

SEAHO ANNUAL BUSINESS MEETING
8:00 a.m. - Thursday, February 22, 2001 - Birmingham, Alabama

Call to Order

Lorinda Krhut

SEAHO President Lorinda Krhut called the meeting to order at 8:07. Lorinda thanked everyone for attending and reminded those institutions who had not checked in outside to do so, in order to be able to vote.

Appointment of Parliamentarian

Lorinda Krhut

Jonathan Zerulik, of the University of Florida, was appointed as parliamentarian for the meeting. Jonathan is currently serving as SAACURH Regional Development Coordinator.

Approval of Minutes from 2000 Annual Business Meeting

Kathy Schnolis

There were no corrections made to the minutes. A motion to approve them was made by Rita Mosier, 2nd by Paul Jahr. Approved unanimously.

Institutional Attendance at Meeting

Kathy Schnolis

Fifty-two institutions signed in this morning.

Old Business

SEAHO 2001 Host Report

Warren Hale & Freda Shivers

The final registrant number as of today is 525 participants representing 151 institutions. 231 of those registrants were attending their first SEAHO conference. Overall, everything is going well. Warren and Freda asked that the group please let them know if there is any feedback for them to share with hotel management. Thanks to everyone who came out very late last night for the SST performance that was delayed from dinner time, due to the band next door. The McWane Center event went off very well. Warren also reminded everyone that there is one copy of *Inspiration for RA's* for each institution.

Secretary's Report

Kathy Schnolis

Kathy thanked Lisa Diekow and Lucinda Poudrier-Aaronson for assisting her in signing in institutions.

Treasurer's Report

Frank Fleming

SEAHO ACCOUNT STATUS - (End of Fiscal Year November 30, 2000)

Reserve Fund: \$43,500.00

Expenditures from the reserve fund this year:

Forgiveness of loan to Tenn. Association \$1,500.00

Advance to SEAHO 2001 \$5,000.00

SEAHO Report: \$3,194.56

ART: (Advisor Recognition and Training) \$86.91

Operating Account: \$35,474.28

Total Funds Balance: \$82,255.75

Cash Balances:

Share \$5.00

Checking Plus \$5,330.02

Money Market Account \$76,920.73

\$82,255.75

Summary of FY 2000 Expenses:

From the Operating Account \$16,874.59

For the SEAHO Report \$8,505.44

ART \$0.00

\$25,380.03

Summary of FY 2000 Income:

Proceeds from SEAHO 2000 \$5,465.60

SEAHO Report Ad Sales \$1,500.00

Interest from Accounts \$3,984.25

\$10,949.85

Member-at-Large Report**Ruth Ann Harney Howard**

Ruth Ann Harney-Howard reported on the progress made this year by the 4 committees that report to her. (Associates Committee, Placement Committee, Human Relations Committee and Information & Technology Committee.) Following is condensed version of their written Report.

ASSOCIATES COMMITTEE

Chair: Joe Mills (Austin Peay State University) Committee Members: Andrew Tanner (RMS), Don Fox (UF-Martin), Earl Wright (UT-Martin), Keith Woodruff (SWANK Motion Pictures), Mike Hatchell (WEB Laundry) Pinkie Smyster (University of Louisville), Troy Bayham (LSU).

GOALS FOR COMMITTEE:

1. Develop and create agenda for Annual CHO breakfast. Appreciation for support from all Associates.
2. Continue the annual OUTSTANDING Associate Award. This award will be given at CHO breakfast for Associate(s) who have contributed to annual SEAHO conference and delegates.
3. Recognize all Associates during the annual conference with a small token of appreciation.
4. Provide some type of food/drink for Associates during the check in/set up booth time.
5. Create and distribute a database of information to all Associates with names, addresses, emails, etc. for all attendees of SEAHO.
6. Encourage all Associates to present or co-present a program at annual Conference.

