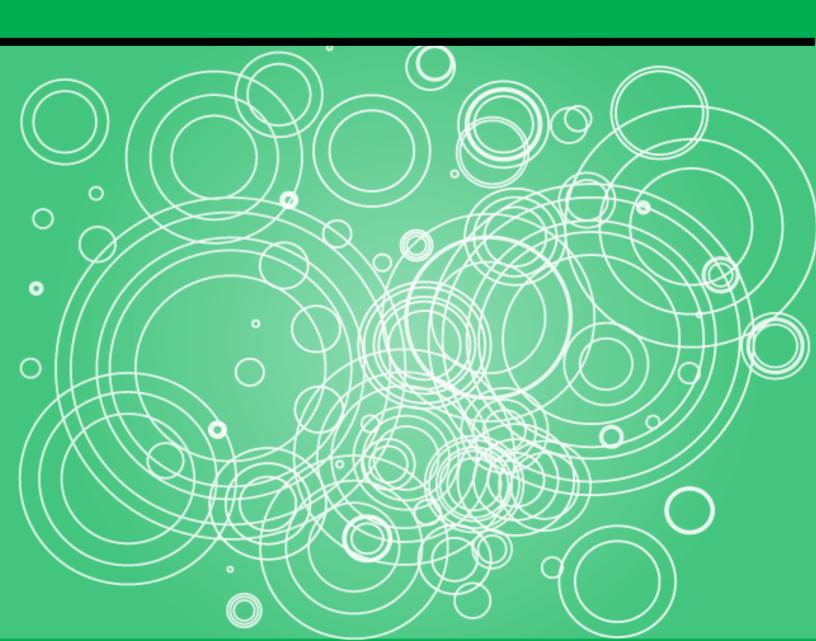


2018-19

THE OFFICE OF STUDENT LIFE & ACTIVITIES

ADVISOR MANUAL

INTRODUCTION







The Office of Student Life & Activities is dedicated to enhancing the college experience through a comprehensive campus life program. We are an integral part of Brookdale Community College, working to complement the college's mission through student centered programs and services. We encourage students to create and take responsibility for their campus community.

The creation of community is fostered through direct advisement of the Student Life Board, oversight of Clubs and Organizations, development of leadership opportunities, and the expansion of learning outside of the classroom by offering social and cultural programs that give a new dimension to education. Students are invited and encouraged to join any of the various College Clubs and Organizations, attend a meeting of the Student Life Board and participate in any of the many programs offered by Student Life and Activities. The office empowers students to take responsibility through stewardship of student activity fee funds. Student Life connects students to useful information as well as cultural and entertainment opportunities available in the surrounding community through the Brookdale Cares volunteer program. The office works to motivate and empower students to succeed today and in the future.

Thank you for taking on this important leadership role.

Recognized organizations and clubs are an important part of the Brookdale experience. Involvement in student groups encourages students to develop leadership skills, to explore values, and to begin laying the foundation for their professional careers. In addition to adding to the richness of our campus culture, research demonstrates that students who are engaged in campus life are more likely to stay in college and to graduate.

While we encourage our students to take on responsibility and lead their organizations, without the support and continuity that you provide, many groups would falter. Your role as an advisor is crucial to the success of the student groups you mentor. As an advisor you can supply information that will enable an organization to avoid making mistakes and to capitalize on the successes of the past. Your efforts are vital to both the students and our institution.

