

**SEAHO '99
Leadership Team Meeting
February 27, 1998**

MINUTES

Welcome

Good Morning! An official welcoming from Cindy Cassens. Cindy commended the State Rep. Task Force for meeting before us at 7:15 am.

Introductions

Expectations

Cindy spoke about her expectations for the Leadership Team: communicate with each other (return phone calls and e-mail); delegate; set deadlines, and keep moving.

Committee Chairs- Cindy will get the rosters to you of members as soon as possible.

State Reps.- for the Mid Year Meeting, the Programming Committee will meet early, so State Reps. can be at the Governing Council Meeting. Cindy arranged this with Gary Kimble.

Member-At-Large - Cindy will talk with Tierza Watts and Dorian McCoy to work on how to bring proposals to SEAHO. If we can get the proposals ahead of time, we can review them in advance and bring questions and feedback to the Mid Year Meeting.

Leadership Team Roster Sheet

Sue Beebe passed around a roster for people to sign. If you need stationary and envelopes please contact Sue.

Calendar Dates

May Meeting - SACSA Placement Showcase - May-Atlanta-Attendance Encouraged
Attendance at the SACSA Placement Showcase is not required. It is not a formal business meeting. We will use the time to touch base. A short meeting if people are there. Cindy will get back to us with the dates.

Mid Year Meeting - November 4-6, 1998 - Biloxi, MS - Attendance Required
You are expected to be at the Mid Year Meeting. State Reps. will meet at 1:00 pm with the Programming Committee. Governing Council will meet at 7:00 pm. More information will come later.

Leadership Manuals

Phil Riordan: brought the manual inserts to take. Please use your current SEAHO binder if you have one already. The Manual is continually being updated. Read your section and let us know if what needs to be revised.

ACUHO-I '98 Conference - July 12-15, 1998 - Charlotte, NC

Frank Fleming: Charlotte, N.C. will be hosting the 50th ACUHO-I Conference. The theme is a "Crowning Achievement." There will be some surprises to go with the royalty theme. At the Charlotte Motor Speedway there will be a country band, line dancers, pace car rides (for all), race car drives (for selected individuals), and a pit stop crew competition (did I hear that Susan Grant will be the SEAHO chair for the pit stop crew?). On campus housing options: suites and apartments. All the housing facilities are air conditioned. We hope everyone will join us in Charlotte! A side note: Vickie Hawkins did a great job with providing the opportunity for SEAHO members to donate the small SEAHO gift bag items to the Boys Club,

SEAHO '99 Conference - February 23-26, 1999 - Biloxi, MS

Gary Kimble: dates for the Mid Year Meeting are Nov. 4-6, 1998. Gary is talking to airlines for discounts. The Gulf Port (airport) - Casino Air is \$69.00 round trip from Atlanta. There are two Grand Casino Hotels - Gulf Port and Biloxi. Both hotels are connected by covered walkways. There is a convention center; theaters; casinos. The new side of the Biloxi Hotel is where we will be staying. Due to the covered walkways, we won't have to go outdoors. The tentative budget is being tweaked; there are built in expenses that may or may not occur (i.e. golf tournament). The Casino just purchased a premier Golf Course. The committee is trying to work on theater tickets and a concert. They are looking into the possibilities. The committee will use the results of the surveys to determine the entertainment. Gary distributed the Conference Budget Worksheet. They want to generate money for SEAHO. Gary wants people to ask questions, give feedback (particularly past hosts). They will try to keep the meal costs down - maybe a seafood buffet will be within the host budget. Some corrections to the budget: pipe and drapes is \$3,000.00 and under awards, the plaques are \$625.00.

Committee Reports: Committee Chairs - review your charges and update. Send revisions to Cindy.

Associates- Shannon Staten

Gretchen met with the State Editors and Shannon met with the committee. The committee's focus tasks were and are as follows: 1.) The committee will recognize the associates at the 1999 annual conference so the host won't have to worry about it. The ribbons were nice and will be used year after year. There is a second associates rep. on the committee. 2.) Discuss the feasibility of a third booth size. Survey and get feedback from the ACUHO-I regions to see what they are doing about a third booth size: the price? the advantages? Survey the associates for their feedback. The committee wants to offer suggestions for SEAHO 2000. 3.) Other discussion items: options for sponsorship and financial donations; focus on recognition at the end so associates can attend sessions. Find ways for the associates to become more involved and feel special. Gary Kimble discussed the booth size for SEAHO '99 and the cost (both are being publicized) and what they can accommodate. Vickie Hawkins reduced price and booth size (8x8) and sold spaces. Gary stated that he can do something similar. Shannon stated that service based groups want a table more than a whole booth.