HUMAN RELATIONS COMMITTEE

Chair: Kristin Chamberlin-Long (East Tennessee State University)

Goal	Status
Create a SEAHO Diversity Statement	Some research has been done on this and will be discussed in the committee meeting.
Develop recognition for institutions exhibiting a commitment to diversity.	We need to set criteria and let institutions know about our desire to recognize them. We will work on this in the committee mtg.
Update display board	The old one was updated.
Design/distribute ribbons to be placed on name tags of diversity program presenters	We will work with the House Committee and the Programming Committee for 2002 to make this happen in Nashville.
Create an educational resource manual, including websites and references.	Letters were sent to all of the institutions in the region asking for materials. A booklet has been compiled and will be distributed during the Involvement Fair.
Create a Human Relations website.	Will work with the new SEAHO webmaster in the coming year.
Establish a relationship with other regional associations to share ideas and materials.	Has not been completed.
Create a list of people in SEAHO who are knowledgeable about diversity topics and are willing to be a resource	A list was created from old materials. If the committee still sees value in this, we will expand for SEAHO 2002.
Create resources for dealing with hate crimes.	Has not been completed.
Advertise diversity videos that are available through the SEAHO library.	Has not been completed.
Human Relations Social at SEAHO.	A space has been reserved & food has been ordered. Vera Jackson had the suggestion of playing music at the social so we will enjoy a variety of music along with conversation and food.
Lead a roundtable discussion on a yearly-rotating schedule.	This program was confirmed at the mid-year meeting.
Contact traditionally under-represented schools to encourage them to attend SEAHO.	A letter was sent to these institutions updating them on the plans of the Human Relations Committee. A few follow-up phone calls have also been made.

PLACEMENT COMMITTEE

Chair: Katrina Dorsey (Spelman College)

- ◆ Placement Committee Chair will be co-presenting a program on Maneuvering the Job Search Process.
- ◆ Candidate Registration Forms Returned: **21 Total** (1 graduate student, 2 entry bachelor's level, 15 entry masters level, 10 mid-management, 2 Chief Housing Officer. All the candidates that attend the orientation will receive list of jobs with qualifications and other pertinent information.
- ◆ Job Listings from Colleges and Universities: **51 jobs from 33 colleges.**(8 graduate assistant jobs, 2 Chief Housing Officer Jobs, 41 entry level and mid manager jobs

36 of the employers will be interviewing at the Conference.

- ◆ Placement has 2 rooms during the Conference: one as the candidates' room – with all of information on the employers. The employers' room will have the candidate information and all interviews will be held there.
- ◆ 25 volunteers to help out at Conference.
- ◆ Purchased new paper candidate mailboxes. This year's purchase is to be documented so that the longevity of the mailboxes can be monitored.

INFORMATION & TECHNOLOGY COMMITTEE

Chair: John Clower (University of West Georgia)

John has been keeping the listserv updated throughout the year. I would like to recognize the valuable service John has provided for the Membership. Through the previous discussion at the Mid-year Meeting, converting the Information & Technology Committee to a Webmaster would be much more beneficial and valuable to the Organization. This proposal will be discussed and voted on at the Business Meeting of SEAHO 2001 on Thursday, February 22nd.

Member-at-Large Report	Sue Beebe
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Following is the Final Yearly Report of the four Committees that report to Sue: Educational Programs, Graduate Issues & Involvement, Membership Services and Research & Information.

EDUCATIONAL PROGRAMS

Jason Chokel and April Hicks Co-Chairs, Educational Programs

Committee Membership: Evelyn Wallington of Appalachian State Univ., Lisa Moore of Murray State, Barb Wieckowski of Univ. of South Florida, Catrina Davis of East Carolina Univ., Vickie Shaw of Gardner -Webb Univ., Jon Coleman of Univ. of Southern Mississippi, Lashone Brown of UT – Martin, Jerry Adams of UT-Knoxville, David Baskett of Western Kentucky Univ., Heather Dykes of West Kentucky Univ., Gary Kimble of Univ. of Southern Mississippi, Todd Morrone of Univ. of Florida, LaRonda Brewer of UNC–Wilmington and Jenny Slear of Columbia College.

Goals for the year:

1. To assure that at least one copy of all resource materials are reserved for each participating institution.
2. To have a link on the SEAHO website for educational program resources.
3. To designate at least one representative from each institution as a contact person for resources.
4. To provide a variety of resource topics for the upcoming conference and website.
5. To select resource topics from the interest survey collected at SEAHO 2000.

