RLPA Fall Business Meeting

October 20th, 2005

1. Welcome and call to order

2. Attendance

Janet Athanasiou – Augustana Faculty, University of Alberta
Gabrielle Donnelly - University of Alberta
Sarah Garskey - University of Alberta
Randy Maus - University of Alberta
Glenice Grover – Red Deer College
Tim Siemens - Red Deer College
Sylvia Cholodnuik – University of Saskatchewan
Randy Fines – Lakeland College
Tom Hannan – Portage College
Lionel Peterson – Portage College
Doug Wagstaff – Olds College
Chris Fukushima - University of Alberta
Pearl Henwood – Red Deer College
Tracey Mason - University of Alberta
Terry-Lee Ropchan – Red Deer College
Mike Palcich - University of Alberta
Tanya Yawney – Grant MacEwan College
Marge Nordin – University of Lethbridge
Nancie Krushelnicki – College of New Caledonia
Jill Harrison – University College of the Fraser Valley
Kim Whitmore – Keyano College
Shane Tomayer – Lakeland College
Joel Lynn – University of Calgary
Alicia Wight – University of Calgary
Kim Sullivan – Lethbridge Community College
Dima Utgoff - University of Alberta

3. Approval of Agenda

Mover: Randy F
Second: Glenice

4. Approval of Minutes

Mover: Janet
Second: Sylvia

5. Business Arising from Minutes

5.1 Treasurers Report (Marge)

- See Handout
- Please pay annual dues to Marge
- People are fine getting these via email
- $13, 689.90 in bank
- How are we doing in comparison to other years: **Marge** will check when she gets back to the office and send it out

5.2 NWACUHO Report (Alicia)

- Upcoming conference in February in Spokane
- Strange flight path to get there
- **ALL** - Let Alicia know if you have changed contact info
- Alicia is new, will be attending 1st meeting
- Any questions see Alicia
- We pay at Par with the US
- Red Deer is looking at driving and may have space in van – contact Glenice if interested
- Variety of topics at the conference, for all levels within Housing and Res life
- Usually 3 keynotes

5.3 Canadian District Rep (Tracey)

- Tracey passed out discussion points from last meeting in Columbus, Ohio
- Two points of note:
    - 1. request for affiliation is still on the board's agenda, there have been some more requests even from South Africa
    - 2. Tracey's term is over in the summer meting, the next rep will be from Eastern Canada, two are interested, anyone who is an ACUHO-I member can vote for our rep
- keep in mind: just hired a corporate librarian who will be a great resource, help get info on many topics
- see Tracey if you have any questions
- ACUHO-I joined up with NASPA to have housing placement exchange
- In middle of fall workshops right now
- Annual conference is in Atlanta next summer
- ACUHO-I knows about RLPA moving forward, lots of overlap
- Changes to Talking Stick very professional, great improvements
- ALL - Send any Talking Stick feedback to Tracey

5.4 Staff Mentoring (Sylvia)

- **Sarah** – will email the mentorship document
- Very high turnover in staff
- We wanted to create mentorship opportunities
- Sylvia created guidelines and application form
- **ALL** - send feedback to Sly by Nov. 15th

- goal is to get it running by January
- There is lots of interest

5.5 Financial Review (Randy M)

- Exec looked at requirements for society status
- want to provide more support for people to join exec, especially when support cannot be provided by the individual's school
- travel costs – people are very spread out, we want to help get more people to meetings
- not all schools need support
- exec has phone meetings as well that cuts costs, but need to attend both meetings
- registration will be waived for exec for meetings
- Does NWACUHO support their exec? They are looking into it right now, currently the institution supports the person
- ACUHO-I - all is covered except for the annual conference which is covered by the individual's institution
- Can we afford to do this as an institution and make it sustainable?
- We always seem to sit about $12-13 thousand in our budget
- Not sure when last review of dues was, it seems we've sat above $10,000 for many years
- Higher dues may be good to bring in higher priced speakers for PD, and also subsidize
- Look to expand it past the exec to help whole membership
- Suggestion to double the current dues, invest account into a higher interest account?
- **Decision**: we support subsidizing people's expenses
- Time may be the ultimate reason that people aren't able to come to the meetings
- Hosting – if you're to break even to host it's harder to bring in a bigger name for PD
- Look at doing a yearly budget
- People to review this – **Glenice, Shane, Tracey, Chris F**
- It does not specify in our constitution how many months in advance suggested changes to dues must be made

