

AIMHO Summer Meeting Minutes
Executive Committee
June 2, 2011 1:30 pm

Mike Jolly, PC Call, Chris Ralphs, Victor Salazar, Cory Shapiro, Jeff Bondy, Cindy Anderson, Lori Lander

Finance Committee Update

The budget was audited today with the committee.

Corporate Partner Committee Update

The committee is looking at developing some standing members to serve on this committee to help with sustaining funding support year to year.

By-Laws Update

The finance committee will examine the dues structure that will be proposed at the business meeting. There does need to be some clarification regarding the private companies. There does need some to make sure the membership is connected to the management.

Budget

There was a discussion on how much financial return will MSU-Billings will return. Given the location, the attendance may not be as high as the past committee.

It was suggested the budget for the conference be based on 20 corporate partners or \$35,000. At some point in the future, the association will want to examine how the electronic payments are done. Many institutions are prohibited to set up a system like the way UNC has set it up with the association. The key is ability to securely pay with a credit card. This will be examined over the next two years.

AIMHO reception at ACUHO-I is budgeted at \$750.00 Chris and Cindy will bring this up at the President's meeting at ACE about the value and how this is negotiated with the conference services. A discussion followed to discuss the merit of this expenditures and to see what other options could be explored.

The cost of the website will probably go up so the amount set is \$180.00.

Foundation rep is funded by the association as per the agreement. In the future this should be examined with the foundation. The affiliation agreement seems to be tailored to our region. A question was asked as to "What is the foundation doing for the association?" Each institution has to pay a separate membership to ACHCUO-I. In comparison to NASPA, the dues are all encompassing. The question is really about whether the foundation rep should be funded by association when there is very little return the association gets from the foundation.

Motion was made Cindy Anderson to fund \$750.00 the foundation rep. to attend the ACE meeting during the summer and mid-year. Jeff Bondy seconded the motion. The committee all voted in acclamation to the motion.

\$500 will be added back into the budget for the RA'ppin program to be presented at AIMHO. Lori motioned and Cindy seconded. Motion passed

Cory motioned to move the amount to \$600 for the Acuh-I rep. to attend the conference; Cindy seconded. Committee voted in acclimation. Motion passed

Cory motioned to add back into the budget to support an IACURH rep to attend the AIMHO conference. Cindy added a friendly motion to change the amount to \$600 for travel and registration. Jeff seconded. Vote for 9; motion passed. Cory will work to make this reciprocal.

Lori motioned not exceed \$5,000 the AIMHO conference scholarship. Victor seconded. Vote for 4, vote against 3, 0 abstain. Motion carries. There needs to be some discussion as to how the scholarships are determined. There was some concern about the motion and that the cap may be too high. Another motion can be added at a later time.

The awards and recognition amount will remain at \$900. Committee voted in acclimation to keep this line item the same.

NHTI scholarship

There were no applicants this year to NHTI. There does need to more effort to recruit applicants for this institute. The motion to keep the \$500 in the budget to support two member for each getting \$250.00. In the past if there were more applicants, the exec committee has added more money to this scholarship. Cory S. volunteered to write an article for the Angle to help promote this scholarship.

Foundation scholarship has been \$500. \$250 is donated in the name of the Sage and \$250 the past president. Jeff Bondy made a motion to remove this from the budget. Lori seconded. Cindy A. likes the spirit of the scholarship because the works of two individuals are being recognized. There are alternative ways to recognize the sage and past president. Vote for 3, vote no 0, abstain 4. Motioned passed.

June 2, 2011 4:00 pm Whole group meeting

Cindy A. led the group with a number of icebreakers. Chris Ralphs gave the charge to the group. He encouraged others to network and get to know others. This is the summer business meeting. He wants the group to look at how they can contribute to the association; look at making a difference. The budget is looking good. The corporate partner is progressing well. He thanked the host committee for all of the work that has been put into place. PC Call gave an update on the facilities and where the groups are meeting. He reviewed the hotel facilities and proposed conference schedule.

Friday June 3, 2011. 9:00 am

Mike Jolly, Chris Ralphs, Jessica Crombie, Josh Hill, Jeff Rosenberg, Victor Salazar, Cory Shapiro, Hannah Lozon, Bethany Grubbs, Jeff Bondy, Lori Lander, Cindy Anderson, Rhonda Uber

The work on the budget from the previous day was reviewed.

Rappin is at BYU this fall. The ELMAL has attended in the past but last year there were not funds to support travel. There is some value to have an exec board attend. The last exec board who attended presented and she reported that there was benefit interacting with the students. This would be a good recruiting mechanism for the graduate programs.

Cindy A motioned to reinstated \$500 to support the travel for the ELMAL to attend Rappin this fall. Jeff Bondy seconded. All voted in acclimation. Motion carried.

Cindy A. discussed the possibility of restoring the funding for corp. partner recognition. It was at \$600 two year ago before it was removed from the line item. Mike J. provided a historical perspective as to how the vendor fair structure. The vendors provided \$38,000 in support last year. This was tabled for future discussion.

The Award and Recognition will remain at \$900.00.

AIMHO College was provided \$2000. The committee would like to have more funds available. It would be around \$450 to \$1,200. The committee would like to start the college earlier. This would mean providing a lunch on Saturday. The additional funds would go towards this lunch, jump drives and the books. Registration will be \$75 per participant. There will 25 participants. This would bring the amended budget to \$3,875. \$950 can be added to help support the college. One faculty member has one topic. There will be five faculty. Chris Ralph motioned to add \$950 to the current budget. Jeff Bondy seconded. Vote – Approval -8; motioned passed.

There was discussion as to who solicits support from corporate partner. The corp. partner committee would like to be the group to approach the different corp. partners for all financial support. The corp. partner committee is a hybrid of exec. board and corp. partners. This would streamline how the funds are brought in for support. Example provided was Southwest Furn. has provided support to SHO, as a platinum vender, to the summer meeting and for an event at the conference.

Jeff Bondy suggests that future discussion how the SHO is supported. The question is if it appropriate for the association to support a few members at such a high cost per person. It will be expected the SHO will continue to support the college to help off set the costs since the SHO does get more corporate support.

Jeff Rosenberg reported the Awards and Recognition committee could expand their efforts so it's more than just at the conference. He's not sure if the efforts to promote year round recognition would cost more. Lori L. reported some of the committee has used the committee funds for recognition. This could be something the Awards and Recognition could pick up. Right now for

tax reasons, Lori is not going to reimburse for gift certificates that recognize committee membership. There seems to be a need to recognize the new professionals in the association. It was suggested the ELMAL work with this committee to see what can be accomplished. Right now the line item will stay the same and maybe in the future can be increased.

Social Justice and Diversity committee is not expecting more funds than what has been set. The committee believes the \$2,500 is reasonable for the initiatives that happen out of this committee. There is some discussion as to how the Diversity and Social Justice keynote is funded. This committee usually funds the keynote.

Cory Shapiro reported on the program committee budget. The committee would like to have more funds but did not have specifics. Last year \$4,443.00 was budgeted last year. Torry Bruce presented that last year most of the keynotes either paid their expenses or were subsidized by another committee. It's becoming increasingly difficult to pay for the keynotes. Last year Maura Cullen was \$5000 and this was at a huge discount from Maura. Last year the majority of the costs go to the keynotes. The committee has cut out presenter's gifts and certificates. The program committee used to be \$10,000. It doesn't necessarily need to be back to this level but additional funds are necessary to help secure keynotes. There was a shift in funding; the reduction in the program committee was moved to the Diversity and Social Justice committee to support the second keynote. If one of the institutes is using one of the keynotes as a faculty, the institute should offset the costs. It seems that there has been a shift from just getting keynotes but now getting keynotes who can serve as faculty. This presents a number of challenges because many keynotes can't stay for the conference or the amount goes up for longer stays. Torry proposed that this committee could expand from the conference by providing webinars. Many of the other regions use their regional professional to present at the webinars. It was suggested the first webinar be the "Best of AIMHO", then something for the new professionals, etc. This is another thing that the membership can get for their annual dues. Using this technology can go beyond the webinars. This could be used for the exec board conference call and summer meeting. It would be anticipated cost of \$1000. A corporate sponsor could be found to offset this cost. In looking at the webinar costs, the increase costs of keynote and keeping some of the items the same (i.e. gift cards for top 6, shirts, etc.) the proposed amount would be \$6000 for FY12-13. Jeff Bondy suggested this go to \$7,000. The discussion was about if this is a fiscally good decision because there isn't always going to be a large carryover. If the webinars are to start this fiscal year, the current budget needs to be increased. Jeff Bondy motioned that the program committee budget be increased by \$1,000. Cindy Anderson seconded. Vote was done in acclamation; motion passed.