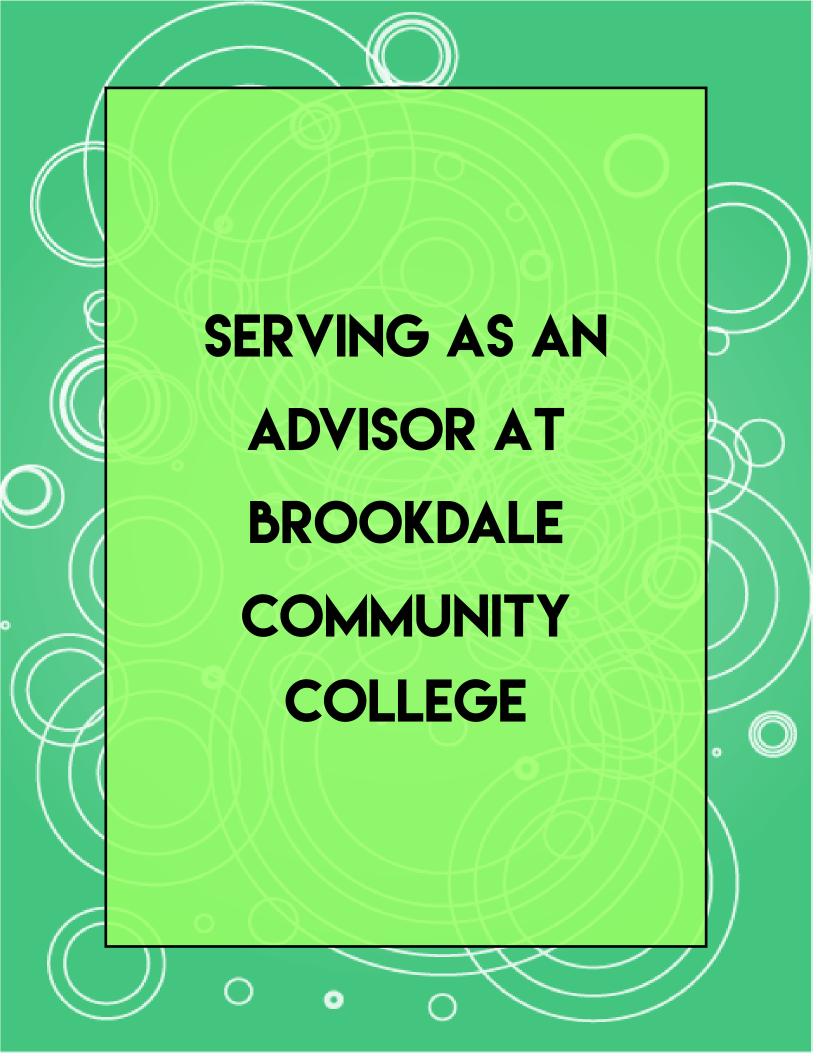
The Office of Student Life and Activities wants to establish strong lines of communication with organization advisors and has designed this publication to address the role of advisors, advisor responsibilities, information concerning risk management, and what the expectations of the College are for student groups. Please familiarize yourself with the Club Resource page located here:

http://www.brookdalecc.edu/campus-life/studentlife/club-resources/
We believe that it will serve as a valuable resource to you and the student
group you advise. We welcome any questions you may have regarding
organization and/or leadership development and encourage you to take
advantage of our resources and assistance.

If you have questions or need further support, please feel free to contact us in the Student Life and Activities Office on the 1st floor of the Student Life Center.

Thank you!

Lauren Brutsman, MBA
Director of Student Life and Activities





There is no one simple formula for being a successful advisor. Brookdale's student groups are varied and diverse. Likewise, the type of advisement that they need will depend on the group's character, level of activity, goals, etc.

The first step in successful advising is to lay the groundwork for a positive relationship by clarifying expectations of one another. Both advisors and advisees must accept responsibilities to one another. If these are clearly communicated and agreed upon by both parties from the beginning, you will always have something to return to when questions or problems arise.

As you are deciding whether or not to advise a student group, it is very helpful clarify expectations before making a commitment. Use the Advisor Checklist provided by Student Life to guide your discussion. You should discuss the students' expectations of you as an advisor as well as your expectations of the group. This should be an open and honest discussion with the entire group. Make sure that everyone understands and is in agreement about the role each party will play in the relationship.

