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# Welcome

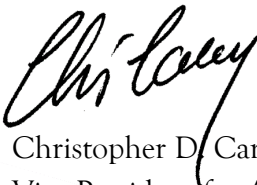
Southern Adventist University is a place where students can learn and grow socially, spiritually and academically. We believe modeling and integrating service into learning is the best way to insure that young people leave Southern prepared for service. Thank you for choosing to join us in our mission.

Your gift of time, talent and treasure helps make quality education affordable for our students, and sets a high standard for service. ***No matter the size of the task, you are making a difference.*** We are instructed in Matthew 5:16 to “let your light so shine before men, that they may see your good works and glorify your Father which is in heaven.” By sharing your knowledge, skills and experience, you are providing invaluable guidance and support to our students, staff and faculty.

This handbook is designed to connect you with the mission of Southern, discuss the Lights Volunteer program, share the benefits of volunteering and orient you to the resources on campus. Take the time to read through the whole handbook as the first step in joining Southern’s volunteer community.

Let’s roll up our sleeves, seek out and engage in volunteer opportunities that contribute to quality education. We deeply appreciate your participation with the Southern family in this mission.

In Christ’s Service,



Christopher D. Carey  
Vice President for Advancement

# Mission Statement

Southern Adventist University, as a learning community, nurtures Christ-likeness and encourages the pursuit of truth, wholeness, and a life of service.

## Educational Philosophy

Rooted in the theological understanding of God and humanity, the educational philosophy of the Seventh-day Adventist Church states that:

- God the Creator and Sustainer of the universe, is the Source of all knowledge
- Created in the image of God for the purpose of communion with Him, humanity has sinned and been separated from Him.
- Through infinite love, God sent His Son to restore this relationship with us—a personal relationship that begins now and continues throughout eternity.

Within the context of this theological understanding, education is viewed as an essential element of redemption, and must focus on developing the whole person. Through harmonious development of the physical, mental, spiritual, and social dimensions, the individual becomes better equipped to bring wholeness to a broken world. Within this philosophical framework, the Student Development Goals include:

## Spiritual

To create a safe, nurturing community of faith in which students may grow a vibrant relationship with the Lord Jesus Christ, while integrating Christian beliefs and values as understood by the Seventh-day Adventist Church into their lives.

## Intellectual

To facilitate in students the mastery of critical reasoning, independent thinking, reflective judgment, communication, and creativity as they confront the issues, ideas and values of historical and contemporary civilization.

## Occupational

To assist students in attaining knowledge-based competencies essential for productive citizenship, leadership and service in an increasingly complex global society.

## Social

To provide opportunities for students to develop socio-emotional maturity that will enable them to be effective, members of families, groups and communities in a pluralistic society.

## Service Learning

Service learning involves taking what is taught in the classroom, using it to address a community need, and then reflecting on that experience afterward. This is different from community service in that there is a direct tie between the service and the course curriculum. Research suggests that the benefits of this program are quite comprehensive: increased GPA, leadership skills, retention of course material, social skills, appreciation for diversity, and more.

## Physical

To empower students to take responsibility for their own well-being through a healthy lifestyle.

# Southern History

## Small Beginnings

In 1892, Professor and Mrs. George Colcord used their own money and rented a room over the General Store in Graysville, Tennessee. The couple didn't know it then, but what they started would eventually become Southern Adventist University. Twenty-three students enrolled at Graysville Academy that first year. The next year, more than 60 students enrolled, requiring a bigger building.

In November 1892, the school's name was changed to Southern Industrial School, and in 1901 it was changed to Southern Training School.

The increased tuition fee of \$12.50 a month made it necessary for many students to work in the canning, printing, and wagon-making industries. Many of the faculty earned only \$13 a week.

## Time for a Move

On the morning of February 18, 1915, tragedy struck when the girls' residence hall burned. No lives were lost, but administrators decided it was time for the school to change locations.

The following year, the school board visited a piece of property called Thatcher Switch. The property was exactly what they needed. School officials purchased the property and gave it the name, Collegedale.

Along with the new location came a new name for the school—Southern Junior College. Fifty-seven students arrived for classes on

October 18, 1916, and more than 200 were turned away for lack of living space. Of course, the campus wouldn't be complete without a church, so the Collegedale congregation organized with 50 charter members.