The Research and Information committee did not make an additional budget request. The \$200 will remain as a budget item to support Survey Monkey.

The Marketing Committee did not see to increase the \$250 from the budgeted amount. The current initiatives the committee wants to do will not take additional funds.

It is anticipated the treasurer will make a proposal for the purchase of Quickbooks. The costs would be \$250 this year and \$500 next year.

Cindy A. proposed to change the ceiling of the conference scholarship to \$4000 from \$5000. Lori L. seconded. Vote – approval 8 votes; motion passed.

Cindy A. proposed an addition to the current fiscal budget for the purchase of online Quickbooks. The monthly fee would be \$39 per month. This would allow the Treasurer and Treasurer elect to work on the same information at the same time and this would allow for e-commerce. Chris R. made a friendly amendment to change the amount to \$400 for this current year and \$500 for the next year. Victor seconded. The vote to approve: 8; motion passed.

There was a discussion on if the annual conference should support itself. There is a need to have a quality conference. Currently the association supports the conference. Last year it was around \$22,000. This is money that could be used for other areas. The SPRs could ask the travel allowances from the membership. The registration fee can be increased but will that prohibit some of the membership from attending.

The summer meeting attendance was discussed. In trying to be fiscally responsible, is there a need to reduce the number from the program committee as well as the chairs. The question is asked if this is a useful time for the committee chairs. It is recognized that all of the voices around the table are valued. The chairs could be incorporated in the conversation before the meeting. The use of technology could come into play. Having the interpersonal interactions does bring the discussion to another level but the economy may start impacted the travel budgets of the membership. This limit could discourage participation on the committee. It was suggested the committees have an opportunity to meet as a group earlier in the annual conference rather than after the closing banquet. This would give the committees an opportunity to start working with the committee. It is possible to add the committee chairs to join the beginning of the exec conference calls.

The website was discussed. Josh Hill gave a presentation on how to update the information on the website. All of the exec board members and chairs can go in and access the information. Josh can do edits. Depending on the type of edits it could be a few days to a couple of days. Chris Ralph tasked Josh H. to work with Chris Thompson so the survey can be done through the website. Once the exec board decides on what should be populated for the ‘members only’ section.

Friday June 3, 2011, 4:30 pm
Executive Committee Meeting

Cindy A. suggested a process of developing the core values. The executive committee would be the first group, take it to the chairs and senior CHOs.

The proposed bylaws changes were reviewed. There is some language that needs to be clarified. In the voting section 2 B, change the language to cast. This change would make wording consistent with section 2 D.

In section 3 e, the wording would allow the treasurer to have the option to run again. In the event there is not a treasurer elect and the treasurer has termed out, the past-president will fill in

until an election is held. There was some discussion about how and who the president appoints the replacement.

Chris Ralph needs to appoint a new trustee since Ginny Racette has retired.

There was discussion as to who needs to have the voting membership list. The treasurer and the SPRs will need to have this information. This will get resolved before the business meeting.

The bylaws state what committees the executive committee liaisons to but this isn't what is in practice.

The bylaws show the CHO and not the SHO. This isn't reflective of the accurate practice.

Chris R. proposed the make the proposed changes to the bylaws at the business meeting.

Saturday June 4, 2011, 9:00 am
Executive Board

Cindy A. and Chris Ralph will be attending ACE. The topics they will be bringing up at the president's meeting is regional dates, affiliation agreement, ACUHO-I representative, regional conference registration rate and funding, what the association/foundation is doing for the AIMHO, the regional reception,

Conference call schedule

July 1, 2011 9:00 am – 11:00 am

July 29, 2011 9:00 am – 11:00 am***invite Josh Hill and Chris T.

August 26, 2011 9:00 am – 11:00 am

September 23, 2011 9:00 am – 11:00 am ***invite PC

October 7, 2011 9:00 am – 11:00 am

October 28, 2011 9:00 am – 11:00 am

The core value and core competencies discussion will be discussed at the first conference call. Once the competencies are identified the research committee can do some assessment. Chris will look into the different competencies that are being used at NHTI, CAS standard, ACUHO-I, etc.

Cindy and Chris will work together for the bylaw change that will be proposed for the business meeting. There does need to be some language for power of interim appointment. The treasurer's manual, conflict of interest, whistle blower, and host manual can be updated with final review by the executive committee. The host manual was completed but needs to be expanded to cover the registration rate structure and corporate partners. The host manual will be put online. Lori L will ask Ray Gasser to review for updates/revisions. Over the last year it has been discussed that the exec committee will give the host committee more guidance. This needs to start once the host is identified. This would be for both RA'ppin and the annual conference. Cindy will work on the corporate partner committee. Chris and Jeff will work on getting the bylaws. Lori and Jeff will review the host committee manual. Lori L. would like to send the

budget before the conference or put it on the website for the membership can review it before the conference. There was discussion on developing a President's manual which would include a monthly planner of tasks that need to be done for that month.

June 4, 2011, 10:00 am
All group meeting

Chris Ralph wrapped up the summer meeting with thanking the group. An update was given by the program committee. The program committee was able to set the schedule. The program slate has programs in all of the tracks. The committee is changing Mentoring Matters to AIMHO Connections. This would be aimed towards new professionals to be matched with the senior housing members. The group is excited about getting the webinar started.

RA'ppin Oct 14-16, 2011 at BYU in Provo Ut. Some funds were added to have representatives at RA'ppin and IACURH. Hosts need to be identified for RA'ppin in 2013 and the 2013 annual conference.

At the business meeting there will elections for President-Elect, Treasurer-Elect, Entry Level Member at Large, Secretary and ACUHO-I Foundation representative. More information will be in the Angle.

Chairs will need to identify a co-chair so the transition in November will go smoothly. This is the time to identify who could take the chair position.

Chris thanked PC for the wonderful summer meeting. PC recognized the host committee who made the summer meeting happen. The conference website is ready to go live. It was requested that anyone who needs to contact the hotel please go through Ruth Stoddard. She is going to be the liaison with the hotel. Even though PC is leaving for another position, he will continue to be the host committee chair with Ruth Stoddard.

Summer meeting was adjourned.