Educational Programs - Diane "DP" Porter

Eight people attended the meeting and 15 people signed up. They had a brainstorming session. Discussed the 3-4 publications and their focus on staff development, training, and in services.

The committee wants to work with Susan Grant to do an assessment of the effectiveness of the programs. The committee is excited to see the publications. Robert Overton will be the new chair of the committee. He is from Shenandoah University and an original member of the committee.

Graduate Issues & Involvement - Debbie Morgette

Five people attended the meeting and 12 people signed up. The committee has some awesome ideas. The Pro-Am Social before the luncheon did okay this year. The committee surveyed graduate students on the programs/topics to offer for the graduate track. Committee is investigating co-sponsoring with NASPA to give the NASPA Monograph on transition for first year professionals to each graduate student. All committee members are excited.

Human Relations - Justine Hollingshead

Nine people attended the meeting. The committee discussed a pre-conference program on diversity issues. The committee will talk to Gay Perez. The committee is willing to do all the leg work. The committee wants to develop a diversity statement. There is nothing about a diversity statement in the SEAHO archives. The committee also wants to do an article for each issue of the SEAHO Report. Gary Kimble mentioned a social time slot before the speaker but the cost of food is expensive. The committee also discussed designing a logo for buttons, a display, and t-shirts.

Information & Technology - John Clower

Five people attended the meeting. The committee wants to get the Web page up and operational. They want to use the Web page to publicize. John is going to set up an electronic meeting with committee members to set goals. A survey was distributed at the conference find information on Internet connectivity in the halls and wireless technology. The committee and research and compile the information and share it with the association. The committee wants to help individuals with critiquing software packages; they want to provide assistance to advance other housing and residence life departments.

Membership Services - Tom Miles

Five people to 11 people are involved with the committee. There are four subcommittees: library, newcomer's, involvement fair, and publications (new). Feedback from the newcomer's: some felt lost; more assistance needed for brand new people. For example: dots on name tags that say "I'm new be nice to me." This will get attention. We need to help newcomer's and reach out to them. For SEAHO 1999 - this committee to work with the host for a separate newcomer's check-in table. The committee discussed taking newcomer's through the conference, offering a personal touch. Possibly provide on the name tag a list of what to attend. Feedback on publications: offer a resource guide to promote the library, newcomer's information, and the involvement fair. Mail the resource guide before the conference. The committee wants to identify more ways to contact people and make them feel welcome. Shannon Staten recognized the committee for their work with the involvement fair.

Placement - Cathy Akens

Thirteen people attended the meeting. We evaluated the Placement Center and made suggestions for improvements. Members signed up for a subcommittee. For SEAHO '98, we had 44

candidates and 67 employers registered. The Placement Center asked candidates and employers to evaluate the center. The feedback will be compiled. There are many resource packets left, please take some. Cindy Cassens stated a great job with Placement.

Research & Information - Susan Grant

Two people attended the meeting. There is more interest in the committee. There are five goals for the committee: 1.) State Reps. - ask them to find out who does research in their state, school. 2.) Provide sample surveys and sort by institutional size. Provide samples in the SEAHO Report. 3.) Technology - put sample surveys on the Web page, so people can download onto a disk or paper. 4.) Conduct research and information in the housing assignments area: data, cancellations, applications, more data on the administrative side. 5.) Encourage people to apply for research grants.

Program - Gay Perez

15 people are interested in the Program Committee. Cindy and Gay will select and appoint committee soon. Work for the committee: 1.) Reformat pre-conferences and select them. 2.) Keep graduate track programming. 3.) Restructure mid-year meeting to select programs. 4.) Keep the committee diverse, add a graduate rep. There was positive feedback on having the program proposals on line. Cindy commended Lisa and her committee.

SEAHO Report

Gretchen Koehler-Shepley: March 13 is the deadline for articles. Get your articles and information to Gretchen. There will be a facilities and maintenance focus for the next issue. Remind the state editors. Lisa Diekow thanked Gretchen. Lisa is interested and excited about the SEAHO Report. She noted areas to work on: who gets the SEAHO Report and to make sure that all the State Editors get a copy. Cindy also thanked Gretchen.