ESTABLISH GROUND RULES

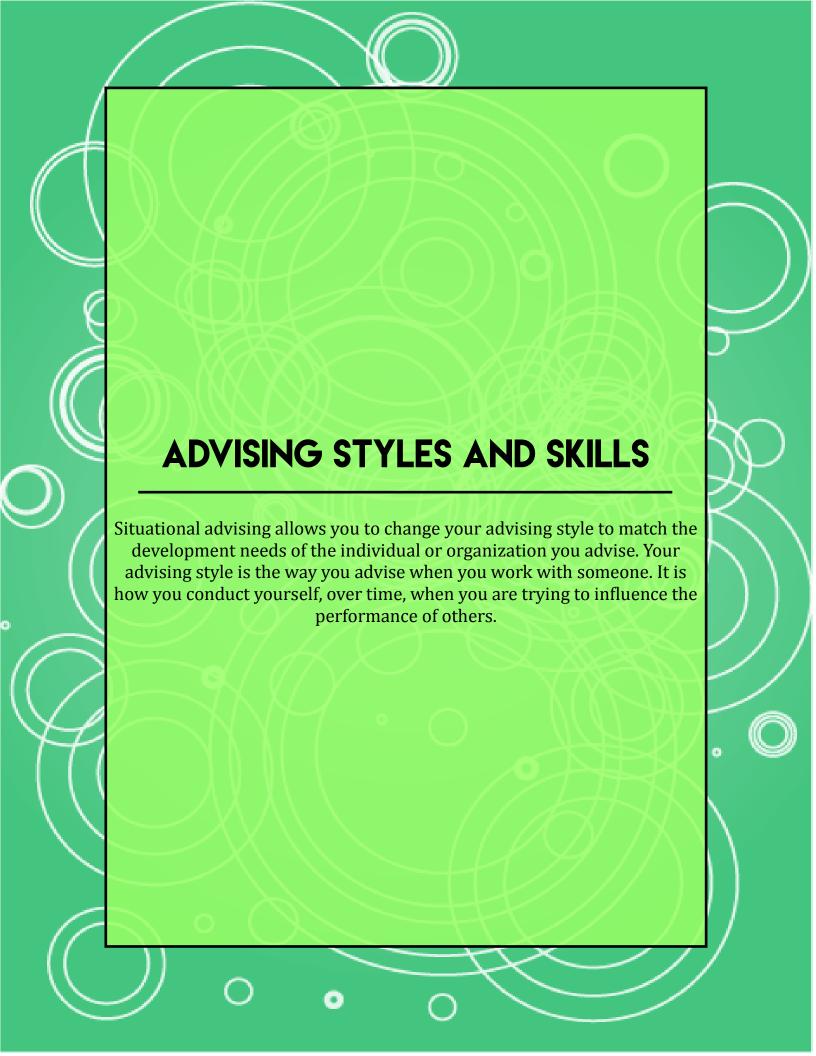
Because advising is a voluntary service to a group, you have a right to negotiate some ground rules for your relationship. The areas listed below are key areas where boundaries should be set right away in order to get things started effectively.

- *Communication:* One of the basic obligations of students to an advisor is keeping you informed about what is happening with the group. Ask the group to send you copies of meeting minutes and to keep you posted about plans for all meetings, events, fundraisers, etc. You may also want to schedule a regular meeting with the President or Executive Officers to discuss organizational matters.
- *Meeting Times:* Ask the group you are working with to set a meeting time that will allow you to attend when needed. If you cannot ever attend a meeting, your effectiveness as an advisor is immediately diminished. While you don't have to attend every meeting, you should be present from time to time (many advisors would recommend at least once a month) in order to see the group in action, check, and witness the leadership so that you have a true sense of what is happening in the group.
- *A Voice:* Although the advisor of student groups cannot vote as a member of the group, he/she does have the right to speak up during meetings, ask questions, and hold students accountable to policies of the College, other chapters and affiliates, and the greater membership.
- *Feedback:* Advisors provide essential feedback to student groups. In return, ask for feedback periodically from the group about how you are meeting their needs as an advisor. This will help you to know how you are assisting the group and where you can continue to improve.

ROLES OF AN ADVISOR

As an advisor to a student organization, your service and support can be defined in several advisor roles. The following are some of the important roles you will have as a student organization advisor;