Committee Reports

Officers Report: AIMHO President

June 3, 2011

Submitted by: Chris Ralphs, Southern Utah University

Since assuming my duties as president at the November 2010 conference, I have worked on the following items with support from the Executive Committee and members of our standing committees:

- ◆ Monthly conference calls with the Executive Committee to discuss AIMHO business and ongoing needs of standing committees.
 - ◆ Assignment of Executive Committee members to be liaisons to standing committees to touch base on committee work on a monthly basis.
 - ◆ With the assistance of the Past President and President Elect, completed an electronic vote in January to update the Bylaws of the Association.
 - ◆ Prepared new updates to the AIMHO Bylaws and Articles of Incorporation to reflect current practices within the organization and recognize new executive committee member position in preparation for the 2011 Annual Conference Business Meeting.
 - ◆ Worked with the Executive Board in collaboration with the Program Committee to establish a yearly Webinar series that will present sessions (Best of AIMHO, hot topics) to member schools
 - ◆ Monthly phone calls with presidents and president-elects from all regions and the ACUHO-I Regional Representative to discuss topics impacting our various regions.
 - ◆ Attended the NWACUHO regional conference in Vancouver, British Columbia as part of the presidential exchange between our region and theirs. Participated in the case study competition as judge and presented a program during the conference.
 - ◆ Submitted reports requested through ACUHO-I as AIMHO president throughout the year providing updates and informing them of work being accomplished within the AIMHO region. Signed the Affiliation Agreement.
 - ◆ Planning and participating in the Summer Business Meeting with the Executive Committee, Host Committee, and Chairs from Standing Committees. Will review AIMHO Conference program schedule, review the program selection for conference, receive updates from standing committee representatives, and review annual budget and made recommendations for new budget.
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Submitted by: Cindy Anderson, Northern Arizona University

Summary of Efforts to Date:

As the President-Elect, I've spent the past 6 months attempting to learn as much about the office of President and our Association as possible. I find that the role I've played to date has been mostly supportive in nature, filling in where and offering insights where possible. Among these efforts have been the following:

- Assisting with logistics and active participation in the monthly AIMHO Executive Committee Conference Calls
- Assisting the Past President and President with Association efforts related to the electronic election to revise the AIMHO Bylaws (Completed in Jan 2011; all 11 proposed changes to the Bylaws were ratified by AIMHO Membership).
- Serving as the liaison from the Executive Committee to the Awards and Recognition Committee
- Assisting the Treasurer with Year End/ Finance Committee preparations and Host Committee (Corporate Partner Program) during the institutional transition of the current incumbent to a new professional role

Goals:

As a candidate for the office of President-Elect, I articulated the following goals for my leadership tenure with the Association:

- Continue the present work of the Executive Council in support of our host committee in determining best practice in financially supporting BOTH the annual conference and the Association
- Offering of on-line, asynchronous professional development and certification opportunities, in collaboration with national agencies and entities and developed by our regional colleagues, where possible
- Work with smaller (<1000 beds) housing operations to determine helpful professional development opportunities and increased representation in elected and selected leadership of the association
- Re-establish regional career links and active support of aspiring and new professionals in the region

My personal assessment of my efforts is that I've made significant contributions to only the first of my four articulated goals.

Future Plans:

In the second half of my tenure as President-Elect I hope to strengthen and advance our Corporate Partner Program by clearly articulating the responsibilities of the committee; establishing the committee as a Standing Committee and increasing associational leadership for the committee. In addition to this goal I hope to clarify and advance Association Goals in the areas of Professional Development, small school support and involvement and support of Job Search processes – particularly for our younger professionals.

Officers Report: AIMHO Past President**June 3, 2011**

Submitted by: Jeff Bondy, Montana State University

As past-President I continue to serve on the Executive Board and provide any direction I can. In my current role I also continue to serve on the Finance Committee. Additionally I am helping Cory liason with the State and Provincial Representatives. Specifically I serve as the Liason to the SHO Committee. I have greatly enjoyed my three year term and thank AIMHO for the opportunity to serve.

Officers Report: AIMHO Secretary**June 3, 2011**

Submitted by: Rhonda Park Uber, Colorado State University - Pueblo

Minutes were taken for the monthly conference calls for the executive committee meetings. All of the minutes are available electronically as well as backed up with a paper copy.

Officers Report: Treasurer**June 3, 2011**

Submitted by: Lori Lander, University of Oregon

Officers Updates Since the Fall 2010 Conference:

1. (November – April) **Monthly Financial Statements for the Association** including:
 - a. Reports reconciles to actual bank cash balance for:
 - i. AIMHO Association Account (Fells Fargo Account)
 - ii. AIMHO Conference Account (Fells Fargo Account)
 - iii. RAppin' Conference QB Account
 - b. Recording of all expenditures and income of the Association for all Wells Fargo Accounts transactions and on-campus conference accounts into QuickBooks Pro by Association "Class" (committees) and IRS reporting categories.
 - c. Monthly reconciliation of all bank accounts to QuickBooks

2. (November-December) Total **Institutional Paid Membership** reached 65 for 2010-11.

On Campus	# Schools Paid	Amount/School	Total Dues	After Fees
0-1,000	38	60.00	2,280.00	
1,001-2,000	12	80.00	960.00	
2,001-3,000	9	100.00	900.00	
4,001+	6	120.00	720.00	
	65		\$4,860.00	\$4,745.26

The final paid membership for the FY 2010-11 increase from 61 to 65 bringing membership to a six year high. Schools with 1,000 beds or less continue to constitute the largest segment of AIMHO membership.

3. (January 2011) **Creation and mailing of IRS 1099 Forms** for individuals receiving more than \$600 from the Association during FY 2010-11 are as follows:

Name	Purpose	Amount Paid	Account
Sean Cleveland	Conference Entertainment	\$1,000	Conference
Mark Denke	Speaker Honorarium	\$1,000	Association
Maura Cullen	Speaker Honorarium	\$5,000	Association
Sharman Cawood	Accountant	\$960	Association

4. (February 2011) Signed **Letter of Engagement** for Sharman E. Cawood to complete IRS Form 990 for FY 2010-11 for the Association.
5. (January-April 2011) **FY End-Reviews**
 - a. AIMHO and RAppin Conference Accounts
 - i. AIMHO Conference hosted by University of Idaho returned \$ 5,851.90 along with the \$3000 seed money back to the Association for a total of \$8,851.90.
 - ii. RAppin Conference hosted by University of Wyoming returned \$158.95 along with the \$3000 seed money back to the Association for a total of \$3,158.95.
 - b. All committees did an outstanding job of staying within budget for FY 2010-11 when most were operating on a decrease from the prior FY. This was accomplished without a decrease in services and programs to the membership and at most times with an increase. Great job to everyone!

	College	Awards/ Recognition	Mktg.	R/I	Prog.	D/SJ	SHO
Revised Budget	3,875.00	500.00	250.00	0.00	4,443.00	2,500.00	Self-supporting
Expenditures	3,718.11	497.14	245.07	0.00	3,782.71	2,500.00	8,017.05

6. (May 2011) **Analysis of E-Commerce Charges**

	Registration PayPal %	UNC Acct. Fee	PayPal Account Monthly Fee	
College	29.70	-	-	-
SHO	40.00	-	-	-
Corporate Partners	239.80	-	-	-
Conference	1,263.33	1,035.00	-	-
Membership	116.78	240.00	-	-
General	-	-	240.00	-
Total	1,689.61	1,275.00	240.00	3,204.61

7. (May 2011) Compiled records, contacted Finance Committee members and shared materials at the Summer Finance Committee Meeting for the **Annual Review of the Financial Records, Accounts, Accounts and Processes of the Association**
 - a. Organized meeting of the Finance Committee following FY close
 - b. Shared Association financial records as prepared by Treasurer and President-Elect in a digital format
 - c. Followed the guidelines for conducting the Financial Review
 - d. Finance Committee will sign affidavits confirming:
 - i. Completion of Financial Review

- ii. Inspection of documents required as part of our ACUHO-I Affiliation Agreement
 - e. Finance Committee consulted on several questions of the Association and current AIMHO budget at the Summer Planning Meeting
 - i. On-Line QuickBooks
 - ii. Reinvestment of high-yield account
 - iii. Dues Structure to be voted on at the November Business meeting
 - iv. RAppin conference host to attend the summer planning meeting
- 8. (June 2011) Mid-year revisions to FY 2011-12 Budget**
 - a. Since the Association had a strong year end. The Executive Committee made a few increases to line-items within the budget.
 - i. Committee chairs were asked to provide proposal for increased to FY 2011-12.
- 9. Announcements at Summer Planning Meeting**
 - a. Committee chairs have until September 1st to submit to the Treasurer any FY 2012-13 budget increases for consideration.
 - b. Committee chairs please collect itemized receipts for all reimbursements and promptly submit to Treasurer along with the Request for Funds forms.
 - c. Treasurer will contact the AIMHO and RAppin Host Committees to set-up the debit accounts with Wells Fargo and explain the UNC/PayPal process. All revenues and expenditures MUST process through the AIMHO accounts (continuous failure by the Association could jeopardize our status with the Federal Government).