5.6 Recruitment Fair (Randy M)

- Job fair for Housing and Res Life in Western Canada
- Bring all schools together that are hiring and candidates, meant to be a saving of resources
- Brought it up with Glen Weppler at OACUHO in May, there is hesitation on their part
- A lot of people are comfortable with how they already hire
- OACUHO not quite willing to get involved

- Question how it is sustainable – number of positions at each school varies greatly
- Ontario is willing to promote it for us
- It's not sustainable for our region without Canadian support
- Janet has a copy of the initial proposal
- Sell it to ON as an opportunity for their student staff to get jobs within the field
- Would be held in AB, as "The Canadian Placement Exchange" (it's the only one)
- Candidates would be responsible for getting to AB, people may or may not be willing to do this
- Talk to IT – use video phone or video conferencing
- RLPA could host it in ON, although people need to get a sense of the city/school, personal fit is responsible
- Informal placement exchange already happening at OACUHO
- Host it at hotel nearby
- Majority of interest is bigger schools (U of C, A, S)
- U of A, and C will chat about this

5.7 RLPA Student Leadership Conference Report (Janet)

- Last weekend, at Goldeye Retreat in Nordegg, AB
- 72 registrants, 69 people showed up
- Janet says thanks for sending such great student delegates
- Under budget $1400
- Awards: U of A - Best in the West, U of S and Augustana tied for Case Study, Augustana - Citizenship award
- Looking for conference chair elect
- Thanks Janet for being a great chair!!
- Tim Siemens is the new Conference Chair

6. Elections

6.1 Election of Conference Chair-Elect

- Responsibilities: find a site, choose dates for 2007 conference, call for programs for the year before you chair, submitting budget to exec,
- The binder is a great planning tool
- Let conference chair know if you'd like to help on the committee
- Nobody has expressed interest in chairing to Janet or Tim

Nomination: Tracey
Mover: Doug
Second: Glenice

Nomination: Shane
Mover: Glenice
Second: Randy M

Tracey Mason is the new Conference Chair-Elect

7. New Business

7.1 Fall Administrators Workshop (Dima)

- Did a survey of interest, did not get much
- And therefore made a recommendation to the exec that it doesn't proceed
- Keep in mind for future meetings

7.2 NWACUHO 2007 Conference (Joel)

- University of Calgary's proposal to host NWACUHO has been accepted
- Last conference at U of A quite successful
- Possible dates:
  - #1 Exec Meeting Feb 24th 25th 2007, Conference Feb 25th – 28th
  - #2: Exec Feb. 18th, 19th, Conference 20th, 21st, 22nd
- Will keep off Family day
- Support for host institution's date preference
- Venue: Banff, Calgary hotels
- Keeping In mind cost, weather, operating budget
- Generally $3-400 rate
- After Calgary, will be held jointly with WACUHO so a lot of those people will be attending the 2007 conference
- Alicia and Joel, joint chairs
- Will have interest sessions for smaller colleges, very multi-track focused
- Keynotes – looking at selecting now
- Will be looking for volunteers soon

7.3 Upcoming Speaker Sharing (Tracey)

- Been talked about in the past
- Jan 8th 2006 – Jen Mc Millen coming to the University of Alberta's January Training to speak on Leadership
- She is looking to attend other schools in the area
- www.jenmcmillen.com
- U of A also brining Tony Conte for August training 2006 (2nd last week)
- Tony will be coming to the NODA conference at the U of A in Feb.
- He speaks about meeting his first RA, and the impact staff can have, and does a great activity called the "diversity circle"

7.4 Josie Lamoth (Sylvia)

- had low numbers of nominations in the past
- those that remember Josie and her vibrancy want to see the award given out

- keep people in your institutions in mind for this upcoming award
- Criteria: listed on website:
  The criteria upon which nominations will be evaluated is as follows:
  - Outstanding contributions to the RLPA through participation at the executive or committee levels.
  - Outstanding contributions to Residence Life within post-secondary institution within Alberta, BC or Saskatchewan.
  - Exemplary record in service as a mentor to other Residence Life professionals or Resident Assistants.
  - Successful implementation of unique or innovative programs contributing to the betterment of Residence Life at an institutional or provincial level.
- Can be a group or an individual
- Originally called "Outstanding Contribution" and then renamed after Josie

