

2016 NEOHO Fall Business Meeting Minutes

Kent State University

1. Welcome

2. Officers Reports

a. **President/President Elect**

- i. Re-creation of a new website. This will hold all future information, meetings, etc.
- ii. Bi-weekly conference calls of exec.

b. **Secretary-** Updated roster/confirm contact information

c. **Webmaster**

- i. Putting history into our website.
- ii. Mount Union-photos from the conference so we can put those up on our website.

d. **Treasurer**

- i. Timeline for paying dues.
 1. Who the appropriate person for paying dues, that would be your contact.
 2. Starting a square account. Dues for next year can be paid by credit card through the process. There will. Be a small process cost along with that.
 3. Balance is \$6,092 where we sit today with the budget.

3. Executive Agenda Items

a. RA of the Year Award:

- i. Looking at the process and students awarded for this coming year.
 1. There will be one nomination per school, from those students selected the RA of the Year will be selected.
 2. Form is due Nov. 11th.
 3. Judging rubric has been created and you can see what the judges will be using to score and make the decision on the selection of the RA of the Year.
 4. Emails will go out for interest in becoming a judge.
 5. RA nominated from each institution does not need to attend conference. Some students nominated could be graduated, or current RA.

b. NEOHO Conference

- i. Naming of events after founders.
 1. NEOHO RA of the Year- Sue NS- Retired from CASE
 2. RA Conference- Mike C- Retired from Hiram
 3. RA Case Study- Donna B- John Carroll University
 4. Spirit Trophy – Don K- Retired from CASE
 5. Undergraduate Scholarship- Ron McDonald- Un. Of Akron
 6. Graduate Scholarship -Jack Fahey- Retired from YSU
 - a. Honoring the founders of this organization.
 - b. Everyone was in favor of proceeding with the honoring.

c. NEOHO New Professional Scholarship

- i. Mel Dickey- selected, and is going to attend OCPA.

4. Institutional Agenda Items

• **Mount Union**

- Residence hall community standards – what other institution does in terms of setting community guidelines with residents' input.
 - Kent- during the first floor meeting a community standard meeting. What it means to be a good community member. When harm is done this is what the impact might be. Having the conversation right at the beginning, about ownership and what the impact might be.
- Gender inclusive bathroom – how does each institution implement gender inclusive bathroom in a preexisting building. Excluding renovations and remodeling preexisting facilities. How to have those conversations, signage?
 - Oberlin- Residents vote on the bathrooms during the first floor meeting, and send out an anonymous ballot. They have an E system. E-everyone, M-men, W-Women, 3-Me, myself and I. When finished they flip back to E. this is in a community bathroom setting.
 - Ashland- With the dear colleague letter that went out in May.
 - Kent- Changed policy and that student should use the bathroom they identify with.
 - BW- has gender inclusive bathrooms in all academic buildings and residence halls.
- Guest and Visitation policies – What are the guest and visitation policies for each institution? And how the guest policy is different than the visitation policy?
 - BW- is going to be looking at it in the next couple months.
 - Case has an escort policy, but 24 visitation.
 - HU-Revisited. Surprised by how many institutions still have a policy. They do not have one, Guest policy- Currently has 3 nights in a 2 week period.
 - CIA- That they still exists because of the campus culture, or for protection of the roommate. Policy is more about roommate, permission.
- Adirondack Solutions-
 - How the software systems work, hey are new to it and looking to learn from others.

• **Ashland University**

- Access to residential buildings: Do student have access to all residence halls? Limited access at certain hours? Only access to their own building?
 - CIA- Students only had access to the building they live in. If you don't live there no access.
 - BW- Access in relation to their hall director. Typically access only to your building. Greek chapters if you live outside of the hall you can apply for access.
 - Wooster- 24 hours every residence building. Card swipes on individual doors. Students sometimes want restricted access, but others want access for safety reasons.
 - Oberlin- 24 hour access all residential students. Cameras at all entrances. No front desks. Restrict access if there is an incident.
 - Case- During office hours students have access to their community buildings. Then after that they can't have access to any other buildings. They have experiences that have different facilities.
 - Programming, If campus wide- BW- someone at the door to let them in.
 - Mount Union- Access to where you live or the RD buildings. Staff have access to all buildings.
 - Akron- Swipe for only building, and sticker you need to show to the front desk person. Guest check in process as well, even for someone who attends university but doesn't live in that building.
- Room reservations in lottery: Do you allow students to reserve their current room for the next year? Do they have to keep the same roommate or just bring room to occupancy?
 - Wooster- No reservations
 - Kent- Timeline to reserve. Don't have to bring to occupancy.
 - Walsh- Has SCH. Could choose same room or suite. 24 timeline.
 - UA- Mercury system. Period of time they can reserve, don't have to bring to occupancy. First years can select room as well. Can't see who their roommate is but answer questions and can make a selection of that room based on that.
 - Mount Union- Only apartment reservations, they allow so students can leave items with a fee. Does have to be at occupancy, only one has to be returning.
 - BW- no reservations. But don't have to bring to occupancy. But in apartments you do.
 - JC- no reservations. Students can reserve in apartments but must be occupancy.
- Resources for Asperger students: Does anyone know of resources available in Ohio for working with students who have Asperger's?