Officers Report: Entry Level Member at Large

June 3, 2011

Submitted by: Victor M. Salazar, Jr., Northern Arizona University

1. Summary of Projects
 - a. Serve as member of the executive committee
 - i. I have been in the current role since November 2009 working with and learning from the two executive boards that I have served with.
 - b. Newcomer orientation & welcome
 - i. For AIMHO 2010, I worked with the committee organizing this event to give remarks at the Newcomer Orientation & welcome.
 - c. Encourage participation in association activities
 - i. Have not made much contact with New/Entry-Level professionals outside of those that I met at AIMHO College and have kept in touch with. While I did send some follow up information post-AIMHO, I have only fielded questions and inquiries on a 1:1 level but not out to the association as a whole.
 - ii. As we have discussed for a few years, our association is getting “younger” and I hope to help our newer members feel connected through increased communication with them (i.e. AIMHO Angle, social network sites).
 - d. Attend annual AIMHO conference
 - i. Worked with Torry Bruce (UA) to present “Mythinformation of the Newer Professional” and “A Behind the Scenes look at the Corporate Partner Fair”

with Brad Shade (CSU) and Cindy Anderson (NAU). Both of these presentations were geared towards new professionals in the region.

- e. Serve as liaison to AIMHO College
 - i. It has been great working with Jess Crombie (UA) and the AC Committee in their efforts.
 - 1. AIMHO College is moving along and one of their largest hurdles has been working with their budget and how to be more creative/efficient with spending
 - 2. A major goal for this committee is to obtain increased Corporate Partner sponsorship in the future.
 - f. ACUHO-I New Professional Scholarship
 - i. I worked with President Chris Ralphs and Senior Level Member at Large Cory Shapiro to create guidelines for and select a recipient for our new scholarship to fund a member of the association to attend the annual ACUHO-I Conference.
2. Goals
- a. I would like this position to work more with the Newcomer Orientation in welcoming new professionals to our region.
 - i. I would still like to work on a survey for new professionals originally discussed by Jess Crombie when she served in the position.
 - b. I plan to better utilize the AIMHO listserv and AIMHO Angle to help prepare new professionals in attending the upcoming conference.
 - c. It has been common in the past for the ELMAL to serve as liaison to the RAppin host committee but that has not happened while I have served and it would be good to continue that relationship.
3. Future Plans
- a. In order to increase communication as well as contributing to the New Professional page on the newsletter, I want to work more with the Marketing committee about with this area of the AIMHO Angle looks like and how I can better utilize this tool to connect with these individuals.
 - b. Doing further research through The Chronicle and other resources for HED/RL professionals to pass on to new and entry-level professionals
 - c. Continue some of previous ELMAL's ideas (i.e. webinars and other online/social networking ideas)
 - d. Recruitment efforts for ELMAL position through AIMHO College
 - e. Creating a "New Professionals Track" in conjunction with the Program Committee, AIMHO College and Awards & Recognition Committee for New and Entry level professionals attending the conference for the first time.
4. Additional information
- a. I think there are many possibilities for my role that I have yet to explore and more direction from the membership on how my position could be better utilized would be very well received.

State & Provincial Representatives (SPR): I have enjoyed my interactions with the SPRs as I have touched base with them via e-mails, phone calls, and two conference calls. As we approach the AIMHO Annual Conference, we will be scheduling more conference calls starting with one next week as I share what I have learned at the AIMHO Summer Meeting. I have asked the SPRs for their best practices, ideas on how the AIMHO Executive Committee can best serve them and their states and provinces, and I have provided them resources to aid them in recruiting new member institutions. I will start marketing the SPR position at the end of the summer as we have a few of the SPRs reach the end of their two-year terms.

Recruitment & Retention of AIMHO Schools: I have shared with the SPRs a list of our AIMHO member institutions from the past eleven years to better prepare the SPRs for a more intentional conversation with unaffiliated schools. I have discussed the new dues structure with the SPRs and while we have initially discussed the ‘best practices’ of reaching out their states and provinces, I will be utilizing mid-year SPR reports to share more ‘best practices’ as we build up the AIMHO membership between now and the AIMHO Annual Conference. I will work with Josh Hill and the SPRs during the summer as the SPRs provide updates to their school contacts within their states and provinces.

AIMHO Scholarships: In addition to the AIMHO Conference scholarships that will be advertised during the latter part of the summer, in early May, I solicited applications for the ACUHO-I First-Time Attendee New Professional Scholarship. Victor Salazar and I made our recommendation of the recipient to Chris Ralphs, and any applicants were notified of their status. The scholarship recipient will receive up to \$1,000 for registration, travel, and other costs associated with ACUHO-I. This individual will be recognized at the AIMHO reception at the ACUHO-I convention and will write an *AIMHO Angle* article submission after ACUHO-I.

Relationship with IACURH: As a member of the AIMHO Executive Committee, I have also had the pleasure to informally represent AIMHO at a variety of IACURH and NACURH functions. IACURH and AIMHO have shared their membership lists with one another as both regional associations strive to increase their membership. I look forward to finding creative ways to build upon the relationship that currently exists between our associations.

General Overview: As I have worked with our SPRs and the rest of the Executive Committee to promote the AIMHO experience as we recruit new member schools and retain the current institutions within the region, I have had a few personal challenges that have slowed my progress on a few of my goals. Since April, I have been back at full force as I have sent out regular SPR e-mails, pushed forward on my goals from November, served as a liaison to the Programming Committee, and prepared for the AIMHO Summer Meeting and ACUHO-I Convention.



2011 AIMHO SHO Institute

Report Submitted by: Marcie Tucker, Ph.D., University of Colorado - Boulder

I. Committee

Brent Waller, Colorado School of Mines (Returning Member & Marketing Chair)
Brett Miller, Colorado Mountain College – Leadville Campus (New Member)
Dan Parish, Colorado Northwestern Community College (New Member)
Rhonda Uber, Colorado State University-Pueblo, (Returning Member & Logistics Chair)

May 26, 2011 – Committee met at CU Boulder to outline program, expectations, marketing efforts, and review logistics.

Composition of Committee: Three members had to step aside due to either changes in their current role or new positions outside of housing which lead them to step aside.

II. Vision/Mission (Draft)

Vision: To inspire innovative housing leadership within the AIMHO Region.

Mission: To provide aspiring & established Senior Housing Officers an engaging program with high quality faculty and provide an effective professional network within the region.

III. Changes to SHO – For Review

A. AIMHO College/SHO Institute – Mentoring Breakfast Only

The 2011 SHO committee highly recommends a mentoring breakfast only. It is important to partner these two institutes; however in the development of the SHO program participants have solidified relationships built over the past two days. AIMHO College, by contrast, is just beginning its program and the opening session serves to stimulate discussion for these participants. It seems that the two groups are in significantly different stages of group development by the time the Sunday session occurs which seems to diminish the overall impact of the SHO on its participants.

B. Budget Guidance

Two high ticket items – meals & faculty expenses have yet to be identified and will definitely impact the bottom line. It seems that we will need to request additional funding by either raising the registration fee or obtaining corporate sponsorship. The SHO committee would like guidance about pursuing corporate sponsorship from Southwest again this year.