Task Force Reports

State Reps - Debbie Ferrell

There are some new state reps. and some are returning. The task force set goals and time lines. They are going to review and revise the state rep. position in the manual. They discussed a training time for the state reps. and the transition from the old state rep. to the new state rep. The task force also discussed the state rep. being a two year position and the funding for that two year commitment. Debbie will have proposals at the mid-year meeting.

Committee/Task Force Report Forms - Due April 1, 1998

Cindy Cassens: the green committee/task force report forms are due April 1. Cindy reminded us to communicate with her. Frank Fleming noted the transition from 1997-98 chairs to 1998-99 chairs to complete the report forms. Old and new chairs should work together to complete the report form.

Call For Involvement Forms

If you have additional names for committees please give them to Cindy so she can appointment them to a committee.

New Business

- I. Cindy Cassens: the issue was raised about who gets to vote. Tierza Watts will take the lead in this area and investigate other ACUHO-I regions.
- II. Frank Fleming: the issue was raised about switching the fiscal year. Phil and Cindy will assist in this area. Frank will work on guidelines/proposals for spending budgets.
- III. Frank Fleming and Susan Grant are going to work together to establish guidelines for documents on word processing to delete paper and use disks.
- IV. Shannon Staten: Awards and Recognition - wants to establish guidelines, standards, and objectives for fee-waiver scholarships.
- V. Gary Kimble: SEAHO pins; Phil has no extra pins. There are five new people who need pins. Gary may have enough and he will work on it.
- VI. Shannon Staten: Proposals for mid-year. The deadline will be given by Cindy. Cindy will include in information packet.
- VII. Debbie Morgette: Budget proposals. If you have an initial budget, put it on the committee report form (the green form). Cindy wants to get the budget set at the mid-year meeting. Anticipate an increase in the Graduate Issues and Involvement Committee budget.
- VIII. Shannon Staten: voting. Make sure Cindy and Sue have your e-mail addresses in case we need to vote via e-mail. Please respond to e-mail messages. Cindy is going to try a distribution list. Frank wants to include the committee chairs on the list for discussion, items (even though they can't vote).
- IX. Looking forward to working with everyone. We'll be in touch.

Adjournment

Those in Attendance:

<u>NAME</u>	<u>INSTITUTION</u>	<u>SEAHO POSITION</u>
Cindy Cassens	Winthrop University	President
Sue Beebe	Florida International University	Secretary
Phil Riordan	UNC- Charlotte	Past-President
Lisa Diekow	University of Florida	Co-Editor, SEAHO Report
Frank Fleming	UNC-Charlotte	Treasurer
Cathy Akens	Florida International University	Chair, Placement Committee
Joe Boehman	East Carolina University	North Carolina State Rep.
Tierza Watts	Appalachian State University	Member-At-Large 1999
Gay Perez	Wake Forest University	Chair, Programming Com.
Diane "DP" Porter	University of Florida	Co-Editor, SEAHO Report
Christine Butler	Northwestern State University	Louisiana State Rep.
Debbie Ferrell	Univ. of Tennessee at Martin	Chair, State Rep. Task Force
Susan Grant	North Carolina State University	Chair, Research & Info. Com.
Bonnie Reid	University of Mississippi	Mississippi State Rep.
Gretchen Koehler-Sheply	Univ. of South Carolina	Chair, Associates Committee
Gary Kimble	Univ. of Southern Mississippi	Host Committee 1999
Justine R. Hollingshead	North Carolina State Univ.	Chair, Human Relations Com.
Julie Ciccarone	University of Richmond	Virginia State Rep.
Deb Boykin	College of William and Mary	Host Committee 2000
Dorian McCoy	Louisiana State University	Member-At-Large 2000
Paige Crandall	Florida State University	Florida State Rep.
Kenya Derrick	University of South Carolina	South Carolina State Rep.
Tom Miles	Lander University	Membership Services Comm.
Debbie Patterson	Auburn University-Montgomery	Alabama State Rep.
Robin Holbrook	The University of Memphis	Tennessee State Rep.
John Clower	State University of West Georgia	Info. & Tech. Committee
Barbara Dyer	Georgia Southern University	Georgia State Rep.
Terry Burgess	Murray State University	Kentucky State Rep.