

**SEAHO ANNUAL BUSINESS MEETING**  
**8:00 a.m. - February 12, 2002 - Nashville, Tennessee**

**Call to Order**

**Verna Howell**

SEAHO President Verna Howell called the meeting to order at 8:02 a.m. She 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**

**Verna Howell**

Connie Carson of Wake Forest University was appointed as parliamentarian for the meeting. Connie is a SEAHO Past President (1996).

**Secretary's Report**

**Kathy Schnolis**

Kathy thanked Angie Holland and Roger Becks for their assistance in signing in delegates this morning. There are 64 institutional members present.

**Action Items:**

**Approval of Minutes from the 2001 Business Meeting**

**Kathy Schnolis**

Dave Rettig motioned to approve the minutes with no corrections, 2<sup>nd</sup> by Katrina Dorsey. Vote: 64 Yes, 0 No and 0 Abstentions.

**Southern Placement Exchange Liaison Proposal**

**Lorinda Krhut**

At the SEAHO 2001 Mid-Year meeting the Leadership Team discussed potential ways to formalize our relationship with the Southern Placement Exchange. At the Leadership Team meeting on February 20<sup>th</sup> the following proposal was unanimously approved. It is now being presented to the membership for final approval.

*The proposal reads as follows:*

SEAHO Governing Council Proposal Addition of Southern Placement Liaison

Proposal: To incorporate a SPE Liaison on the SEAHO Leadership Team for the purpose sharing information vitally important to the housing profession.

Goal: The southern Placement Exchange has the potential to become an integral component of the SEAHO Region and to that regard, should be in a position to interact fully with the other members of the SEAHO Leadership Team. The placement exchange clearly will enhance the region's housing operations through connecting employers and potential employees. The Southern Placement Exchange's commitments will clearly impact the Association financially, thus highlighting the importance of Governing Council involvement. For this to be realized to its maximum potential will require the SEAHO Leadership Team to be fully aware of plans, involved in decisions, and in full support of the efforts of the placement exchange. This would not interfere with the current goals of the SEAHO Placement Committee. The Placement Committee currently serves a useful purpose in supporting placement functions that are held at the annual conference. It is understood that the Southern Placement Exchange and Placement Committee would strive to work collaboratively and share both interested committee members and services, whenever possible. As the Southern Placement Exchange is committed to a three-year trial,

it is recommended that a liaison be added to the SEAHO Leadership Team for an initial three-year period with an evaluation of the position's continuation after that period. The liaison would be chosen from the Southern Placement leadership.

There was no discussion on the proposal. A motion for approval was made by Warren Hale, 2<sup>nd</sup> by Shannon Staten, Vote: 64 Yes, 0 No, 0 Abstentions.

<b>Elections</b>	<b>Lorinda Krhut</b>
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*The slate for the election was as follows:*

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| President-elect: | Deb Boykin, College of William and Mary<br>Brad Reid, University of North Carolina at Wilmington<br>David Jones, University of North Carolina, Chapel Hill |
| Secretary:       | Michelle Ballew, Maryville College<br>Lakecia Harris, University of Southern Mississippi   |
| Member-at-Large: | Roger Dickson, Tennessee Tech<br>J.Shay Davis, University of Georgia<br>Countess Hughes, Georgia State<br>Renee Snider, Valdosta State                     |

<b>Member at Large Proposal</b>	<b>Sue Beebe</b>
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Under the SEAHO Constitution, Article IV, Officers and Governing Council, number 7: Members at Large (2) states: The Members at Large are elected for a two-year term, in alternate years; and shall perform duties and responsibilities as assigned by either the President or the Governing Council.

Proposed Change: The Members at Large are elected for a two-year term, in alternate years. The first year, the Member at Large will work with the ten SEAHO State Representatives and the second year, the Member at Large will work with the standing SEAHO committees. The Members at Large shall perform duties and responsibilities as assigned by either the President or the Governing Council.

Purpose: In the past, the two Members at Large have shared responsibilities for SEAHO's committees. The Members at Large act as a resource person for the committees and as a liaison for the committees to the Governing Council. In the past few years there has been a need to assist the state representatives as they learn about SEAHO, its structure, procedures, and history.