IV. Institute Schedule – November 4-6, 2011

A. Friday, November 4

- Committee members and faculty to meet at 2 p.m.
- Institute participants check-in 3:45 p.m.
- 4:00 p.m. - Institute Begins
- 5:00-6:00 p.m. - Dinner
- 6:00-9:00 p.m. - Session #1

B. Saturday, November 5

- Institute Sessions: 8:30 a.m. to 5:30 p.m.
- 8:30–11 a.m. – Session #2
- 11-11:30 a.m. – Group Cohort Meeting
- 11:30 a.m.-12:30 p.m. – Lunch
- 12:30-3:00 p.m. - Session #3
- 3-3:15 p.m. – Break
- 3:15-5:30 p.m. – Session #4
- 5:30-7 p.m. Break/Optional 6-7 p.m. Social
- 7:00-9:30 p.m. - Dinner

C. Sunday, November 6

- 8-9 a.m. - AIMHO College SHO Mentor Breakfast
- 9:15–11:45 a.m. Session #5
- 11:45-1 p.m. Closing Activities

V. Program – Suggested Topics/Possible Presenters

A. Session 1 – Human Resource Management

Sample Learning Outcomes

- Participants will understand key strategies for effective team building
- Participants will understand the key strategies for supervision & accountability

1. **Deb Coffin**, AVC/Dean of Students, University of Colorado Boulder
2. **Dudley Woodard, Jr.**, Professor Emeritus, University of Arizona

B. Session 2 – Facilities & Private/Public Partnerships

Sample Learning Outcomes

- Participants will understand the critical elements to forming a successful private/public partnership
- Participants will understand when to pursue a private/public partnership
- Participants will understand key components to effective housing maintenance

1. **Richard Clark**, Director of Housing & Residential Life, University of Nevada Las Vegas

(Richard Clark's dissertation is currently on this topic and he may have some results to share).

C. Session 3 – Budget & Assessment

Sample Learning Outcomes

- Participants will understand how to connect assessment data with budget

- Participants will understand the core elements to development of an effective budget

1. **Dave McKelfresh**, Executive Director of Research & Assessment, Colorado State University

**D. Session 4 – Ethics & Legal
Sample Learning Outcomes**

- Participants will review laws impacting campus housing
- Participants will understand ethical dimensions for housing professionals

1. **Dave McKelfresh**, Executive Director of Research & Assessment, Colorado State University

**E. Session 5 – Marketing/Social Media
Sample Learning Outcomes**

- Participants will learn key marketing strategies for senior housing officers
- Participants will learn the importance and implementation strategy for an effective social media program

1. **Ed Cableon**, Director of the Rondileau Campus Center, Bridgewater State University

VI. Logistics – Rhonda Uber Chair/Dan Parrish (Assist)

A. Food

We anticipate same quantity of meals as previous years. Rhonda Uber will investigate options with host committee.

B. Room Set Up

We anticipate room size for approximately 35 individuals. Rhonda Uber will investigate room locations & set up with host committee.

C. Registration

We would like to coordinate with host committee registration of SHO participants on Friday, November 4, 2011. We would like to provide a welcome packet for SHO participants with schedule, etc. Rhonda Uber will investigate partnership with host committee.

VII. Marketing – Brent Waller (Chair)

A. Save the Date card

We plan to send a “Save the Date” card so that Senior Housing Officers can either plan to attend the Institute or nominate mid-level professionals within their organization to attend. Scheduled distribution: June, 2011.

B. E-mail/Phone Calls

We plan to e-mail/phone call campus Senior Housing Officers to share more about the institute program and faculty. We would like to encourage nominations from these individuals. We will work with the State/Province Representatives as well. Scheduled communication: July/August 2011.

C. Facebook/Twitter/Website

We plan to utilize these mediums to encourage participation in the Institute

D. Nomination Deadline

We plan to receive nominations in September so that it coincides with AIMHO registration.

VIII. 2011 Budget

A. Projected Revenue: \$6,500 (AIMHO/Registration fees)

1. \$3,500 AIMHO
2. \$3,000 Registration fees

B. Projected Expenses: \$9,000 (estimated)

1. Meals
2. Faculty Travel & Registration
3. Institute Shirt (included in registration fee)
4. Program Materials

C. Projected Deficient: (\$2,500) (estimated)

It is unclear what funds have rolled over from the 2010 SHO institute. The \$3,500 AIMHO fund amount was verbally committed by Chris Ralphs in late March, 2011 or early April 2011.

AIMHO College 2011 Committee Report

Submitted by Jessica Crombie, The University of Arizona

College Committee

AIMHO College 2011 is on its way to being another great professional development experience for our region's new professionals. Since January, our committee has had monthly conference calls to develop this year's AIMHO College. We have a very strong committee led by our Chair, Jessica Crombie, and our Co-Chair, Kate Flowers, and are proud to be so far along in the planning process because of our team. The committee is currently 10 members strong and continues to work very diligently each month to complete tasks and move forward.

AIMHO College 2011 Curriculum

Social Justice

- Recognize own dominant and subordinate identities and how they interact with larger society
- Develop and sustain an open and inclusive environment
- Advocate for marginalized groups in your community
- Understand/recognize different stages of cultural development
- Become aware of and address systems of privilege ("isms")

Work Life Balance & Personal Finance

- Emphasis on creating personal/professional boundaries
- Differentiate between work and home spaces
- How to leave work at work
- Learn strategies for saving money and paying off debt while living on/in

Supervision

- Give and receive honest, constructive feedback as a supervisor
- Develop an evaluation plan for students being supervised
- Learn how to balance challenge and support
- Effectively advise Resident Assistants, particularly for younger professionals
- Differentiate between supervising, advising, and the hybrid "superadvising"
- Learn how to keep students motivated
- Differences in supervising graduate students vs. undergraduate students
- Co-Supervision techniques

Crisis Management

- Crisis response and protocol is different at every institution, what kinds of larger techniques can be used to effectively manage stress and decision making.
- Self care during campus crisis: what practices are utilized and how can senior staff support new professionals with major crisis?

College Faculty

We have such an amazing group joining our faculty team this year! We are excited to have a number of professionals whom we believe will provide a College experience like no other, will

provide amazing networking opportunities, and will give participants a very well-rounded view of today's professionals. While we are still solidifying some members of our college, we are proud to share that we had a record number of nominations and have a very healthy pool of incredible professionals to choose from should any of our current faculty need to back out.

Mike Jolly, AIMHO Sage – Supervision

Gretchen Westbrook - Crisis Management

Wendy Davidson – Work/Life Balance

TBA (based on Keynote selection and availability)– Social Justice

TBA - SHO/AIMHO college co-session OR sole AIMHO college session

Based on faculty needs and interest, our subcommittee will be hosting info sessions to ensure that our faculty members are having the opportunity to connect and ask questions of the AIMHO College committee.

Joint Session with SHO Institute

Once again, the College & SHO committee members have worked together to create a joint session on Sunday morning, November 6th. In speaking with Marcie Tucker from the SHO institute, we have two possibilities worked out:

A) Have a meaningful and intentional Mentoring Breakfast between SHO and AIMHO college and have separate faculty sessions following the breakfast.

B) Have a Mentoring Breakfast followed by a joint session with a shared faculty member.

The decision of which option to pursue will be determined by the selection of a keynote as well as how that particular session could be adjusted to adequately meet the needs of both senior and entry level professionals. There are still a few details to iron out, but we anticipate it will be another successful joint session.

Marketing and Selection Highlights

AIMHO Angle Submissions

Anticipated updates to the website, including the online publication of our annual brochure

All application materials now on-line

Working on College brochure & other marketing pieces to provide to potential participants

Online nomination and application form to be used again based on last year's success.

Host Committee Liaison & Planning

This year we are lucky to have multiple members of the AIMHO 2011 Host Committee serve on the AIMHO college Committee. This relationship as so far proven to be invaluable as they have already worked to put together the menu, made arrangements for AV needs and identified local restaurants to be used during the first off-site lunch.

College Budgeting and Sponsorship Opportunities

Overall

This year the college committee has again agreed to keep the cost of the college at \$75. While we would ideally love to keep the price down at around 50 dollars, we recognize that budget constraints will not allow us to do this. While food and hotel costs again will be the majority of our budget, we are grateful to the SHO institute who will once again assist with the cost of the

breakfast on Day 2. We have not, at this point, made outreach to any sponsorship opportunities as we are waiting for direction from the Executive Committee. (please see attached tentative budget)

Expected Expenses covered by Region Allocation & Income

- Food/College Meals
- Faculty Lodging
- Hospitality (snacks and beverages)
- Small coverage of possible Faculty Honorariums

Additional Expenses – What we'd love some help covering

- Promising Professionals Text
- Flash Drives, Binders, or Folders for participants
- Additional College Supplies
- Welcome baskets for Faculty members
- Committee and Faculty Recognition
- First Lunch (so participants won't have to pay out of pocket)
- AIMHO College social

New Initiatives

We are excited this year to announce a few new initiatives for the AIMHO College. Based on prior feedback from participants, there has been a desire to create more formalized socializing opportunities such as the creation of a social as well as the possibility of a AIMHO College Alumni social.