7.5 OACUHO Update and Relationship (Randy M)

- Got to know the president, Glen Weppler
- He has provided an update:
- Decided to hire an Assoc Manager to run office and do daily tasks
- Website has gone to a member only feature
- Involvement from Senior Student Affairs positions decrease – group is reviewing as to how to get this group more involved again
- Tracey has been explaining the connection with the new nominees with the RLPA, as there is no directive from ACUHO-I to be connected
- Suggest to pay for the new rep to attend our meetings
- If we become affiliated then ACUHO-I will pay for the Canadian rep to come out here

7.6 Canadian Conference on Student Judicial Affairs (Dima)

- Seven years ago conference on student discipline was organized in Canada, as they only existed in the USA
- hosted in Banff, has happened many times since, but not last two years
- **Dima** volunteered to organize the next one with Shane and Janet
- Dates: March 23, 24, 2006 in Edmonton, arrival afternoon or evening on the 22nd
- Program framework in the works
- **ALL** – contact Dima if interested in helping

8. Discussion Items

8.1 Professional Development (ALL)

- In small groups we discussed:
  - 1. What is PD to you?
  - 2. What do you want to see at the RLPA?
  - 3. What type of format would you like to see? (structure)
  - 4. Who is responsible for the PD? Outside sources, or people within the RLPA?
  - 5. List suggested topics?

- (1) People considered PD to be: learning, operational, personal growth, skill development, trends or demographic swings, investment to ourselves, practical, motivational
- (2) At an RLPA meeting people wanted to see: depends on the topic, speakers, interactive groups, inclusion of admin staff, a survey at AGM to see hot topics, specific PD for new professionals, roundtables, more position focused with networking experience, true PD will bring more new staff, as the business info can be transferred or read in the minutes
- (3) Structure: poster sessions, speakers, interactive sessions
- (4) Who is responsible: it tends to fall on the host school unless there is a larger directive to bring someone else in. It is hard for an external committee to organize if it is not in the same city as the meeting
- (5) Possible topics: dealing with hovering parents, poster sessions, trends, paperclips, frontline admin topics, verbal judo, critical event debriefing, re-energizing, leadership, RA Training, organizing parent orientations, host lunch with president, forecasting the future, virtual communities, technology, succession planning, Higher Ed in AB to talk about budget, government, Student dev theory, RTA

8.2 Subletting Policies (Kim)

- Housing major problem in Fort McMurray, lots of problems assoc with subletting recently – mostly happening in family housing
- Looking for feedback, or ideas
- Portage College - Linked to fire code and occupancy contract – if aware there is subletting going on, link back to the occupancy contract, people must go an register guests
- Red Deer C: allowed for family that are helping with child care, but has been a problem with 4-5 adults living in a unit. If made aware, names must be put on lease. Maintenance helps report if seeing beds in basement.
- RTA – very straightforward on knowing who is in the units, and have their names on the lease.
- HUB/U of A: RAs visiting
- Lethbridge CC: keep an eye on mail – can tell who may be living there. Also major fire concerns.
- Noise an issue: more than 1 or 2 adults cause a much larger amount of noise, more parking spots

8.3 Staff Housing Lease Questions (Kim)

- Started housing staff (faculty) since September. It is a problem with recruitment, as people cant find a place to live
- Look at a five year lease, with a monthly rate
- Is geared towards new staff
- Talk to UBC for ideas, they have similar problems
- Gov AB RTA can give standard lease, also RTA workshops (Glenice attended)

8.4 Disrespectful Parent (Dima)

- We are seeing an increase in rude parents, who are embarrassing their children as a result
- Helicopter parents, just waiting
- Other schools seeing same thing
- (U of C) Parent orientation programs are worth investing in – culture, practices, did a parent lunch (350 attended), Joel did an expectations workshop, it set up a better relationship – it was before U orientation
    - included student life cycle, put the presentation on the website (see if interested)
- Olds: 250 parents – do expectations as well, have College personnel attend, outline what will happen if they call the college, focused on first years
- Parents not listening to "no" – Telus strike, students wanting to move in early
- Youthography presentation – prolonged entry to adulthood emphasized
- Rising tuition costs make parents more financially invested in their child's education/experience – gives sense of entitlement and hovering
- Sylvia – newspaper article talking about parent bouncers hired for move in, will send article out
- Form a PD workshop around this – also keep in touch about new/unusual cases – share solutions with each other