## Surviving World War I

In 1921, after surviving World War I, the school ran into financial difficulties. President Lynn Wood volunteered to reduce his pay to that of a department head. He told faculty members, "Whatever you feel you can live on, then I will try to make my wants that." Other faculty members followed his example, and as a result, the school survived.

## Southern Grows

In 1924, after the financial situation improved, the school built a new administration building. Known as College Hall until 1945, and renamed later after President Wood, Lynn Wood Hall stands today as a campus landmark.

In 1942, Kenneth A. Wright became president of the school. During Wright's administration, Southern Junior College became accredited as a four-year institution and adopted another new name: Southern Missionary College. This name was proposed by the Southern Union board of education and was adopted in 1944. Two men and four women received Southern's first baccalaureate degrees two years later.

In the spring of 1944, the board announced a \$300,000 expansion program, which included science and music buildings and a library. Daniells Memorial Library, Hackman Hall, and Miller Hall were dedicated in the years that followed.

After World War II, Southern experienced more record growth. Seemingly, overnight, a trailer park and student store were added to the campus. The *Accent* was actually founded in 1929 under the name.

## Fire Changes Everything

In 1956, College Wood Products, the school's largest business, burned to the ground. The insurance money collected was used to build a new plant where students made cakes. The building was leased to McKee Baking Company, and since the family-owned firm has grown tremendously. McKee Foods is now the largest manufacturing employer in Hamilton County. More than 2,500 employees work at four Collegedale plants.

In 1958, Conrad N. Rees began nearly a decade-long term as president. During a time of extraordinary growth, new buildings began to dot the campus including Talge Hall, Collegedale Church, Iles Physical Education Center, an industrial education building, and a shopping plaza. The enrollment shot from 500 to more than 1,200 students, and the women moved into a new dorm. Communication students had the opportunity to polish their broadcasting skills on the new campus radio station, WSMC, and by the mid-1960s, plans were in progress for a new gymnasium.

In 1967, Dr. Wilbert Schneider replaced Rees, who suffered a stroke. During his administration, construction on Wright Hall was completed, providing offices for administration, a new cafeteria, and the student center. The men's residence hall was demolished to accommodate McKee Library, Summerour Hall (now occupied by the School of Education and Psychology), and Thatcher Hall.

## A New Name

Wanting to reflect their updated image, Southern Missionary College changed its name to Southern College of Seventh-day Adventists. This change came on July 1, 1982. Brock Hall was added in 1983, and the music building, known for years as Miller Hall, was refurbished and became the home of the religion program.

In 1996, trustees voted to move the college toward university status, and also voted on a new name: Southern Adventist University. A double dedication was held the following February for the university in its new stage of growth, and for the Hickman Science Center. The first graduate class began in the summer of 1996.

## Today

In 1997, Gordon Bietz became president of Southern Adventist University. Academic expansion has continued, with 64 baccalaureate degrees, 17 associate degrees, 51 minors and two one-year certificate programs, and 9 master's degree programs.

In the fall of 2011, undergraduate enrollment eclipsed the previous record, set in 2010. With 2,816 students pursuing their undergraduate degrees, Southern is the largest undergraduate institution in the North American Division.

With more than a century of serving the educational needs of men and women from the Southeast and around the world, Southern Adventist University continues to experience increased growth in student enrollment each year.

## Lights History

Southern Adventist University has a long history of volunteerism, dating back to the beginning of the organization. In 1892, when Mr. and Mrs. Colcord accepted the call to come to Tennessee, they were truly entering a mission field. With nearly no church support, school, students, or money, they had a true sense of mission and volunteerism.

In 2005, when Vice President for Advancement Chris Carey, arrived on campus, there was no volunteer program in place despite a



community full of the culture and resources necessary to begin one. Carey and a student worker began developing an idea for an organized volunteer group on Southern's campus. This student worker, Cheryl Fuller Torres, took the idea of a volunteer program, researched ideas and came up with the name, Lights Volunteers.

Joy McKee was hired in 2005 as the volunteer liaison and Southern Lights were officially underway. Around the same time, Bill Wilson, a former administrator at Florida Hospital in Orlando, was recruited by Gordon Bietz to be the Volunteer Coordinator. When Wilson came into the office ready to help, Carey and McKee gladly took him up on his offer.

Since the beginning of Lights, there has been a mission mentality. The Lights are a beacon on campus, and live out one of Southern's core mission statements—lighting a life of service. Your time is valuable. Independentsector.org places a dollar value to every volunteer hour given. It's a gift of time and money to Southern. You are priceless.