We are also in the process of creating a Cohort tracking system so we can do some long-term assessment about the value of the AIMHO College and where alumni have gone after completing the college.

Additionally, as you can see below, we are looking to extend the length of the college to create additional opportunities for our college members to network and get to know each other. This is based on feedback we have received from the past couple of years' participants who felt that we launch straight into content without the opportunity to get to know who is at the table.

Finally, we are looking to create a more formal and meaningful Promising Professionals ceremony for the closure of our pre-conference.

College Tentative Schedule

After much discussion, it was agreed upon by the AIMHO College committee to try something new this year with our college schedule. Feedback from previous years indicated that most participants were arriving to the host site on the Friday before the college. Because of this, it was determined that we should try to start the college on the Saturday morning as opposed to after lunch. Unfortunately, our budget does not currently have room to pay for lunch so we will be asking participants to pay for this out of pocket and will be providing a number of restaurant options in various price ranges within close range of the hotel.

2011 AIMHO College Tentative Schedule

Friday, November

To be done before arrival:

Name placards

Folders

Jump Drives

5:00 – 7:00 p.m. SHO Faculty & AIMHO College Committee Planning meeting
Review AIMHO College Schedule
Review participant applications and bios
Presentation overviews
Promising Professional ceremony
Review hot topics talking points
Breakfast Baskets the night before

7:00 p.m. SHO Faculty & AIMHO College Committee Dinner

Saturday, November

Breakfast for faculty and AIMHO College Committee – Welcome Baskets

9:00 a.m. Committee Room Set Up
Review faculty presentations

10:00– 10:30a.m. Welcome to AIMHO College 2011/Ice Breakers (2)/ Group Introductions/ Prof
Devo. Plan

10:30-10:45 Break

10:45-12:15 Faculty Session 1

12:15-2:00pm Lunch – Off Site?

2:00pm-3:30pm Faculty Session 2

3:30-3:45pm Break

3:45-4:15pm Faculty Session 3

4:15pm-5:00pm Professional Development Plan Work/Case Study/Dialogue group

5:00pm-7:00pm Dinner/Wrap up/Continued Discussion

8:00pm- ? AIMHO College Social (Optional)

Sunday, November

7:30- 9:00 a.m. Breakfast and Icebreaker with SHO

9:00-11:30 a.m. SHO/College Joint Faculty Session

11:30- 12:30 p.m. Lunch & Discussion

12:30- 2:00 p.m. Faculty Session 4

2:00p.m.-3:15p.m. Faculty Panel

3:15-4:00 p.m. College Closure- AC Committee and Faculty
promising professionals
thanks and recognition
evaluations

**Program Committee Report
Submitted by Torry Brouillard-Bruce, The University of Arizona
Committee Membership**

The program committee started with 24 original members and has dropped to 21 members representing six states within the region, Arizona, Colorado, Utah, New Mexico, Montana, and Idaho. Three members are unable to attend the summer meeting due to other obligations but are committed to remaining involved with the committee and completing their assigned responsibilities. Eighteen members were able to attend the summer meeting. The committee was broken down into various subcommittees including: Call for Programs, Case Study, Newcomer’s Orientation, Evaluations, Program Liaison Coordinator, Mentoring Matters, and Awards and Certificates. The Chair and Co-Chair have taken on the task of newsletter submissions because there was not strong interest from any committee members in serving on a Newsletter sub-committee. The Program Committee Co-Chair is, once again, responsible for coordinating the Keynote Speakers.

Call for Programs

Through the assistance from the AIMHO webmaster, the Call for Programs website was updated and distributed in late-March 2010. Several emails went to AIMHO members encouraging them to submit programs for consideration by May 24, 2011.. The subcommittee worked with the AIMHO Web Chair to further refine the program submission website for better submission tracking and backend data collection. We had a total of 46 submissions by May 24, so there was quite a flurry of activity during the final week. Two proposal was granted an extension until May 25.

We had 46 total program submissions for the 2011 AIMHO conference. There are 21 different institutions represented in program submissions. Submissions included 41 general interest sessions, 4 roundtables, and 1 comprehensive workshop. Submissions were varied in each of the seven self-identified program tracks. Though numbers were down in submissions the distribution of topical areas is more equitable as compared to last year.

Program Track	Number of Program Submissions			
	2011	2010	2009	2008
Diversity & Social Justice	10	6	15	14
Staffing & Professional Development	10	18	19	18
Student Development & Student Conduct	7	13	12	8
Administrative Leadership & Assessment	7	7	6	6
Non-Traditional Communities, Learning Communities & Conferences	3	4	9	2
Facilities, Operations, &	6	6	6	6

Technology				
Other	3	4	6	4
Total	46	58	73	58

Mentoring Matters

We plan to continue the mentoring program, Mentoring Matters, at AIMHO 2011 but with more of a focus on navigating the conference versus overall professional mentorship. This transition could also result in renaming the program to remove the context of mentorship as that is not the context in which this relationship is set to be established. We will continue the practice of training mentors during the Newcomer's Orientation, and then join mentors and mentees immediately following, with an icebreaker in conjunction with the Diversity & Social Justice committee. We are considering capping the number of mentees, so there is only one mentee per mentor and matching them before the conference so they can have contact with each other in advance. It is our continued hope that these mentor/mentee relationships grow after the conference as participants return to their home institutions.

Keynote Speakers

Program Committee Co-Chair has worked closely with the Host, SHO, AIMHO College, and Diversity/Social Justice committees to identify keynote speakers who can also serve as institute faculty, as well as to share financial costs. We plan to finalize our combined available budget during the summer meeting and will subsequently work to finalize keynotes at this time. The individuals who are being considered at this time are:

AIMHO College faculty/Diversity Keynotes:

1. Jessica Pettitt
<http://www.jessicapettitt.com/>
2. Shane Windmeyer
<http://www.campuspeak.com/speakers/windmeyer/>
3. Keith Edwards
<http://www.keithedwards.us/index.htm>

SHO Faculty/Tech and Social Media Keynotes:

Ed Cabellon
Clay Shirky

Awards and Certificates

In lieu of paper certificates and physical award gifts, we have chosen to continue with our "green" theme in recognizing presenters. No gifts will be purchased for presenters. We will also follow-up with a PDF certificate emailed to presenters, so they may print a certificate if they so choose. A recognition letter will also be emailed to the presenters' supervisors. The certificate design has been developed. At this time there is discussion as well to purchase a plaque on site for the program selected as Best of AIMHO 2011.

Case Study

Case study format will remain consistent with last year. Case study participants will receive their team assignments and case study on Monday evening at the conference. The participants will be able to work on the case study that evening for a limited period of time. The case study subcommittee would like to continue the idea of providing space for the participants to prepare as well as tips for participants to get the most out of the team bonding and learning opportunity. The case study subcommittee proposed three rough drafts of possible case study topics on the following topics:

1. Medical marijuana
2. Temporary Housing
3. Gender-Inclusive Housing

The subcommittee presented the drafts to the larger committee, and the larger committee will choose the case study topic at the summer meeting. The subcommittee will continue to develop the case study and work on team matching as participants sign up through conference registration. The case study sign up will be placed on the conference registration website for early sign-up. Following the summer meeting, the subcommittee will invite the past-president and sage, as well as others, to be judges.

Evaluations

The evaluations committee is focusing their attention this year on how to further streamline the process of evaluating programs. More so, they are looking at how to more rapidly tabulate scores so that designation of top-6 can be determined in the small window of time afforded the committee. Through trials from last year they are in the talking stages of getting away from an electronic format of collecting data and staying solely with the paper form created last year.