Benefits:

1. To improve communication between the Governing Council and the ten state representatives.
2. To provide the ten state representatives with a resource person.
3. To provide training and assistance to new state representatives and committee chairpersons.
4. To provide consistency along duty lines with responsibilities.
5. To assist the committee chairs with understanding their committee budgets.
6. To provide the Members at Large with a broader exposure to SEAHO.

There were no questions in regards to this proposal. A motion to approve the proposal was made by Warren Hale, 2<sup>nd</sup> by Paul Jahr. Vote: 63 Yes, 0 Abstentions, 0 No

**Associates Committee Proposal****Ann Nielson and Sue Beebe**

Under the SEAHO Constitution, Article VIII, Committees, number 3b, it states that the Associates Committee: (1) Will be composed of members and a chairperson appointed by the President and (2) Will be responsible for recruiting and serving as a liaison to the Associates who support the Association's activities.

Proposed Changes:

1. (2) Will be responsible for assisting the Host Committee with the recruitment of Associates and sponsorships for the annual conference.
2. (3) Will be responsible for serving as a liaison between SEAHO and the Associates who support the Association's activities.
3. (4) Will be responsible for recognizing Associates at the annual conference.
4. (5) Will be responsible for organizing and selecting the annual Outstanding Associate Award.
5. (6) Will be responsible for coordinating the Associates conference evaluation form and compiling the information.
6. (7) The Annual Conference Host Committee Associates Chairperson will serve as the Vice-Chair of SEAHO's Associates Committee.

Purpose: SEAHO's Associates Committee and the annual conference Host Committee's Associates Committee have an unofficial working relationship. There has been infrequent communication between the two committees who serve our Associates.

The revision to the Constitution will clarify the roles of both committees serving our Associates.

Benefits

1. To strengthen/enhance the partnerships between SEAHO member institutions and the Associates.
2. To improve and maintain communication between SEAHO's Associates Committee Chairperson and the Host Committee Associates Chairperson.
3. To provide additional support and assistance with Associate recognition, conference attendance, and conference sponsorship.

The Associate Committee members will provide assistance to the Host Committee's Associates Committee with check-in registration and with the exhibit area.

Motion to approve by Warren Hale, 2<sup>nd</sup> by Katrina Dorsey, Vote: 63 Yes, 0 No, 0 Abstentions.

**SEAHO 2004 Host Bid(s)****Susan Grant**

Tim Coley speaking for South Carolina. SEAHO 2004: The "Lowcountry" of Charleston, South Carolina! Hosted by schools representing the South Carolina Housings Officers Association (SCHOA), including the University of South Carolina, Clemson University, Columbia College, Furman University, Presbyterian College, Winthrop University and the College of Charleston. Charleston attractions include: historic downtown, championship golf and tennis, nearby resort islands and beaches, lowcountry blues bash held in February, two convention centers – the new Charleston Area Convention Center Complex and the Lightsey Center. Target Date: Week of February 15<sup>th</sup> to 20<sup>th</sup>. Target Costs: Registration: \$120 (professional), \$50 (grads). Hotel: \$150 double.

Discussion:

- Tim: Looking for time of week feedback. Verna: We're asking this question on the conference eval this year.
- Katrina asked about registration costs – is that set or will it change? Tim: It may change this is just our original thoughts.

Motion to award the conference to South Carolina in 2004 by Joe Mattichione, 2<sup>nd</sup> by Greg Schlierf. Vote: 62 Yes, 1 Abstention, 0 No.

### Informational Items:

#### **SEAHO 2002 Host Report**

**Joe Mills and Debbie Farell**

Attendance update: 516 total in attendance (84 grads, 138 Colleges represented, 178 Associates from 67 companies). Conference shirts are still available!! We're proud of the host committee - please thank them as you see them around this week!!!