## Mission of Lights

Southern Lights, as a volunteer group, support the students, staff and above all, the mission of Southern Adventist University. The Lights give of themselves to ensure that Southern is a school they can be proud of—a school with a central focus of preparing students for the Kingdom, and a school that provides the best Christian education.

## Becoming a Light

Volunteering at Southern is a unique and exciting experience; a privilege for both the school and the volunteer.

The ideal volunteer would:

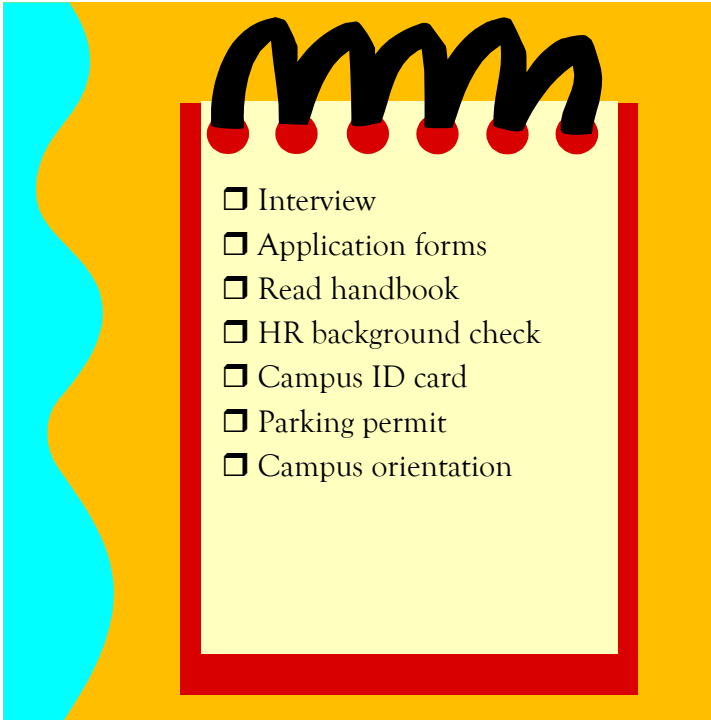
- Be friendly, reliable and adaptable
- Enjoy university students
- Have a professional attitude
- Demonstrate an interest and enthusiasm for volunteering
- Work cooperatively with University staff
- Be of good moral character
- Believe in quality Christian education
- Develop skills relevant to volunteer projects or be willing to learn
- Give talents and experience that can enrich the program
- Share time and willingness to serve
- Be any age

## Application

The first step to becoming a Light is to interview with the volunteer liaison or coordinator and complete an application. The interview helps reveal your skills and interests and match you with a satisfying and meaningful volunteer experience. Upon completing the forms and reading this handbook, you will be asked to sign a certificate showing your commitment and return it to the volunteer liaison.

After completing orientation, you will have a Southern ID card, parking permit, and will begin volunteering.

# Application Checklist



Each department that offers volunteer opportunities has its own unique culture and requirements. While volunteers may have particular areas of interest, skills must meet the department's needs. Volunteer Services will help make the best match to benefit both the volunteer and department for a successful outcome

# Benefits

Departments across campus have collaborated to show appreciation for your services. Upon acceptance as a Lights Volunteer, you will receive a Lights Volunteer shirt, a Southern Adventist University *Joker*, campus directory, university calendar, and a pin. You may be included in campus publications such as *Columns*, and the *Southern Accent*, as well as the Lights Volunteer e-newsletter, *SpotLights*. With the use of your ID card, you can gain access to many university events.

## Volunteer Recognition

Volunteers are invited to attend the President's Picnic, the Employee Christmas Brunch, the Apple Festival, Christmas Tree Lighting and Volunteer Luncheons, among other activities.

## Parking

Campus Safety provides volunteers with a special window decal that allows parking anywhere on campus without being ticketed. Permits expire each August 31. Please remember you must have a handicap-certified parking pass for those specific spots.

## ID card

As a Light, you will receive a university ID card. This card gives you access to certain buildings and rooms, when necessary, on campus as well as events. It is also your timecard and will be the university's way to track your volunteer hours. You have the opportunity to put money on your ID card at the ID Card Desk to use at university locations such as the Dining Hall, KR's Place, and the Campus Shop.