8.5 Reslife Positions and Labour Code (Doug)

- How do we handle knowing that our frontline staff is overworked and underpaid?
- We've always just hoped that it wouldn't go towards the labour code
- GMC: collected info from listserv – connected student staff wages with residence fees – given to human resources, trying to create residence life culture on campus with no previous residence
- U of A: NASA wanted student staff as members – we've resisted and tried to explain the hybrid position, and that we couldn't afford the program if they were unionized, not yet resolved
- RDC, Lethbridge CC: RAs in Collective agreement already – they are paid by the number of shifts on duty, and hourly when they work in office
- How job descriptions are built, have it based on an honorarium
- Olds: collective agreement makes student staff exempt
- **Tanya**: ask Bob Pritchett for info and send out to listserv

8.6 Impact of Alberta's ASIPS Programme (Dima)

- Anyone involved with alcohol programming/events needs to take this
- Huge financial burden on institutions
- AGLC has proposal to take over certifying people
- Still not clear as to how many people will need to be trained
- U of S – runs server intervention though school
- Other schools do not do alcoholic programming, thus not an issue

8.7 Housing Students from other Institutions (Tanya)

- Grant McEwan experiencing a number of non Grant MAC students wanting to live with them – wondering how other schools deal with this and the RTA?
- Lakeland College – this happens here, all students are treated like Lakeland students and follow the same policies
- Suggestion to have an agreement between the two institutions
- U of A – same as Lakeland
- No shared unit should fall under the Act
- Steve Vitterer at Mount Royal College a good resource

8.8 Rent Increases (Dima)

- Dima is curious to know what rent increases other schools are considering for next year?
    - U of Calgary: 1-3% (1% for studio, and 3% for dorm-style & 4 bdrm)
    - College of New Caledonia: 3% on all but private rooms plus extra fees
    - U of Lethbridge: 2-4%
    - Portage College: 3%
    - Lethbridge Community College: 4% pro-rated
    - Red Deer College: 3% (estimate based on history)
    - Lakeland College: 3%
    - Augustana: Assuming 0%
    - U of Alberta: 0-1.78%

8.9 Registrar's Involvement in Residence (Sylvia)

- U of Saskatchewan has seen an increase in interest from the Registrar's office (RO)
- RO is booking 'X' amount of spaces in residence until a certain date, and then after that ancillary services is responsible to fill them
- There is also interest from other areas, but they are not willing to put the funds forth
- U of Lethbridge: their RO would like to see all 1st years in residence, but there are not enough beds
- Being used as a recruitment strategy
- U of Alberta – guarantees beds for certain scholarship winners, and the dates are agreed upon by both offices
- U of Lethbridge: has a cap on the numbers for certain academic programs
- Red Deer College: used in athletics to recruit, and the cut off is July

8.10 Humanitarian & Citizenship Initiatives (Tom)

- What are schools doing considering the recent world disasters in terms of programming?
- Lethbridge CC: a variety of programs including: Red Cross initiatives, Habitat for Humanity, Burger BBQ, donate laundry money etc.

- U of Calgary: there is a committee of students that program within the city and campus that is reflective, not just programming
    - Have worked with Guelph University in a project “serve Canada” as an exchange between the two schools

8.11 RA Exchange (Tanya)

- Is this happening?
- **Janet and Tim** – are looking into getting information from Clint and will send out over listserv

8.12 CO Detectors in Residence (Glenice)

- Are these in all residence buildings?
- U of A: Houses and all new buildings
- Lethbridge CC: all new constructions
- Lakeland College: as they replace old detectors they are putting them in
- U of Lethbridge: upgraded to a multi-detector
- College of New Caledonia: heat and smoke detectors, but no CO

8.13 Brown Beer Bottles (Shane)

- Lakeland no longer allowing brown beer bottles as they are the ones that seem to be broken
- Sanction is a $25 per bottle fine, no warning
- U of S: same rule, but offers a warning, then is reviewed by a Board, then a fine
- Augustana: dry campus and has a $100 fine the first time

8.14 Institutional Survey (Randy F)

- **ALL** – get surveys back to Randy F by Nov. 15th 2005
- **Randy F** – goal is to get out by the end of November

9. Location of AGM and FBM

9.1 AGM 2006

- work with the Judicial conference perhaps for dates in March
- U of Alberta will host
- will be voting items, so please review and send a proxy vote if not attending
- **Date: March 22nd 2006** and will be a one day business meeting, then people can stay for conference if they choose
- Could open the AGM up to CCSJA conference attendees

9.2 FBM 2006

- U of Calgary will host
- Date: Nov. 2nd & 3rd 2006

Adjournment:
Motion: Joel
Second: Sly

5:35pm