Revised Work Schedule Timeline:

- February
 - Discuss ideas for resources with the committee at our meeting in Birmingham
 - Assign committee members to different schools
 - Call people at different schools to email resources
 - Assign committee members to work on different manuals
- March
 - Collect all the resources from different schools
 - Distribute the resources to the committee members to begin work
 - Manuals will be completed
 - Manuals will be distributed to different schools

This year was a very frustrating one for our committee. After sending out our call for program materials, we heard back from very few schools. We also didn't hear back from our committee when we contacted them. We did receive two grant proposals, which we will award at one of the meals. We also have plans to meet with our committee to try to do work in person. Our other goals are to delegate the tasks once again and try to get some materials out soon after the conference. Our hope is to have folks personally contact member schools and get information to us that way. We are still exploring the option of a CD per person or maybe even emailing the books to folks. We would like to find out what is the latest with the SEAHO website so that we can look at putting resources on line. Both April and Jason have enjoyed working with the committee and we will continue to work with these projects until they are completed and then transition to a new chairperson sometime in spring. Best wishes for a successful SEAHO conference.

GRADUATE ISSUES & INVOLVEMENT

Submitted by: Renee Richard-Snyder, Appalachian State University

Committee Members: Melinda Farmer – Johnson and Wales Univ., Paul Jahr – Georgia College and State Univ., Adele Markowitz – Georgia Southwestern, Kevin “K.D.” Linkous – Appalachian State Univ., Brandee Petrey – Eastern Kentucky Univ., Ray Plaza – Virginia Tech, Gretchen Van Dyke – East Carolina Univ., Jan Wilson – Univ. of Central Florida

2000 Goals and Achievements:

I. To continue the success of current programs such as pro/am tour and message center, graduate lunch and our involvement with the “professional preparation program” track and case study competition.

The Pro – Am Tour has already had over 50 people volunteer and we are in the process of matching. Many of the matches will be made before arriving to Birmingham, but we will continue matching and recruiting at the conference. Current committee members at the conference will man the message center, we hope to have the table up and running soon after the open of registration. We will include helpful hints for improving the Pro/Am relationship. Packets will be given at registration with a letter of welcome, ways to become involved and a newsletter which includes writing by Lorinda Krhut, current SEAHO president, Verna Howell, SEAHO present elect and many of the committee members. We currently are waiting to hear how many final numbers will attend the graduate lunch, but it has been advertised much better this year and will hopefully pull the majority of graduate students. The committee has selected the graduate student of the year. We had 12 nominations this year!

II. To revive the ADVANCE program for ACUHO-I interns, hosted by schools within the SEAHO region. The ADVANCE program was revived this year, hosted by Appalachian State University. A notebook has been started by the committee to pass to future hosts. We will be heavily recruiting for a 2001 host at the 2001 conference in Birmingham.

III. To contact graduate students from within SEAHO region to determine:

- a. Their level of knowledge about SEAHO and the Graduate Issues and Involvement Committee
- b. Inform them of opportunities within SEAHO and GI&I
- c. Get from them what they want and need from our committee. The turnout we received from CHO letter requesting names and addresses was unusually low this year. We will continue this effort through the contacts we made with graduate students at the 2001 conference.

III. Housing Officers within the SEAHO region to determine:

- a. What professional development money is available for graduate students?
- b. Common themes within recruitment in the region of graduate students.
- c. How the committee can help members institutions in recruitment and services for graduate students.

A survey was sent out and we compiled the results. They will be distributed in Birmingham through our table and the involvement fair.

IV. To set up an address book of graduate students in the Southeast for effective communication year long with committee members and grads. An address book has been set up with the names we received from CHOs. We will add to this from the 2001 conference participants.

In addition to the goals that were established earlier in the year, we will be setting up a very inviting table at the involvement fair, in hopes to draw in new membership and excitement. During this time, we will promote Advance and work to recruit an Advance host. Finally, I am pleased to report that the concerns with scheduling mentioned in my mid-year report were addressed and rectified at the mid-year meeting in November. This year has been a very productive one for the Graduate Issues and the Involvement Committee and I look forward to serving for another year as chair.