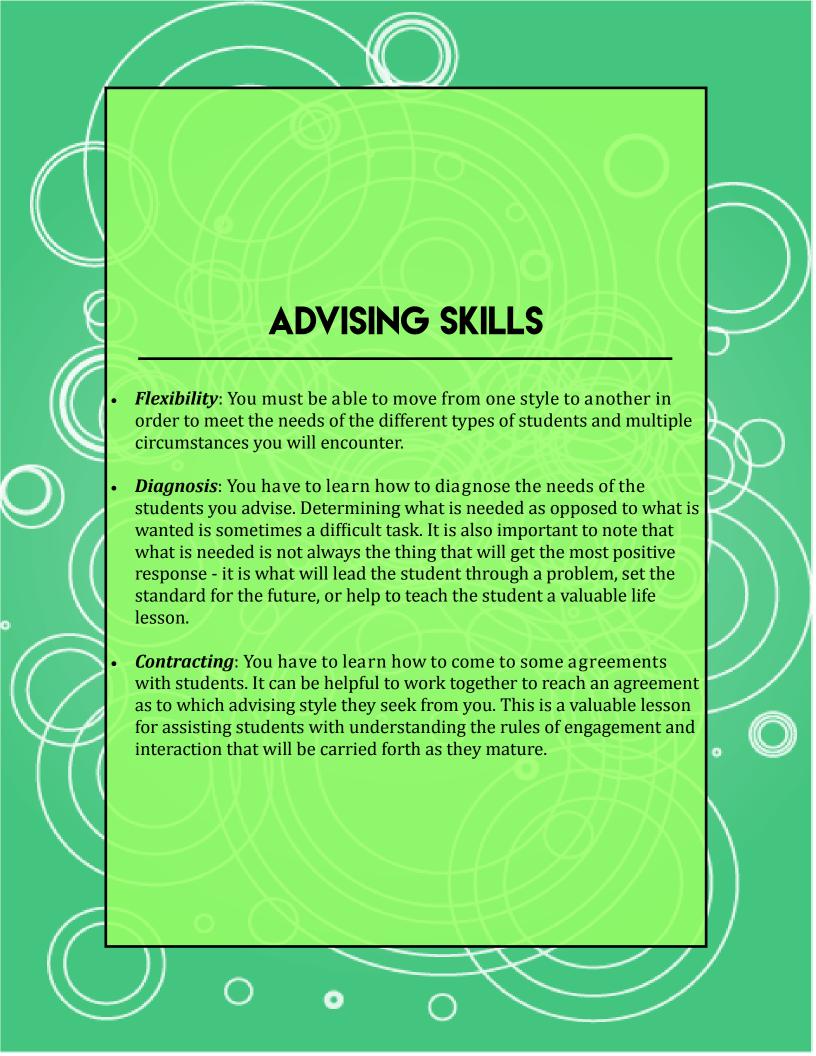
- 1. A **RESOURCE** –As a faculty or staff member at Brookdale Community College, you can be a valuable resource for information about the College, the organization, and the various campus policies or procedures. An advisor cannot be expected to know everything down to the last detail, but as an advisor you have many more connections than the students to find the answers they seek.
- 2. A **CONSULTANT** –Without a doubt, there will be times that the organization you advise will get stuck on something. That is where you come in. A student organization needs to be able to consult with their advisor on issues of programming (whether or not a program is worth the time or money, what risks are involved, how to best execute the program), on policies they may not understand or they disagree with, or on any number of other subjects. Organizations may need assistance in event and meeting planning, budgeting, fundraising, and development of organization rules and procedures.
- 3. A **MEDIATOR** From time to time issues may arise between the members of a student organization, different organizations, or between your organization and University administration. Your role as an advisor is to step in and take necessary measures to resolve the situation. Most of the time it will be as simple as having a discussion with the parties involved. Remember, the College is a big place with many experts, and advising is a collaborative effort. Guide and refer your students when necessary and appropriate.
- 4. A **MENTOR** As someone with experience in campus life, students in your organization may look to you as a mentor. One of your roles is to provide them with advice and share your life experiences to help with their academic career and beyond.
- 5. A **LIAISON** An advisor can be a very useful person to bridge the gap between student organizations and university administration or even within the student organization community. As an advisor, you should look for opportunities to advocate on behalf of the student organization and assist them in connecting with the appropriate office and departments on campus..



ADVISING STYLES

You will need to vary these based on your assessment of the students/ groups readiness level. Many times, advisors may struggle with students because they believe that they need a higher level of interaction or direction when the student is actually able to accept more of a delegating style and vice versa.

- *Directing*: The advisor provides specific instructions and closely supervises task accomplishments. Use this style with students/groups that are at a low level of readiness.
- Coaching: The advisor continues to direct and closely supervise task
 accomplishment, but also explains decisions, solicits suggestions, and
 supports progress. Use this style with groups that have a few leaders
 that are at a higher readiness level who will need your support with
 the rest of the group to get things accomplished.
- *Supporting*: The advisor facilitates and supports the efforts toward task accomplishments and shares responsibilities for decision making with the students. Use this style with students/groups that are just starting to understand the concepts that will lead to success the group is just starting to "get it".
- *Delegating*: The advisor empowers the students to conduct their own decision making, problem solving, and delegating. Use this style with students/groups that are at a high level of readiness.