#### **Treasurer's Report**

**Frank Fleming**

Frank presented a snapshot of our current budget status. SEAHO account balances as of 11/30/01:

Assets:	\$87,779.49
ART	\$ 289.03
Reserve	\$36,000.00
Operating	\$38,490.46
Loans / Advances	\$13,000.00
Cash Balances:	
Educational Community Credit Union	
Share	\$ 5.00
Money Market	\$63,423.82
Checking Plus	\$11,350.67

#### ***Summary info:***

*Beginning cash balance as of 12/1/2000 -- \$82,255.75*

**Fiscal Year Expenses: (\$47,489.75)**

Operating Account: (\$24,549.95)

SEAHO Report: (\$9,239.24)

Loans/Grants: (\$14,000.00)

ART: (\$133.88)

Checks in Progress: (\$53.32)

**Fiscal Year Deposits: \$40,393.49**

SEAHO 2001 Hosts: \$36,100.87

ART: \$336.00

SEAHO Report Ad Sales \$1,850.00

Interest on Accounts \$2,106.62

*Ending cash balance as of 11/20/01 -- \$74,779.49*

#### **SEAHO Report Update**

**Chris Moody and Kayla Hamilton**

March 1st is the next deadline, the cover will feature Florida. The Summer issue will feature Kentucky, North Carolina will be featured on the Winter issue. Please help with submissions and encouraging people to write. Feature Article of the year award notes – the state editors judge these articles and an annual award is given out to increase submissions.

<b>Webmaster Update</b>	<b>Katrina Pawvluk</b>
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Katrina was not present, but has the institutions thanks for all her work since being appointed last year when we disbanded the technology committee. If you have not been to our site [www.seaho.org](http://www.seaho.org) please do so. Katrina is happy to have any feedback or insight that you may have to offer.

<b>Committee Reports</b>	<b>Sue Beebe</b>
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**ASSOCIATES COMMITTEE**

**Chair: Ann Nielson, Vanderbilt University**

The Associates Committee held its annual CHO/Associates breakfast on Tuesday morning that included a welcome from the President, acknowledgement of the Associates and their sponsorships, and the presentation of the Outstanding Associate Award for 2002. The Outstanding Associate Award for 2002 was presented to Major Newman of Adden Furniture. The Associates received a stainless thermos with carrying case as an appreciation gift. The Associates Committee also organized a program booklet that listed each Associate, their years of participation in SEAHO, their level of sponsorship for the 2002, and the former recipients of the Outstanding Associate Award. Associates Committee members were liaisons for the Associates at the breakfast and during the exhibit hours. A SEAHO ribbon was given to each Associate to display in his/her booth to acknowledge their years of participation and sponsorship. A disk of all the conference attendees and their addresses was given to the Associates. There were 68 8 x 10 booth spaces and 8 tabletop spaces sold representing 67 companies. Twenty of the 67 were major sponsors of special events. Four sponsors supported SEAHO 2002 but did not exhibit.

An evaluation and questionnaire was given to the Associates seeking volunteers to serve on the Associates Committee, to present interest sessions at our next conference, and to evaluate our present conference and exhibit area and to provide suggestions on how we can improve service. The information will be compiled and given to the incoming Associates Committee Chair and Associates Host Conference Chair.

**EDUCATIONAL PROGRAMS**

**Chair: Jason Chokel, Embry-Riddle Aeronautical University**

The Educational Programs Committee has produced two resource manuals for this year's conference. Jerry Adams coordinated the RA Selection Group Activities Manual and Jenny Slear coordinated the RA Job Description Manual. The committee will also be distributing information about the Educational Programs grants that are available for 2002. The grant form will also be on-line at SEAHO website. The new committee chair and the committee will award the grants for 2002-2003 after the proposal deadline.

**GRADUATE ISSUES & INVOLVEMENT**

**Chair: Renee Richard Snider, Valdosta State University**

The University of Florida hosted SEAHO Advance 2001. Valdosta State University will be hosting Advance for 2002. Ray Plaza will be assisting the committee with locating ACUHO-

I interns in the southeast region this summer. The committee put together a welcome packet for all graduate students attending SEAHO this year. The packets included a welcome letter, information about job searching, transitioning, the professional preparation track, and how to get involved with SEAHO. Dan Oltersdorf has worked with the Program Committee and the Graduate Issues and Involvement Committee to put together an exciting professional preparation track program this year. The graduate luncheon was a success with the Mexican theme and fajita bar. The Pro/Am Tour had over 38 pairs of people volunteer at the conference. This year Paul Jahr composed a letter for the Pros and Amber Rhoades composed a letter for the Ams. The committee established a graduate list serve and has 88 active participants. Lastly, a congratulation letter went out to all the candidates nominated for SEAHO's Graduate Student of the Year. The letter congratulated each nominee for the work they have done and the recognition that they received from their institution.

