RLPA Annual General Meeting

March 3, 2005

1. Welcome

2. Attendance

Dima Utgoff	University of Alberta
Zoe Woods	University of Alberta
Bonnie McCoomb	Keyano College
Kim Whitmore	Keyano College
Tom Hannan	Portage College
Lionel Peterson	Portage College
Clint Galloway	University of Alberta
Sarah Garskey	University of Alberta
Alison Guthrie	Olds College
Janet Athanasiou	University of Alberta
Randy Fines	Lakeland College
Mark Chytracek	Augustana Faculty – University of Alberta
Tracey Mason	University of Alberta
Nancie Krushelnicki	College of New Caledonia
Shane Tomayer	Lakeland College
Glenice Grover	Red Deer College
Tim Siemens	Red Deer College
Rob Ford	Augustana Faculty – University of Alberta
Randy Maus	University of Alberta
Ian Blankenberg	University of Alberta
Bob Pritchett	Grant MacEwan College
Neil Buddel	University of Alberta

3. Approval of Agenda

Mover: Nancie
Seconder: Tracey

4. Approval of Minutes

Mover: Janet
Seconder: Clint

5. Board Reports

5.1 Treasurer's Report

Balance is $13,163.35

5.2 President's Report

- Society status has been established and going
- Thank you card went to Lorne Williams
- Leadership Society letters out
- Submitted letter for ACUHO-I Affiliation

5.3 Past President Report

- Chair of Awards and Nominations Committee and got the nominations out
- With liability and insurance, Board members need to ensure that institutions know of RLPA participation so that institution supports it
- Student Leadership Conference needs to ensure that institutions support the endeavour; prove to conference-chair that institutions will cover their students (letter from risk management that x students are participating)
- Will be part of registration package

5.4 President Elect

- Survey completed
- Ask about what other useful information should be included

5.5 Conference

- October 14-16 2005 in Nordegg
- Look at budget to ensure cost effectiveness

6. NWACUHO Report

- Conference just finished yesterday
- Replacement for Joel will be Alesha White from UofC
- Calgary is going to host NWACUHO 2007 in either Calgary of Banff
- RLPA Board would like to support the conference
- **If you are interested in helping, please contact Joel or Alesha (ALL)**
- NWACUHO Executive Board have come up with guidelines for an ACUHO-I scholarship to send a new professional to the conference
- $1000 USD to a new professional who has 0-3 years of experience and whose institutions are members of NWACUHO and ACUHO-I
- Deadline is March 19th
- Asked for increase in dues to help initiatives and they were increased $15-$25 pending the institution

7. Standing Committee Reports

Professional Development

- Tracey to write an article for SOUNDINGS regarding the PD at the meeting

Awards and Nominations

- Can still nominate students for the Student Leadership Society until March 15
- Two nominations for Board positions but will still take nominations on the floor
- No nominations for the Josie Lamothe Memorial Award and so it will not be awarded this year

8. Upcoming Conferences

- ASSC conference is May 16-19 at Mount Royal College. More information www.assc.ab.ca
- OACUHO conference is May 28-June 1 in Windsor

9. Institutional Updates

Keyano
- wait list for family housing
- renovating
- working with deficiencies in new housing that has been operating for the past 3 years (i.e. screen doors, garage underground heating not working, water heaters not ample)

Portage
- Huge deferred maintenance issue and going after Alberta infrastructure
- Housing didn't get money and are now feeling the crunch. Not enough revenue to handle the deferred maintenance
- Quite a bit of drug use (i.e. Meth)
- Increased domestic abuse in family housing – quite a few charges resulting
- Getting RA program running
- Interested to know about handling problems in four bedroom units – **visit with Tom and Lionel if you have information (ALL)**

Olds
- Stabilized operations
- Dorms residency down by 15%
- Offered single rooms to keep students in residence
- Campus learning centre with multiple partners to provide various services (IT centre, wellness centre, etc)
- Students issues increased (i.e. harder drugs)

Lakeland
- Randy overlooking residences at both campuses, with Shane and Cathy looking over each campus
- A few evictions
- A meal membership introduced – mandatory declining meal plans

- Increased application fee for September intake by $20. This money will go towards programming fees – quadrupled the budget
- Programming seems to be going well (upcoming Lakeland Idol)

Grant MacEwan
- Campus is excited to have the residence
- Going full stream for September opening and finalize operational plans in time for summer and September
- Looking for quite a bit of information to help building
- Appreciate the help provided thus far and look forward to more interaction ☺

Augustana Faculty – University of Alberta
- Quite a bit of change in Augustana
- Budget for furniture increased tremendously
- Students like the change and are keen to apply to residence
- Excited about new opportunities for all staff
- Sunday is RA hiring
- Added fitness equipment and games into the residence facilities
- Student feedback with the additions has been quite positive; definite benefit to retention