Benefits of having a Southern ID card include:

- Campus directory and *Joker*
- Campus events and lecture series—free with ID card\*
- Class audit privileges\*\*
- Discounts
  - 25% off at the Dining Hall, Kayak, Campus Kitchen, and KR's Place
  - 15% off of rental of campus meeting space
  - 50% off Hulseley Wellness Center membership
  - Southern pricing at QuickPrint
  - Annual Wellness Assessment each August
- McKee Library book loans and in-house use of library materials\*\*\*
- Special invitation-only events
- Southern email account
- Teaching Materials Center access

\*Some campus events may require purchased tickets to attend.

\*\*Lights Volunteers who have achieved a cumulative total of 200+ hours of service may audit one undergraduate course free of charge per semester, or take class for credit, at one-half the normal charge. There must be space available in the class to be eligible for this plan. Does not apply to lab fees or other charges that may be in addition to tuition. Please contact the Lights Volunteer office if you plan to enroll in a course.

\*\*\*No inter-library loans or media checkouts.

# Rights & Responsibilities

The Lights Volunteer program is based on a philosophy of partnership. Responsibility for the program rests with the vice president for Advancement. All Lights and employees, however, work together to share vision, ideas, and responsibility for Southern's success.

Lights are valued program partners at Southern and represent an outstanding example of outreach as they serve.

Each member should know that the program is strengthened with the cooperation of the entire team. Active communication between departments is essential. For the team to work successfully there must also be a balance of trust, credibility, truth and accountability.

## Gift of Right of Publicity

Volunteers have the opportunity, through the Volunteer Agreement, to give or withhold permission for Southern Adventist University to use their names and/or pictures in various media forms (including newsletters and the university website).

## Lights have the right to

- Be respected as a co-worker and not just free help
- Expect a suitable and worthwhile assignment
- Be well-informed
- Receive quality orientation and/or training
- Have appropriate working conditions
- Be involved in planning
- Be recognized and receive expressions of appreciation
- Be trusted and respected by faculty and staff
- Be valued as a person capable of unique contributions

## Lights have the responsibility to

- Choose assignments suited to personal interests, talents and skills
- Dress and perform in a professional manner as a representative of Southern
- Participate in appropriate orientation, training, and evaluation
- Respect confidences and exercise personal integrity
- Uphold and follow policies and procedures
- State limitations
- Follow through and complete assignments once assumed or notify the supervisor if unable to fulfill the assignment
- Communicate both problems and successes
- Work as a team member
- Follow the reasonable directions of faculty and staff

## Employees have a right to

- Review and evaluate Lights
- Clearly define expectations and responsibilities of their needs
- Be informed regarding project status
- Have expectations met

## Employees have the responsibility to

- Request information and services available through Lights
- Give clear job descriptions and reasonable timeframes
- Communicate clearly and provide constructive feedback
- Treat Lights as co-workers with acceptance, trust and respect
- Provide information and keep Lights up-to-date

## Statement of Commitment

Lights need to sign a *Statement of Commitment* before volunteering at Southern. Volunteers sign this commitment indicating they understand and agree to the responsibilities, potential hazards, benefits, and other conditions of volunteers at Southern.

## Attendance & Recording Hours

Volunteer work schedules may vary depending on the assignment. Volunteers work with their supervisors to set a schedule that is mutually acceptable. If unforeseen circumstances arise and result in tardiness or possible cancellation of the shift, appropriate notice is needed.

All Lights are given an ID card that identifies them and their position as a volunteer. It is requested that you have this while volunteering on campus, and use it to clock into a data collection terminal to record hours. Terminals are available in all buildings.

If no terminal is available at your job location, obtain a sheet from the volunteer coordinator to track your hours, or email your hours to [volunteer@southern.edu](mailto:volunteer@southern.edu)

Southern's fiscal year runs from June 1 through May 31. Volunteer hours will be recorded for the same period.

## Reimbursement of Expenses

There may be times when Lights need to purchase items that are necessary to carry out a volunteer activity. These purchases need advance approval. In order to be reimbursed, the volunteer should acquire the appropriate tax-exempt letter from the volunteer office prior to making a purchase and give receipts to the volunteer coordinator. Southern does not reimburse for tax, so purchases made without the tax-exempt letter will only be reimbursed for the purchase price.