### **HUMAN RELATIONS**

**Chair: Kristin Chamberlin-Long, East Tennessee State University**

The Human Relations Committee had a very exciting year. Kristin will be sharing the Diversity Statement for SEAHO that the committee created at the Business Meeting. [*The statement was then shared: Members of SEAHO celebrate the differences among our members and recognize the value that these differences give to our organization. Members are encouraged to support teaching and learning that foster an awareness of cultural and global perspectives through the mindful development of policies, education of staff and students, and support of an environment that allows all people the opportunity to reach their potential without jeopardizing their individuality.*] Kristin coordinated this year's Educational Resource Manual that provides a great amount of materials on a wide variety of diversity issues and the manual is available at the Human Relations display table. Vickie Shaw designed a questionnaire to be distributed at the display table and the feedback received from the questionnaire will assist the committee with their 2002-2003 goals. Kevin Nunley worked with the Registration Committee to ensure that ribbons are given to the diversity program presenters to place on their conference nametags. Tonight the Human Relations Committee will be hosting an Ice Cream Social from 9-11pm. There will be games and music to create a fun and inviting atmosphere for conference delegates from underrepresented schools to have an opportunity to meet other members of SEAHO. Amy Gamble developed a brochure that includes information about how to start a recycling program, items to think about during the process, and examples of working programs. The brochure will be available at the display table.

### **MEMBERSHIP SERVICES**

**Chair: David P. Jones, University of North Carolina – Chapel Hill**

The SEAHO website, [www.SEAHO.org](http://www.SEAHO.org), is proving to be a good recruiting too. Terry Burgess continues to host and monitor the SEAHO Library. The library continues to be used more during the fall semester. There is a handout at the resource table listing all of the films available for SEAHO institutions to borrow. Heidi LeCount once again did an excellent job with the Newcomer's Meeting. The meeting was fun and interactive and even included door prizes this year. Morris Anderson once again coordinated the Involvement Fair. This year there were nicely printed table placards for each committee and task force. Each committee had a poster size sign describing the committee activities and role. The placards and signs are plastic and will be saved and used at upcoming SEAHO conferences. Kellie Gosnell and the Publications subcommittee worked on the SEAHO bookmark with the website address on it. The bookmarks have been very popular. The bookmarks were

available at several state conferences and at this conference. All membership information is now on SEAHO's website. This year's SEAHO Solo's Program is being coordinated by Dianne Timm and she and her subcommittee are focusing on communicating information and welcoming members. On Tuesday night, there will be an opportunity for SEAHO Solo's to go to dinner together. SEAHO Solo's will meet in the hotel's lower lobby at 7:00pm.

### **PLACEMENT COMMITTEE**

**Chairs: Katrina Dorsey, Spelman College and Vince Roberts, East Carolina State**

This year the Placement Committee had two volunteer orientations, one of Sunday evening and one on Monday morning. Candidates that attended the candidate orientation received a list of positions that were pre-registered for the conference. The Placement Center had 42 candidates and 67 positions listed. Katrina donated smiley face buttons to identify the Placement Committee members.

### **RESEARCH & INFORMATION**

**Chair: Vacant**

Tommy Wright from Appalachian State University resigned as Chair of the Research and Information Committee in January 2002. The 2001 Research and Information Grant Recipients were:

1. Gary Kimble from The University of Southern Mississippi for research on conference attendance and recruitment.
2. Jonathan Harrington from Abraham Baldwin College for research on residential students' perception of the effects that parental notification has on their alcohol use and student personnel professionals parental notification practices.
3. David Jones from the University of North Carolina at Chapel Hill for research on college housing officers' job satisfaction: a national study.

One of the 2002 Research and Information Grant Recipients for 2002 is:

1. Audrey Jaeger from North Carolina State University for research on selecting star performers: an inquiry into the emotional intelligence of Resident Assistants.

The Research and Information Committee is still accepting grant proposals for 2002. Please forward grant proposals to the new Chair of the Research and Information Committee.