College of New Caledonia
- Great year
- Faculty and support staff associations are negotiating contracts and are threatening; tensions are high
- As of April 1, Nancie will get her first staff person

Red Deer College
- 3.5M renovations
- Managed to find mold and received some dollars for residence
- Taking out a mortgage to fund renovations over the next few years
- Desperate need for renovations
- Quiet year with discipline – no evictions
- Applications are down for next year
- Campus is going non-smoking with little resistance

University of Alberta
- Opened International House and many visitors and been quite successful and finding itself. Finding identity
- Shifting to a renovation focus with the residences instead of building
- Interesting with new President and focus may have to shift
- One residence was taken off-line from the required meal plan…a few bumps
- Pembina as a graduate residence has been successful
- ACUHO-I summer intern coming to help with projects

- Mulitifocus learning initiatives with theme living floors and expand programs; St. Joseph's College will be residing us
- Utilities are still an issue
- Doing quite well given the vacancy rate in Edmonton
- Examining role of student associations in such environments and their fees and honoraria
- Number of community standard changes to make more common across residences
- RL 202 (continued training) has been successful
- Negotiation of Non-Academic Staff Association to incorporate student RA staff; trying to fight their incorporation due to the negative impacts to the programs
- Application numbers are down in non-trad residences. FSJ and IHouse numbers have sky-rocketted
- East Campus Village has experienced significant decline
- Lister will most likely increase
- EBI satisfaction survey summary will come out to increase student satisfaction
- Trying to get reports to indicate student demographics (i.e. by faculty)
- Other stats, to see if there is a greater number of students returning to University IF they have lived in residence. Appears clear that the residence experience increases retention

University of Saskatchewan

- Numbers are up and vacancy is low – pretty full
- September 2005 opening is now 2008 as it is an ongoing issue
- Threatened residences will no longer be demolished
- Decreased in discipline, though have still had evictions.
- Banned the association from programming with alcohol
- Residence also made non-smoking and meeting no resistance
- University is getting additional funding and campus is growing with increased programs
- RA 101 extension of RA training and it was quite helpful

10. Business Arising From Minutes

10.1 RTA Exemption

- Non something to pursue at this time
- Because of our (UofA) culture, we couldn't proceed without student association support which doesn't appear to be how other institutions want to proceed
- History of why was presented (i.e. disruptive students can't easily be removed from the community) – see other minutes
- **Decision to not proceed at this point**

10.2 Admin PD

- Proposal for November
- Ensure it doesn't conflict with FBM
- Need to change original proposal to start with two keynote speakers (college and university) and then move to workshops on specific topics (i.e. level of satisfaction with software, challenges with yearly tasks and routines, priorities for residence, challenges to administration and res life working together, what is interface with admissions and any challenges, what is the cancellation rate, looking at long term trends and government initiatives, looking at staff structure)
- Send out as formal questionnaire to elicit feedback
- **Decision to open access to ANY institution and not just RLPA member institutions**
- Recommendation to also breakout smaller and larger institutions who have similar needs; perhaps twin track sessions?
- **Glenice and Dima to talk about a survey to elicit session ideas**
- Also include time to network
- May have to have this over two days instead of just one day – include this in survey
- **Dima to send out survey to RLPA listserv before sending to all other institutions**
- **Decision to have differential fees for RLPA and non-RLPA members**

10.3 Staff Development Opportunities

- To tap into RLPA membership to share skills and sessions with each other
- Mentorship idea also discussed given the change over off staff and need to engage the new RLCs with the RLPA
- Past president will connect with all
- These mentors would have more intimate contact with association members to decrease anxiety
- New people would be identified per institution
- Signup going around to be returned to Sly
- Those interested in helping
    - Dima
    - Kim
    - Randy Fines
    - Marc C
    - Tracey
    - Nancie
    - Shane
    - Glenice
    - Rob
    - Randy Maus
    - Sylvia

10.4 Hosting ACUHO-I

- Original idea to put in a bid for 2007 or 09
- Booked up until 2013; latter three years still have to have the cite visited
- Tracey will make it known that Edmonton or Calgary would be interested, but group tends to like some other Canadian cities like Vancouver
- Need to get on their radar if we are interested

- Clint shared that it's actually quite an easy endeavour given the structure and organization of ACUHO-I
- **Tracey to go back to the board to see if ACUHO-I would seriously consider us if we would put the effort into a bid**