## Dress Code

As representatives of Southern, all volunteers are responsible for adhering to Southern's dress code and presenting a positive image to constituents in the community. Volunteers should practice common sense rules of neatness, good taste, modesty, and comfort, and refrain from wearing jewelry. For reference, a complete copy of the dress code can be obtained from Human Resources in Wright Hall or by going to [www.southern.edu/hr](http://www.southern.edu/hr)

## Volunteer Dismissal

In the unlikely event that a volunteer does not adhere to the policies of Southern Adventist University, or fails to perform his/her duties in a responsible manner, Southern has the right to terminate his/her involvement with the university. Reasons for termination include any conduct inconsistent with the mission and policies of Southern. Southern reserves the right to request that a volunteer leave immediately if circumstances warrant such action.

## Volunteer Retirement

“Retiring” means that an individual is no longer involved with Southern as a volunteer. Retiring generally results when a volunteer relocates out of the area, is inactive for a prolonged period of time, or no longer wishes to be involved with Southern's programs. Volunteers who have not volunteered in more than 12 consecutive months will be reevaluated to establish their interest and desire to continue serving.

# Campus Resources

A number of resources are available on campus for purchasing office items, dining, banking, copying, and transportation.

## Campus Shop

Located in Fleming Plaza, various items are available for purchase. Southern attire and memorabilia, greeting cards, stationery, writing utensils and small gifts are just a few of the more popular items.

The Campus Shop is the university bookstore. It is the purchasing agent for office and school supplies. Purchases of office and school supplies for university use are charged directly to each department at a 20% discount. The Campus Shop provides catalogues from which departments may request special orders, which also receive a 20% discount.

## Copy Service

Copy service is provided throughout the campus for convenience. High-speed equipment is available at QuickPrint, located in Fleming Plaza, for reproducing, collating, stapling and hole punching.

## Credit Union

Collegedale Credit Union is a mutual-help financial organization offering many services, including savings (shares) with quarterly dividends, auto, mortgage, personal, and share loans, American Express Travelers Checks, notary public, money orders, safety deposit boxes, and various insurance programs.

## Library

As a Light, you may check books out of the McKee Library. You are also welcome to use the computers and other facilities. Facilities for photocopying and laminating, computer access, and computer printing are some of the additional fee-based services available to you as a Light.

## Recycling

All recyclables generated by Southern Adventist University—including aluminum, cardboard, glass, metal, paper, and plastic—are collected and marketed by Waste Management. Revenues from the sale of recyclables are recorded in the Waste Management cost center.

## Transportation

Some volunteer duties may call for the use of a vehicle. Volunteers who choose to operate their own vehicles can keep track of mileage and submit it to their supervisor for reimbursement. Another option is to rent a vehicle from Transportation Services. Vehicles used to carry out volunteer duties will be paid for by the department requesting the service. Vehicles rented for personal use will be paid for by the volunteer. For more information, visit: [www.southern.edu/transportation](http://www.southern.edu/transportation) or call 423.236.2716.

# Safety

## Accidents & Injuries

All property damage and personal injury accidents while functioning as a Lights Volunteer (on or off campus) must have a police report made. Campus Safety and the Lights Office must also be notified as soon as possible. For serious injuries where an emergency exists, call 911

immediately (8-911 from campus phones) as well as Campus Safety at 423.236.2100.

Southern does not cover damages or injuries to volunteers who choose to use their personal vehicles for university business.

## Alcohol, Smoking & Drugs

It is the policy of Southern Adventist University to maintain a safe and healthy environment for its students and employees. A drug, tobacco, and alcohol-free lifestyle for employees and students alike are intrinsic to this policy. The university prohibits the unlawful use, manufacture, possession, distribution, sale or dispensing of drugs and/or alcohol or tobacco on university property or during university activities which may be on or off campus.

Violation of this policy will result in disciplinary action—up to and including immediate discharge. Federal and state laws, as well as local ordinances, provide additional penalties for such unlawful activities, including fines and imprisonment. The university will take all appropriate actions against violators, which may include referral for legal prosecution.

# University Policies

## Vehicle Operation

Campus Safety is authorized to ensure that campus vehicular traffic is operated in a safe and orderly manner. The department will enforce compliance with posted traffic signs, parking regulations, and speed restrictions. Violators will receive citations if they disregard campus vehicle rules as follows:

- A ticket will be placed on the windshield of the offending vehicle
- A copy of the ticket will be sent by mail to the registered owner of the vehicle within one business day
- The registered owner will have 10 business days from the time the vehicle was ticketed to contact Campus Safety to pay the fine or appeal the ticket in writing

## Internet Access & Use

The Southern Adventist University network is a private network and is available only to authorized users. To register for a Southern email account, please visit [www.southern.edu/register/account](http://www.southern.edu/register/account).