MEMBERSHIP SERVICES

Submitted by David Jones, Chair, University of North Carolina at Chapel Hill

Members: Morris Anderson, Involvement Fair Chair, Southern University, Kellie Gosnell, Publications Chair, College of William and Mary, Heidi LeCount, Newcomer’s Meeting Chair, Meredith College, Dianne Buhrow, SEAHO Solo Coordinator, University of South Florida, Ric Baker, University of South Florida, Terry Burgess, Murray State University, Heidi LeCount, Meredith College, Kenya Derrick, Columbia College, Cindy Dysart, Lander University, Debbie Ferrell, University of Tennessee at Martin, Susan Hogle, Mercer University, Jeff Hale, Oxford University, Tom Hardy, University of Alabama, Eric Light, Middle Tennessee State University, Susan Mead, East Carolina University, Tammy McGuckin, University of West Florida, Carol Casey, Rhodes College, Adrienne Christian, University of Memphis

General Update

David has spent time recruiting new sub-committee chairs and getting them up to speed for the conference. As a committee, we look forward to the possibilities an organized website provides for easier communication and

recruitment of volunteers. In the next year, we hope to re-evaluate the SEAHO Solo program, involvement process, and recruitment and marketing tools.

SEAHO Library

Terry Burgess cannot be here, but has forwarded copies of the film listing for the conference resource tables. He reports that rentals are down since August and that he has received four suggestions for films to acquire. He is looking into them. As always, if you have suggestions for new videos for the SEAHO Library, please forward them to Terry Burgess.

Newcomer's Meeting

Heidi LeCount (Meredith College) has prepared for the Newcomer Meeting. As in the past, postcard invitations were sent to every first-time attendee in hopes that they come to the meeting. Heidi has prepared an interactive function, which should highlight SEAHO's contributions and opportunities for these new professionals. She asks that all State Representatives and the SEAHO Governing Council to attend, if their schedule permits.

Involvement Fair

Morris Anderson, after years on the committee, stepped into the lead for the Involvement Fair. He has updated the involvement form, signs, and committee information handouts. Having worked with the host committee on the facility, he is excited about the change in time for the event and expects a greater level of participation. He encourages State Representatives and the SEAHO Governing Council to attend, if their schedule permits.

Publications

Kellie Gosnell refined the pamphlet and printed more for the conference and the state representatives to use for recruitment. The next step will be to integrate the web page information with the pamphlet so we have two recruiting tools, consistent in information and appearance. Kellie is always looking for feedback on the document, so please forward to her any suggestions you may have for the next dinner.

SEAHO Solo's

Dianne Buhrow has organized the program this year. Preparation for the conference included sending a welcome letter, organizing a welcome table and welcome kit and hosting a social. The social is open to everyone.

RESEARCH & INFORMATION

Submitted by: Tommy Wright, Ed.D, Director of Housing Operations, Appalachian State University

I am going to start the report off with a copy of the mid-year report, and then I'll end with what took place after the mid-year meeting. The mid year report was as follows:

Personally, my goal as the Chair of the Research & Information Committee was to build upon last year's momentum. We started the year off in Williamsburg, VA with the following members: Tommy Wright of Appalachian State Univ., Susan Grant of NC State, Lakecia Johnson of Univ. of Alabama-Birmingham, Ed Grandpre of Mississippi State Univ., Amelia Eldeen of Georgia Tech, Roy Rasheed of Univ. Southern Mississippi, Patrick Critzer of Radford University. Our communication, although somewhat limited from time to time, basically takes place via listserv (SEAHORI@listproc.appstate.edu). This has allowed us to openly express thoughts and ideas in a timely manner and to stay in close contact as often as we need.

Our minutes from the committee meeting in Williamsburg, were as follows:

Potential goals/Ideas for 2000-2001

- Speaker/s/Presenter's Bureau by state (resource manual)
- Program Assessment using ACUHO-I benchmarking
- Changing Role of the RA (resource manual/program/articles)
- Facilities Operations (manual/compilation of resources)
- Quality of Life Surveys (articles/resources)
- Sophomore Retention Programs
- Greek Housing (trends, methods of practice)

Suggestions

- Use State Representatives to help us identify five schools in each state that would agree to participate in surveys or other informal research polls.
- Committee members could volunteer to write an article for the SEAHO Report on a suggested topic
- Write articles based on the latest ACUHO-I benchmarking report on Quality of Life Issues.