ADVISOR DO'S AND DON'TS

Depending on the needs of the student organization, advisors typically serve multiple roles, including the role of supervisor, follower, mentor, facilitator, and educator. Here are some best practices to consider when interacting with your students:

Do's

Be knowledgeable about relevant policies and serves as a resource person

Develop strong working relationships with officers and members

Know the constitution of your club/s you advise

Motivate and empower students to take initiative for success

Assist in resolving any conflict between the group

Empower officers and members to fulfill and understand the mission of the club/organization

Always discuss concerns with officers/members in private; always praise them in public

Don'ts

Run the club/organization meetings

Assume veto power over group decisions

Take responsibility for group decisions, problems and failures

Restrict creativity for ideas on programming or meetings

Serve as a primary recruiter for new members

Try to solve every problem and conflict

Assume that the organization doesn't require your guidance and assistance



Each advisor perceives his/her relation to a student organization differently. Some advisors play very active roles, attending meetings, working with student officers, and assisting in program planning and development. Others maintain a more distant relationship to the organization. It is expected that each advisor will maintain regular contact with his/her organization. An advisor accepts responsibility for keeping informed about activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities.

The responsibilities of the advisor can be divided into three main categories:

- Responsibility to the organization
- Responsibility to the individual members
 - Responsibility to the college

RESPONSIBILITIES TO THE ORGANIZATION

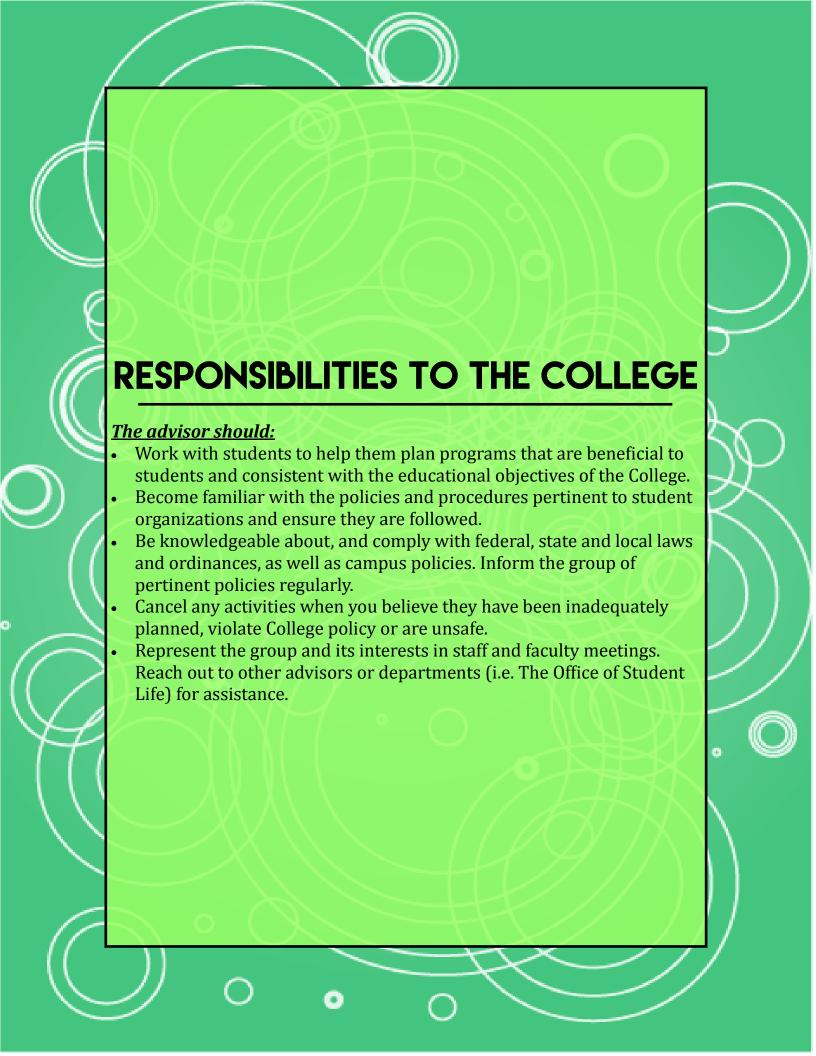
The advisor should:

- Develop clear expectations about the role of the advisor and the relationship to the organization.
- Assist the group in setting realistic goals and objectives each academic year, ensuring opportunities for educational and personal development.
- Help the organization justify its expenditures of students' time, abilities, energy, and funds.
- Be well informed about all plans and activities of the group. This can be achieved through regular attendance of meetings and/or frequent meetings with student officers.
- Discourage domination of the group by any individual or group of members.
- Assist in promoting group interest by evaluating programs.
- Assist the group in making sure that proper paperwork is submitted to the Office of Student Life.
- Assist officers with procedural matters.
- Check all and receive copy of all official correspondence before and after it is sent.
- Be knowledgeable of the organization's history, purpose and constitution and help the general membership adhere to them.
- Be visible and establish an attendance schedule for organizational meetings.
- Be available, especially in emergency situations.
- Be consistent with actions in serving as a mentor and mediator of conflict.

RESPONSIBILITIES TO THE INDIVIDUAL MEMBERS

The advisor should:

- Seek to assist the students in maintaining a balance between the academic and the co-curricular aspects of student life.
- Encourage each to participate in and plan group events.
- Encourage students to accept responsibility for specific parts of programs and help them recognize the importance of their roles in relation to the group.
- Be concerned about developing the leadership skills of members, particularly the executive board, by discussing and helping to analyze group interactions and decision making.
- Be aware of the goals and directions of the organization and help members evaluate their progress towards those goals.
- Develop a strong working relationship with all the officers. Establish as needed, meetings with individual members of the organization who need additional guidance in their officer or committee positions.
- Maintain a complete officer and membership list with addresses and phone numbers (or know where to easily find one).



TOP 10 QUALITIES OF A GREAT ADVISOR

- 1. Is personally and professionally interested in being a good advisor.
- 2. Listens constructively, attempting to hear all aspects of students' expressed problems objectively and fairly.
- 3. Is available to students and follows up on commitments made to advisees.
- 4. Knows College policy and practice in sufficient detail to provide students with accurate, usable information; when in doubt, refers to the *College Catalog, Advisor's Handbook, Student Handbook*, or other available resources for clarification.
- 5. Knows how and when to make referrals and is familiar with referral sources available to students on the campus.
- 6. Does not make decisions for students, but helps students make their own decisions.
- 7. Is a positive role model and respected by students.
- 8. Communicates honestly with the group in a respectful manner.
- 9. Continually tries to improve both the style and substance of the advising role by evaluating the effectiveness of his/her advising practices and willingly participating in advisor-training programs offered by the College for this purpose.
- 10. Tries to establish a warm and open relationship with advisees by being genuine and allowing advisees to be themselves.

LIABILITY AND RISK

What is my liability/risk associated with being a club/organization advisor? Can I personally be held responsible if something should happen with my group?

The simple answer is no with a caveat. You should not be held personally responsible as long as you advise/guide in a manner consistent with common sense and follow Brookdale Community College policies and procedures. It is important for you and the group to review the Code of Conduct in the Student Handbook and ask questions if you don't understand something. The handbook may not include everything, so you need to ask questions. The handbook can be accessed electronically at:

www.brookdalecc.edu/handbook.

All employees of Brookdale Community College are covered by institutional liability insurance as long as they are working within their job description – and advising a club/organization falls within many job descriptions (e.g. service to the community, student learning, etc.).

However, it is very important for you to understand that if you suspect or have knowledge of any illegal activity <u>or</u> activities that are not in line with Brookdale's policies or the Student Code of Conduct and take no action, you can be held legally responsible. Immediately report any violations or suspected violations online at <u>www.brookdalecc.edu/conduct</u>. Please contact Christopher Jeune, the Director of Student Conduct & Compliance at <u>cjeune@brookdalecc.edu</u> with any questions or concerns.

Your role as a Club Advisor also designates you as a "Responsible Employee" under federal law. Responsible Employees <u>are required to notify</u> the College's Title IX Coordinator (Christopher Jeune) if they are made aware of an allegation of sexual misconduct conducted against a student. Please contact Christopher Jeune with any questions or concerns.

Emergency Protocol

For incidents that occur during student organization trips or off campus activities

In the event of a student conduct incident, an accident, emergency, sickness, or hospitalization affecting any Brookdale Community College students during a student club/organization trip, it is important to immediately contact the Brookdale Community College police at 732-224-2222 to notify the College of the incident. Please also fill out an online Incident Report at www.brookdalecc.edu.conduct. The purpose of this protocol is to improve communication and ensure that the College can arrange appropriate support for the individual student(s) affected by the incident.