Following are excerpts that outline the basic rules concerning what is appropriate on the network, assure the fair use of limited networking resources, protect the security and privacy of network users, and safeguard the university from legal action.

### Appropriate Use

- Users should follow the “Golden Rule”, use good judgment with respect to networking activities, and cooperate with system administrators
- Users must not use any tools, or provide tools to others, that would damage files or computers that belong to others, compromise network security, or disable accounts
- Users must not harass others, send obscene, defamatory, or threatening messages
- Users may not use the university’s computing resources to impersonate another individual or misrepresent authorization to act on behalf of other individuals or the university

- Users must not distribute copyrighted or proprietary material without written consent of the copyright holder, nor violate U. S. copyright or patent laws.
- Users are responsible for all use made of their accounts
- Users must not attempt to undermine the security or the integrity of the university network and shall not attempt to gain unauthorized access

## Privacy

The privacy of network users is important to the university and will be protected to the extent that is technically feasible and allowed by law. Network users should realize that messages sent and received electronically are potentially accessible to administrators through normal system administration activities, and to the public through public record laws, subpoenas, decoding, interception, or other means. Because of this, the university cannot guarantee complete privacy of electronic communications. If systems administrators, while involved in their routine duties, encounter information that indicates that a crime or breach of this policy may have been committed or is about to be committed, they are required to report the existence and sources of the information to the proper authorities. Specific personal electronic communications and computer files will not be searched or monitored deliberately except in an emergency or pursuant to proper written authorization as described below.

If a breach is suspected, the university president has the authority to authorize the search and monitoring of personal electronic communications. Authorization must be in writing and must be specific about the information or communication to be the subject of the search. The president is empowered to delegate this authority to authorize

searches and/or monitoring to specific employees, but delegation must be in writing.

## Blocking & Security

While it is impossible to make the network totally secure, our goal is to provide a reasonably secure environment for personal and institutional computing and communication.

Southern Adventist University may maintain blocking software in order to protect users from inadvertent encounters with inappropriate materials (e.g. pornography), as determined in the sole discretion of the university. However, the failure to use blocking software should not be construed as an endorsement of any site which is not blocked.

Information Systems provides a method for users to report sites which they feel should or should not be blocked.

## User Responsibility

- While Information Systems can take steps to make the network secure, security is ultimately the responsibility of the user. Take time to become familiar with the security policies outlined in this handbook. They are here to protect you and other students and employees.
- Users should not share their passwords with anyone. No one, including Information Systems employees, has authorization to ask for a password. We strongly suggest that all users take time to learn passwords in order to avoid writing them down.
- Users should not remain logged in to university servers when they are away from their desks for an extended period of time.

## Sanctions

*First Minor Incident.* When a user appears to have violated the Network usage Policy in a manner that is deemed minor by Information systems, and the user has not been implicated in prior incidents, s/he will be provided a copy of the Network Usage Policy and will be asked to sign an agreement to conform to policy statement.

*Repeated and/or Major Violations.* Repeated or major violations will be forwarded to the appropriate vice president or the president for disciplinary action.

Disciplinary actions for violation of this policy may include, but are not limited to, loss of network access, dismissal, and legal action. When violations may constitute criminal offenses, the university will report such activity to the appropriate authorities.

Appeals of actions should be directed through the process in place for both employees and students.

## Anti-Harassment Policy

All staff and volunteers have the right to work in an environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive and disruptive. Harassment based on race, color, religion, sex, national origin, age, disability, sexual orientation, or any other characteristic protected by law will not be sanctioned or tolerated. Southern encourages volunteers to bring any incidents of discrimination or harassment to the attention of a volunteer supervisor or to the vice president for advancement.

## Grievance Procedure/Conflict Resolution

Lights are encouraged to share their concerns, seek information, provide input, and resolve problems. If a problem should arise between two volunteers, they should attempt to reconcile the matter in a



professional and courteous manner. If an agreement or solution cannot be reached, notify the volunteer coordinator. In the event that a conflict should arise with the volunteer coordinator, please contact the vice president for Advancement to share your concerns.