- Mercy Hurst University Director of learning resources. Retired but lots of connects with her.
- BW- Works with counseling center.
- MU- created a center for autism, education and academic program.
- Autism support as a part of disability services.
- **BALDWIN WALLACE UNIVERSITY-**
 - How do you handle RA's requesting to missing fall RA training or spring RA training?
 - Walsh- Depends on RA and how long they have been an RA. If they come and talk to her she will modify the schedule. Might change training schedule for an important day if there is a university event, lots of RA's involved in. Haven't had to deny anyone. Case by case. Expectations of training and they can make the decision on what is important, which could result in termination.
 - Kent- Approve for major life events (wedding, family large event) Case by case. Excuse anything academic in nature. Internship, student teaching, study abroad. It's about communication, and approval goes through assistant director of the area. Fall Training they make the weekends lighter, Sunday's off. Training is only a week long. Dates communicated when hired.
 - JC- Communication of expectations at the beginning, during application process. Spring training- has a bigger problem with students missing.
 - Mount Union- Sports Conflict. 2 Day training prior to 10 day. Having students who will miss. They will front load before those individuals will need to miss. Depending on how many, still expected to be at in hall time and staff should update what they have missed. Or they would set a meeting time for the first few weeks of the semester to touch base on things they have missed.
 - Does anyone work with past staff alumni – we have hosted a Res Life Reunion during Homecoming – looking or other ways to connect?
 - JC- Haven't done social events but looking to change. They do RA Alum survey to access the learning they received during their RA experience.
 - BW- Second year for the reunion. There were people that were there for so many years. They could tour the halls, floors, rooms. 5 min interviews about how the RA position impacted them they will use as a recruitment tool.
 - We're moving to on-line (eRezLife) self-selection process for this spring – any suggestions?
 - Walsh, Ashland, And ATI current users.
 - Starting Spring 2017 – were going Tobacco and Smoke-Free on all university property – any suggestion on what we can expect. Confront the individual, recording how many times, and then if repeated report to HR. Residence Halls- goes into student conduct.
 - Kent- Is doing this in the spring as well.
 - Wooster- Make sure you put nicotine products in your policy (Otterbein's policy). Be aware of Vaporizers.
 - Oberlin- Conflicts with staff. They can smoke in their cars or sidewalks that line campus. Not judicial but a community standard.
 - Smoke Free Schools-6 potential schools.
 - Individuals smoking on the edges of campus, the waste that was left as well.
 - OSU- First year was educational period. Policy that if it mimics products of use.
 - Any updates on 2017-18 room rates percentages (BW 4.5%)?
 - AU- %2 raise room and board.
 - Kent- %2 anticipation.
 - Any interest in forming a NEOHO RHA Association – if we can?
 - For student leaders in RHA council.
 - Kent- challenge is with turnover. We need their buy in to do it well. Take back to RHA and see if there is an interest on our campuses. Once a semester? Presidents meet?
 - Request to bring up to associations and at winter meeting we will see if there is interest and if so we will create a task force.

- RA organization? Look at bringing them to NEOHO business meetings and allow them to have a separate session. Add to addenda items for Spring meeting.
- During last spring semester a few schools mentioned they had issues with KSU GA Placement Process – do we need to form a Task Force as group to share our concerns?
 - MU- Interested in pursuing the conversation.
 - GA interview day, submitting your preference, and the matching process hasn't worked well. Candidates align and they say they are putting us at #1 but we weren't giving the opportunity to offer to them. Would rather see something where you offer who you are interested in and candidate decides who they want. Flaws in matching process and not transparent enough for those not inside.
 - CIA- Years past, frustrations with having individuals getting offers before the guidelines. Inconstancy across the years.
 - BW- contacted the grad and they had been offered a position before the timeline. During waitlist process the candidates were getting multiple interviews, and then had a pool to select.
 - Kent- Is happy to connect us with individuals.

- **WALSH-**

- Change in medical marijuana in Ohio. Schools adapted their policy?
 - JC- adapted. Still has to abide by drug free school federal law. So still can't have, use, this is on their website. References the federal law so students are clear on why we don't follow Ohio law.
- Athletics- Schools the prioritize housing for athletes?
 - Kent-Do assignments before the rest. Spreads them across campus.
 - AU- ACOHO-I putting pockets of students together. So during breaks they aren't spread out but in one building.
 - Mount Union- On form they ask if you want to live with individuals in a certain group? Or someone on your team? Student government, band, sports. Students have a preference to request a roommate. Send coaches instructions on how students can be matched in the system, during the same time it goes out to students. If she does get calls say I will hold the room till a certain date.
 - BW- gives coaches a date. Students still need to request each other if they don't they don't get placed. Problem with coaches promises of halls, rooms, and placement.
- Athletics- Recruitment of athletes as RA's
 - UA-Don't really have any athletics or band because of conflicts with training/other commitments.
 - AU- several of winter and spring athletics. Working with compliance officer to communicate opportunities.
 - BW- Lots of members of this community. You have to be prepared to work with these teams/organizations. Planning schedule and working on what things can be missed for each.
 - MU- Recruits athletics. Useful to have them on our side.