10.5 Recruitment Fair

- Proposal passed out
- To provide an affordable quality venue for candidates and employers to meet
- Could host this in March after the AGM
- Would be cost recovery for the RLPA
- Aiming for 50 (12 employers and the rest being candidates)
- Interviewees and Employers will pay fees
- Marketing and funds to get it started
- Suggestion of RLPA and non-RLPA fees for this
- **Have a look at the proposal and send feedback to Randy and Janet (ALL)**
- Should there be differential rates for employer vs. candidates?
    - **Should be significantly different (i.e. $25 for candidates and $100 for institutions)**
    - **Two fares for employers as well (i.e. pending institutional size) to increase access for consideration**
- What should RLPA involvement be?
    - Great opportunity for RLPA to get it's name out and therefore it should be an RLPA sponsored event
- Include a person power cost so that future hosts can know what they are getting into
- Larger institutions are more likely to participate
- Perhaps open up to other non-res life programs
- Better opportunity for candidates to pay; cutting down on institutional costs to host a "candidate vacation"
- Good for institutions to also see what other institutions are looking at in terms of candidates
- **Randy to contact other schools with larger staffs to see what their interests will be like. Bring report to fall meeting**
- Can we call it the Canadian Placement Exchange – perhaps explore partnerships with OACUCHO and eventually it can rotate
- May need to call it the Western Canadian Placement Exchange to avoid some political implications; if it grows then, in time, the name can change
- Canadian Placement Exchange could be very misleading for candidates
- Concern that the exchange MAY decrease a viable applicant pool given the number of hires from Ontario. Suggestion to keep track of applicant demographics (i.e. contrast previous vs. applicants at Fair)

10.6 ACUHO-I Affiliation

- May need to wait until ACUHO-I manages organizational and identity issues (see Board minutes)
- **Housing and Marketing Strategies Workshop and opportunity to sit with designers to elicit feedback. If interested, see Tracey (ALL)**
- If you did bring marketing materials, please put on table at the side to share information with others

10.7 Constitutional Updates

- Limit board numbers
- **New Board to discuss this issue**
- Incorporate more committees
- Neil will research if Board or entire membership is required to remove a Board member (found to only require Board decision)

Motion to approve the changes
Mover: Glenice
Seconder: Randy
PASSED

10.8 Compensation for Distance

- Randy to lead a group to analyze the budget to come up with recommendations for this and other activities – including membership fees
- Include minimal amount that should be in the bank account at any given time (safety cushion)

11. Elections

Secretary

Nomination for Sarah Garskey (accepted)
Nomination for Tracey Mason (declined)

Sarah Garskey is the Secretary for the 2005-2007 Term

President-Elect

Nomination for Randy Fines (accepted)

Randy Fines is the President-Elect for the 2005-2006 Term

12. New Business

12.1 RA Exchange

- Handout given out (including purpose, overview, evaluation, marketing and things to consider)

- Purpose to allow student staff to network and build relationships
- Provide opportunities for student staff to experience a RL program at another institution
- Foster sharing of information
- Increase recruitment of student staff into the RL and Student Affairs profession
- RAs can be a host or attend another institution
- Can indicate choice of institutional preference
- Perhaps have signup at the conference to maintain momentum established there
- In the past, there was an exchange between UofS and MRC. It was beneficial to have structure to the day vs. open ended (which turned into a party)
- Need for involvement of professional staff
- Key that students who are involved in the exchange are also involved in the organization or structure (i.e. extension of training) of the day – better buy in and more successful
- It was beneficial in the past to encourage people to come back
- **Idea supported by RLPA membership with the above suggestions**
- **Clint will continue to plan and Janet and Tim will pick it up after**

12.2 Difficult People

- Increase in dealing with difficult students and parents
- **Explore PD (roundtable) in the future about this area (Glenice or Other Board member) ☺**

12.3 Fraud and Gambling

- Is there a skill level that has to be developed for individuals that deal with money intake
- **Tracey to provide Sly with contact information for Brad for a workshop**
- Also, potential that staff in our own departments are stealing money and need to recognize signs

12.4 Lack of Baseline Funding

- Any creative ways of finding money to improve baseline funding

12. 5 Online Applications

- **Neil to post to listserv**

12.6 Other

- **Bob (GMC) wants to inquire about information about working alone and safety in general. Bob will post to listserv**
- ASSC presentation "Who's Education Is It Anyway" will be a session put on…will deal with parents
- PD ideas that people may want in the future:

    - Serve and educate millennial students
    - Learning how to deal with students' electronic communication
    - Education on hard drugs
    - Changes to legislation and impact on student numbers; provincial trends (note to include other provinces other than Alberta)
    - Community building and positive reinforcement for community building
- **If others, please forward to Glenice or other Board member**
- **Neil to send out request for people to email any sessions that they can present on**
- Setup date for fall meeting in advance to work with Admin PD
- **Red Deer College will host the Fall Business Meeting and will confirm the date soon for Dima and the Admin PD (Glenice)**

13. Adjournment

Meeting was adjourned at 4:45pm

Mover: Sly
Seconder: Sarah
Meeting adjourned