Liaison Coordinator

This subcommittee has drafted initial documents and responsibilities for Program Committee members, each of which will serve as liaisons to selected program presenters. The subcommittee will coordinate liaisons before and during the conference, as well coordinate the collection and posting of electronic presentation materials on the AIMHO website following presentations. All program liaisons will be assigned to selected programs at the summer meeting.

Newcomer's Orientation

Taking the lead from last year, the request has been made to Host Committee to keep the NO at one hour. The subcommittee will be working with the Entry-Level Member at Large and the Mentoring Matters subcommittee to coordinate the introductory phase for the mentors/mentees.

Newsletter

Torry and Mo have taken on the task of submitting articles to the newsletter, because there was not significant interest from any committee members in serving on this subcommittee. Thus far, we contributed an article recognizing the Top 6 winners and 2009 Program Committee members in the December newsletter, and an article on organizing a program, in order to educate and encourage the membership to present in the March newsletter. We will contribute to the June

newsletter, highlighting the results of the Call for Programs. We hope to contribute to other upcoming issues regarding the keynote speakers and highlight program topics.

Other Topics: Webinars

The Program Chair has been given the task of finding ways to make professional development from the regional level more than just what is obtained at the annual conference. Initial outreach has been done to NWACUHO and GLACUHO who currently use web-based systems to have a monthly webinar series for their membership. Prospects of formalizing a plan for this area are good and further research will be done post-Summer Meeting.

Marketing Committee Report
Submitted by Bethany Grubbs, Colorado College

Members:

Chair - Bethany Grubbs, Colorado College
Liz Grant, Montana State University
Matt Davis, Arizona State University
Sundi Musnicki, Boise State University
Karen Morian, University of Colorado at Boulder
Alex Ries, University of Nevada Reno
Rachel Reese, moving out of the region as of summer

Projects:

AIMHO Angle – The 2010-2011 Marketing Committee has overseen the publication of two successful Angle issues so far, and is excited for two more before the fall conference. We have started to run regular features such as a literary review, member spotlight, corporate sponsor spotlight, and a popular media feature.

Goals:

Our primary goal thus far has been to create quality AIMHO Angle publications to give members opportunities to share research, opinions and advice.

We are looking into the possibility of an article submission “drop-box” online so that members can submit articles in a consistent format rather than over email.

Future Plans:

After the June issue of the Angle is completed, we may look at other projects to support and promote the AIMHO region. We have talked about revising the newcomer’s handbook and reaching out to institutions in the region who are not yet members of AIMHO.

Awards and Recognition Committee Report
Submitted by Jeff Rosenberry, Montana State University - Billings

Membership:

AIMHO 2011 Awards and Recognition Committee

<i>Name</i>	<i>School</i>	<i>Email</i>
Jeff Rosenberry (Chair)	Montana State University Billings	jeffrey.rosenberry@msubillings.edu
Ashley Pemberton	Montana State University	ashley.johnson26@montana.edu
Chris Mullen	Univ. of Northern Colorado	chris.mullen@unco.edu
Chris Ralphs	AIMHO President	christopherralphs@suu.edu
Cindy Anderson	AIMHO President Elect	cynthia.anderson@nau.edu
Ebonie Carter	Santa Fe Univ of Art and Design	ebonie.carter@santafeuniversity.edu
Jen O'Brien	Arizona State University	jennifer.obrien@asu.edu
Jessica Grey	Casper College	jgray@caspercollege.edu
Matt Anderson	Utah State University	matt.anderson@usu.edu
Nate Zwart	Univ of Utah	nzward@housing.utah.edu
Nichole Simque	Gillette College	nsimque@sheridan.edu
Teri Galvin	UN Reno	tmg@unr.edu

Project Summaries:

- Monthly Recognition Reminders: The committee has worked to create a monthly email to the AIMHO List Serve in an effort to showcase month specific recognition opportunities. This email is intended to get members thinking about recognition and provide them with insight on how they can recognize on their own campus.
- AIMHO History Information: The committee is working on continuing the development on the electronic history table that was featured at AIMHO 2010. We will work to get photographs and continue to enhance the quality of this sustainable product, as well as work to feature the interactive information on the association webpage.
- AIMHO 2012 Hot Topics Program: Committee members are working diligently to continue the tradition of the Hot Topics presentation at the annual conference. This program allows schools to share something great they are doing in an 8-10 minute presentation for the audience. Program attendees then vote on the topic they feel is most pertinent, well developed and "Hot." The winner of the program is honored at the awards and recognition banquet. Committee members look to find new ways to enhance this program for the upcoming conference.
- AIMHO 2012 Program Submission: Committee members submitted a program proposal for the AIMHO 2012 conference related to campus recognition initiatives and support of campus recognition opportunities.

Goals:

- Continue to recognize regional affiliates through a strong awards and recognition nomination, selection, and presentation process.

- Look for new and creative opportunities to engage the association throughout the year in regards to recognition opportunities (AIMHO Angle articles, monthly emails, information regarding Of The Month program for RHA affiliated schools, etc.).
- Continue to enhance the AIMHO History Information through the use of sustainable efforts and electronic programs.
- Continue to honor the AIMHO Sage through the creation of an annual commemorative Sage Memory Book and get stories, photos, and memories from current AIMHO members to create a quality memory book.

Future Plans:

- Continue to inform AIMHO of Recognition Opportunities through monthly email notification.
- Update and streamline the awards review process for the committee members.
- Development and implementation of the Regional Awards Nomination and Selection process, as well as the creation of the awards banquet PowerPoint.
- Creation of a Press Toolkit that can be placed on the webpage and utilized by campuses of award winner or nominees to showcase their great impact within their local community.

Webmaster Report

Submitted by Joshua Hill, The University of Arizona

Completed

- Updated how programs are stored on website to speed up deployment for resources post conference.
 - Added new storage and organization for attachments.
- Updated security suite on the site.

In-Progress

- User manuals for committees – should be done in September.
- Debugged access issues for committee members. Fixed last years issues, keeping an eye out for any new ones.
- The web-based membership directory is almost complete - waiting to move forward.

Upcoming

- Speeding up page loading
- Investigating updating to Drupal 7 – this would be a huge change and wont happen until after the conference in order to guarantee no interruption of service.
- Creating user manuals for the committees.

Suggestions

- The site is pretty much “done” as-is. I would love to add more, change features, etc, but that process needs to be feedback/suggestion driven. I am available to committee chairs/exec board to make this happen. Edits only need about 48 hours notice, new features need about 1-2 weeks. Please contact me with any suggestions!

AIMHO Research & Information Mid-Year Committee Report

Submitted by Chris Thompson, University of Utah

1. Committee membership (name and institution) with notation as to the chair and co-chair:
 1. Chris Thompson, University of Utah (Chair), cthompson@housing.utah.edu
 2. Kimberley Kushner, CU-Boulder (Co-Chair), kim.kushner@colorado.edu
 3. Gary Phillips, Utah State University, gary.phillips@usu.edu
 4. Danielle Brown, University of Great Falls, dbrown01@ugf.edu
 5. Alex Maffucci, Adams State College, anmaffucci@adams.edu
 6. Tem Sedgwick, UNLV, tem.sedgwick@unlv.edu
 7. Ammon Torres, Utah State University, ammon.torres@usu.edu
 8. Evan Saperstein, Arizona State University, evan.saperstein@asu.edu
2. Summary of different projects (a paragraph for each project)
 1. Regional Survey
 1. The committee has gone through previous data in an effort to analyze the regional survey and has solicited question feedback from R&I committee members and the executive board. This year we are not making many changes, instead working on making the change to completing the survey every two years one that can be a solid baseline. One addition to the

survey is outreaching to institutions within the AIMHO region that are not currently active and gathering data from them, specifically centered around why they are not active. The Committee will be working on survey completion during the month of June and distributing the results early July.