- **AKRON-**

- Gender inclusive housing: What schools are doing/ process
 - Kent- both inclusive housing. Talks to each in order to make the best arrangements for the students. Intentional about. Section in app on the steps to be a part of these communities, they have LGBT LLC in lowest cost building to serve student's needs. They don't have to live in the community but can place in an area that works. To make assignment they talk to anyone requesting that doesn't have a roommate in mind.
 - Oberlin- Any student live with anyone. First year they are paired by what they list in admissions. If they request outside the binary they reach out to that student. Later on they can see the gender of the person so

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 - They can see if they want to be in that space when selecting room. Has options for male, female and transgender.
 - Wooster- Application process of why they want to live in the community, asked for pronouns, only so many spaces in a building. Link is included when applying for housing. Staff goes through applications to select. For first year they look at how many applications and then see if they need to create an area in a first year area or include in upper class. Students who live there they have to go through the safe zone training but aren't removed if they don't complete, just highly encouraged. Leaves one room open for transfer.
 - Case- Co-ed housing, then piloted gender inclusive. 4 of 250 last year, this year 9 students. On the app there is a place to indicate interest. Students are then reached out to. On RA app they ask if students are interested in working with this community.
- **JOHN CARROLL**
 - Exploring differential housing rates. Current same across all areas.
 - Wooster- All first years billed at a double rate. There are 11 different rates in housing, but doubles for first year centers are the same.
 - Ashland- Same.
 - JC- rates are higher for all upper class.
 - Hiram- Many different price points (AC or not, suites) Students sign up for these areas and then when they get the bill they back out. Looking at going to flat rate to drive students into the nicer housing to fill space in these nicer areas.
 - Mount Union- First years are in a same place. If they don't have a roommate they can opt to have a single rate.
 - Given FLSA how are school counting duty as time?
 - Paid by incident response time.
 - Wooster- practicing all semester. During weeks they are on call they do a flex day in the middle of the week, Sat and Sun required to be on campus from 9:30pm-6:30pm. Call outside of business hours. Answering the phone is 15 min. If you are required to leave it is automatic 2 hour. Text count as 15 min, emails as well. Expectation is you are not checking your emails. Fri/sat on campus. 45 min area they can go.
 - Mount Union- If you have the flexibility to define your week, doing it by friday-thurs. That way if you have calls over the weekend you can flex accordingly. Depends on the school and

if res life and set their own work week. So your duty week gets split into two different work weeks.

- BW- larger school are bumping to the minimum.
- Kent- Less than 8 min does not count because of the tracking system.
- JC- Looking to define over the course of the work week you have small amounts of time, how they add up.
- Case- changed the time required to be on call. Cutting out hours of potential overtime. Staff on campus midnight from 6am. Counts as the overtime even if they don't get any calls. Radius is 45 min.
- Good apps to use to track time/hours?
 - Toggl- app and website version. Can send a weekly report.
 - Vultraics- Akron. Home grown.
- **KENT-**
 - Sustainability efforts- education campaign, creating a culture of sustainability in the halls, signage, etc. who to promote?
 - UA- refrained from outside res life posting. If organizations want to they need to submit. Only res life specific are posted in halls.
 - BW- Started a thrift shop on campus. Collects items that don't want to be taken home. Items that were BW themed or Res Hall, we then sell back to students. \$1,000 the first time. Student and Res Life run. Items stored and it is a pop up. 1 a month dining offers during the day fresh fruit, veggies, bread for students to purchase.
 - Oberlin- Has a green store. Room in the basement of the res hall, also open to community. Open year round. Has a community garden. They also do a competition for the halls on use. Uses compost in community garden.
 - Bike program for students to access free bikes.
- **WOOSTER-**
 - How do you do a head count on your campus? How do make sure/verify that students have arrived for the fall semester as well as the spring semester?
 - Please send responses to RSchreck@wooster.edu

5. Announcements

- **Ashland University-**

- Updates for the 2016 RA Conference, January 28, 2017.
 - **Registration:** Due: January 13
 - Late Registration Due: January 20 (Add \$10 fee per person after Jan. 13)
 - **Program Proposals:** Form Closes: November 11
 - Notification of Selection: December 9
 - **Roll Call:** Videos are due January 20.
 - **Questions:** Contact us at neoho.raconference@gmail.com

7. Adjournment