### **Task Force Updates**

*Strategic Planning Task Force – Lisa Diekow*

Lisa is unable to be with us at the conference. She is chairing this important effort for us. She has recruited a great committee to work with us! Here are their thoughts so far:

Action Plan:

1. Have obtained copies of and will be reviewing the ACUHO-I Strategic Plan at SEAHO.
2. Contacting Regional Presidents to look at regional strategic plans. (Lisa is contacting, regions are interested in strategic planning and are looking forward to SEAHO sharing its strategic plan).

3. Plan to write an article in the SEAHO Report highlighting the plan and asking the membership for input.
4. Identify 10-15 CHO's and retired Housing professionals (at SEAHO 2002) for their perspective of the development of a SEAHO Strategic Plan, committee members will establish contact with 2-3 individuals for ongoing feedback.
5. Discuss how to use CHO's and long time SEAHO participants more productively for the Association.
6. Discuss SEAHO's evolving relationship with Associate members and how to address future needs.
7. Review the SEAHO constitution and identify potential changes.

*RA Summit Task Force – Deb Boykin*

This committee began two years ago with the beginning of Lorinda Krhut's presidency. What we were doing really mirrors what is happening nationally. We generated issues and published in SEAHO report. We will be doing another article on the SEAHO wide EBI study. Deb also shared thoughts about the possibility of a SEAHO RA summit.

<b>Other Governing Council Business</b>
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*ALAHO Grant – Leon McClinton*

Leon talked about the proposal for a \$1,000 grant that was passed at the SEAHO mid-year meeting. The Alabama Housing Officers (ALAHO) requested a one-time grant from SEAHO for the purposes of re-organizing the Association to better serve student housing professionals at institutions of higher education in Alabama. Currently the ALAHO membership includes 24 active institutions and 14 inactive ones. At the last state wide meeting in October they agreed on a plan to reorganize, implement institutional dues and to incorporate ALAHO as a not for profit organization. The grant from SEAHO will greatly assist in this interim time.

<b>SEAHO 2003 Invitation</b>	<b>Debora Baker</b>
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**Theme:** Alligators to Zydeco

**Dates:** SEAHO 2003 will be Tuesday, February 25, 2003 through Friday, February 28, 2003 in Baton Rouge, LA

**Mid-Year Meeting:** will take place October 20-22, 2002 at the Radisson in Baton Rouge.

Hotel: The main conference hotel (capacity of 200 rooms) is the *Radisson Hotel* with rates of; Single or Double: \$86.00, Triple: \$91.00, Quad: \$96.00. The overflow (capacity up to 90 rooms) hotel is the *Embassy Suites* with rates of; Single or Double: \$98.00, Triple: \$108.00, Quad: \$118.00

**Associates:** The Radisson Hotel will provide space for 70 Associates.

**Special Events:** *Golf Tournament* - will take place at The Bluffs in St. Francisville. This is the finest course in Louisiana. Our rate is \$60.00. *Alligator Bayou Swamp Tour* - Cruise the bayou on the canopied Alligator Queen and learn about the wetlands, ecology, wildlife, Cajuns, and cultural legacy of the Spanish Lake Bayou. Pet an alligator while you learn the Cajun 2-step to Zydeco music! *New Orleans Sashay* - Deluxe passenger motor coaches will leave from the Radisson and travel to the Crescent City. We'll return home by midnight.



**Election Results****Lorinda Krhut**

Congratulations to our new members of the Governing Council:

President-Elect – Deb Boykin

Secretary – Lakecia Johnson-Harris

Member At Large – Renee Richard-Snider

**New Business**

Sue Beebe speaking as a co-chair of the ACUHO-I 2002 Host committee and on behalf of Florida's Housing Officers invite you to DreamBelieveDareDo at the Contemporary Resort for ACUHO-I, July 17<sup>th</sup> to 20<sup>th</sup>.

Evelyn Wallington thanked SEAHO advisers for the help that you give your students through SAACURH and expressed gratitude to her SEAHO colleagues for their support of her as the SAACURH adviser.

**Closing Remarks****Verna Howell**

Adjournment at 8:51 a.m.

*Respectfully Submitted:*  
*Kathy B. Schnolis*  
*SEAHO Secretary*