2. Clickers

1. Program Evaluations – last year a pilot study was completed with the Program Committee to determine the feasibility of clickers to aid in collection of program evaluations. This test went relatively well, and the R&I Committee is outreaching to the Program Committee to see if this project is one to continue.
2. Executive Board meeting – Clickers have been utilized the past three years successfully at the conference. R&I will be working with the treasurer and Turning Technologies again this year to bring this technology to the conference.

3. Newcomers Webinar with Programming committee

1. This task was set to the R&I Committee recently to support the Program Committee. R&I members have expressed interest not only in assisting with research but also implementation in whatever capacity the Program Committee sees fit.

3. Goals

1. The committee has set the goal this year to review previous data collected and work to ensure consistency of the records we have and will collect.
2. Another goal is to monitor the List-Serve and members have been tracking trends of questions asked in an effort to build a ‘resource library’ which will hopefully be a first-stop for members accessing the website.
3. Establishing stronger ties between other committees and the R&I Committee by assigning liaison responsibilities to outreach from R&I and see what information other committees would benefit from as well as share ideas and support.

4. Future plans

The Research and Information Committee has experienced difficulty in membership from past years, without continuity from year to year. This year the Chair has been intentional about retaining committee members and build in a Chair-transition from year to year to ensure that a smooth transition occurs.

5. Other pertinent information that would be helpful for the record.

While the committee has had a somewhat slow year this far with bringing new members up to speed, reviewing data and past efforts, we are excited to utilize the time between now and the AIMHO annual meeting to really ramp up our efforts and fulfill the charges laid-out by the association and the committee itself.

Diversity and Social Justice (D&SJ) Committee
Submitted by Hannah Lozon, University of Arizona

This has been a great year for the committee so far. We have been trying to reinvent this committee for about two years, to make it more active and impactful for the AIMHO region. We have really been focusing on what it is that we want the committee to accomplish, and trying to keep everyone on the committee involved.

We have held monthly conference calls with our committee members, and chair (Hannah Lozon - University of Arizona) and co-chair (Kevin Taylor - Western State College of Colorado) have been holding bi-monthly conference calls to make sure we are on track for the year.

Below are our updates, as of the 2011 AIMHO summer meeting:

1) Social Justice Training and Programming Project

The D&SJ committee has been working hard since January to connect with other AIMHO member schools about how (or if) they do diversity and social justice training as part of their residential staff training, and how/if they do diversity and/or social justice hall programming. This has been our biggest responsibility and focus to date. This project came out of the “Social Justice Educators” roundtable session that was held last year at the AIMHO annual conference. It was clear that each school was approaching this charges differently (if at all), and as a committee we thought this would be great information and resources to provide the AIMHO region.

Committee chair and co-chair divided all the AIMHO member schools and assigned them to the D&SJ committee members. Committee members were to contact schools in their assigned state/province, and gather the following information:

- Questions to ask about **D&SJ Training**:
 - Do you have required D& SJ training? For RAs? For grad/pro staff??
 - Outside resources vs. in-house
 - How much time is spent on training
 - How is it structured... activity, documentary, etc
 - What resources can you share
 - Is it an overview of all social justice/diversity or identity specific
 - What was the feedback you received on these trainings?
 - Hear about survey of RA’s after training... share reviews
 - Funding... how much? What do you use it on?
- Questions to ask about **D&SJ Programming**:
 - Do they have any facilitation write-ups (or even OTMs) of programs they’d be willing to share?
 - Success rate?
 - Is the programming Proactive or Reactive to a bias incident?
 - Is staff excited about this programming vs. chore?
 - How have departments gotten staff to be excited?

So far, responses have been received from about 18 schools. We are connecting with those committee members we have yet to hear from (responses were due May 27, 2011), and will be reviewing all the information received. We will then be deciding how to organize the data and make it available to the AIMHO region.

2) AIMHO 2011 Conference Initiatives

As our committee shifts focus from our training/programming project to the annual AIMHO conference, it is important to us that we engage the AIMHO region in discussion about relevant social justice matters. Most importantly, we want to make sure there is dialogue at AIMHO 2011 about the fact that we are in Albuquerque, NM, when the conference was originally slated to be held in Tempe, AZ. That decision was a very difficult challenge for the AIMHO membership, and we want to make sure the educational moment is not lost while at AIMHO 2011.

As AIMHO member schools discussed whether or not AIMHO should boycott the state of AZ in the wake of SB1070, there was a feeling among some AIMHO members that we were “oppression ranking” by being willing to move AIMHO because of SB1070. Many AIMHO member schools are not supportive an LGBTQ identity, and those schools host IACURH and AIMHO conferences. However, no region-wide discussion has been had about whether or not we should boycott those schools.

Below are our ideas to this date for what we can do as far as conference initiatives go. These are all-encompassing of the SB1070 move, recent anti-social justice legislation, and other ideas we have. We are eager to hear the Executive Committee’s input!

- a. **AIMHO Programs** – D&SJ members were strongly encouraged to submit programs with a social justice content for AIMHO 2011. Specifically D&SJ chair, co-chair, and a committee member have submitted a proposal for a comprehensive workshop about the AIMHO 2011 move out of AZ, and it’s social justice implications. We felt this would be an in-depth way to engage the AIMHO membership about this historic decision.
- b. **Diversity board** – We will continue to have our large “Diversity Board” at AIMHO 2011. At this time, we plan to focus the content of the board to updating the membership about important social justice legislation that has happened since AIMHO 2010. Specifically, this will focus on immigration and LGBTQ topics.
- c. **Community service project** – We thought it would be amazing to start an annual tradition to host an optional service event either before or during AIMHO 2011. This would serve to connect the AIMHO membership to the host city, while also giving back. We would like to speak to the host committee about this possibility.
- d. **Item in the welcome bag?** – Perhaps we can have some kind of social justice survey or other item in the AIMHO 2011 welcome bag? If participants turn in the survey, they could be entered into a raffle for a social justice themed book or something similar.

e. **Awareness ribbons** – We will continue to offer the awareness ribbons participants can pin to their nametags at AIMHO 2011.

f. **Presenter ribbon** – Since the Program Committee has brought back “tracked programming sessions,” we thought about the idea of offering a “Presenter: _____ track” ribbon for presenters to add to their nametags.

3) **AIMHO 2011 Diversity Keynote Speaker**

Working with the AIMHO program committee, the Diversity and Social Justice committee identified three national speakers prominent in the area of leadership and social justice. Our top three recommendations were: Jessica Pettit (www.jessicapettitt.com), Shane Windmeyer (<http://www.shanewindmeyer.com/>), and Keith Edwards (www.keithedwards.us). The program committee is currently working with each speaker to gather price quotes and availability.

It is the hope of the D&SJ committee that the keynote speaker will be able to address the current political climate in the US, as it ultimately led to AIMHO 2011 moving out of the state of Arizona.

4) **AIMHO 2011 Social Justice Awards and Scholarship**

Last year, the D&SJ Committee gave out a Social Justice Action Award (for professional and graduate staff) and an Undergraduate Student Social Justice Advocate Award. These were non-monetary awards. Our committee will also award a Commitment to Diversity & Social Justice Scholarship, which covers the cost of registration for the annual AIMHO conference.

The D&SJ committee is currently reviewing the wording and titles of these awards/scholarships, to make sure there is no confusion. We also need to make sure it is clear which committee is funding the creation of the plaques for award winners (last year it was Awards and Recognition Committee), and the funding for the scholarship winner (last year it was the Senior member at large). There was confusion about this last year.

5) **AIMHO Website**

The D&SJ committee chair has been working with AIMHO webmaster Josh Hill (University of Arizona) to get resources up on the AIMHO website to share with the membership. The committee has continued to post the “Diversity Tip of the Month,” and all social justice programs from AIMHO 2010 are posted on the D&SJ committee webpage.

We have tried to encourage the D&SJ committee members to post 1-2 social justice resources (websites, books, documentaries, etc) a month our “Resources” page, but without constant reminders, the committee has not been consistent with this.