Other Thoughts

Most of our conversations centered on how to promote research and information among our member schools. Ed Grandpre mentioned that this has always been a problem that the Research & Information Committee has encountered.

Lisa and DP thanked everyone for their support during their tenure as the SEAHO Report's co-editors. They shared with the group the distribution of the Report. Each year the registrants from the conference receive the Report. CHO's and our Associates also always receive the Report. March 15th will be the deadline for the Post-conference edition, which will be the last issue produced at the University of Florida. After that, Chris Moody and Kayla Hamilton of UNC – Chapel Hill will be taking over as co-editors.

New Business**Lorinda Krhut****Elections****Shannon Staten**

Shannon would like to thank her committee for their help with the election process

Election results:

Elected as President-Elect:	Susan Grant
Elected as Treasurer:	Frank Fleming
Elected as Member at Large:	Leon McClinton

Constitutional Changes**Kathy Schnolis**

The following proposal was considered by the membership:

SEAHO Proposal

Constitutional Changes resulting from the approved Web Master Proposal

Proposal: To amend SEAHO's constitution as indicated below.

Goals: To better provide for the web needs of our Governing Council, Committees and Constituency.

History: At the 2000 Mid-Year meeting, the Governing Council received two proposals that involved Web issues and the dissolution of the Technology and Information Services Committee. These proposals were combined into one proposal, which read: "It is proposed that the Governing Council dissolve the technology committee as it now exists and create instead, a Web Master who is solely responsible for the web page. The position is to be appointed by the President, and will be a voting member of the Governing Council whose main responsibility is maintenance of the SEAHO organization web page, with assistance from designated liaisons from the standing committees. Term of service to be two years." This proposal was approved by a unanimous vote.

Necessary Constitutional Changes resulting from this vote:**Add:**

Article IV; Section 8 (Composition of the Governing Council)

e. Web Master: appointed by the President with voting privileges. The web master is appointed for a two-year term.

Remove:

Article VIII; Section 2

(Listing of Standing Committees of the Association)

m. Technology and Information Services Committee

Questions about the proposal:

Greg Sclierf asked about where the Information and Technology committees budget dollars would be reallocated. Lorinda responded that the \$500.00 annual budget would be transferred to a new line for the Webmaster.

Call for vote: Amy McDonald, Motion 2nd from Rita Mosier. In favor: 52, Opposed: 0, Abstentions: 0

SEAHO 2003 Host Bid**Verna Howell**

Deb Baker, Cathy Langoria and Troy Bayham from the Louisiana Housing Officers invite everyone to attend SEAHO 2003 A to Z: Alligators to Zydeco. Current conference dates: February 25-28th, Radisson Hotel and Conference Center – Baton Rouge. Room rates: 86.00 per night, space for 146 vendors, 294 rooms at the hotel – but plenty of hotels in proximity for overflow, 8 meeting rooms available. Louisiana State University is the primary host.

Call for vote to award the 2003 Conference to the State of Louisiana: Verna Howell motioned, Andrea Trinklein 2nd. In favor: 52, Opposed: 0, Abstentions: 0

Southern Placement Proposal

Gary Kimble

The site being proposed for the March 7 – March 10, 2002 placement exchange is the Kemmons Wilson Hotel and Conference Center. The site is currently under construction with a proposed opening date of October 2001 will be the location for all interviews. Interviewers will be housed in suites, each consisting of a bedroom and a separate living room with wet bar facilities (sink and small refrigerator) and a data port. Additional employer lodging will be available across the street at the Fogelman Executive Conference Center. Proposed lodging for all candidates will be at the French Quarter Suites located approximately 2.5 miles away. All hotel rates are in the \$80.00 per night range. A shuttle service will be provided for candidates. Several other hotel options will be available and each will be within a short distance of the Kemmons Wilson Center.

SEAHO 2002 Invitation

Joe Mills & Debbie Ferrell

Looking forward to seeing you in Nashville! February 10th – 13th at the Renaissance Nashville Hotel.

Motion to Adjourn

Katrina Dorsey so moved, Paul Jahr 2nd.
Unanimously approved at 8:56 a.m.

Respectfully Submitted:
Kathy B. Schmolis
SEAHO Secretary