

## **SAACURH Executive Committee**

Pre-SAACURH Report

Produced Thursday October 20<sup>th</sup>, 2005

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South Atlantic Affiliate of College and University Residence Halls

[www.nacurh.org/saacurh](http://www.nacurh.org/saacurh)

Dear SAACURH -

Enclosed you will find the SAACURH Executive Committee's pre-SAACURH report. The reports are organized by position and then subdivided into positional goals and accomplishments. It is our hope that this report will give you an insight into what we have been up to for the past semester. If you questions about this report or the region, please feel free to contact any of us. We look forward to seeing you at NKU!

Respectfully,

Andrew Howard  
*Regional Director*  
South Atlantic Affiliate  
National Association of College and University Residence Halls  
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## Regional Director

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Andrew Howard [andrew@rha.gatech.edu]

### **Bid and Summer Summit Goals**

- (1) Place a strong emphasis on programming
- (2) Recruit and refocus
- (3) Continue the RHA President initiative
- (4) Keep communication lines open
- (5) Ensure an efficient boardroom
- (6) Continue technology initiative
- (7) Represent SAACURH to the best of my ability

### **Accomplishments / Updates**

#### Summer Summit

July 8<sup>th</sup> – 10<sup>th</sup>, the SEC was welcomed by the NKU conference staff to their campus for the annual Summer Summit conference. The summit was used as an opportunity for the SEC and the conference staff to plan for the year and the conference. The SEC toured the campus and helped develop the conference as a whole. NKU has many great facilities for this conference. Both boardrooms will be held in large, comfortable rooms and all of the programming rooms are well equipped. The minutes from the summit can be found on the SAACURH regional website.

#### SAACURH Conference

Most of my attention for the past three months has been on the SAACURH Regional Conference. The NKU conference staff is off to a great start and I really feel that this is going to be a well organized, memorable conference. Due to the large increase in gas prices, registration for this conference is about 87% of what it has been for the last two years; however, the actual number of schools has increased 9%. It is my understanding that many of the other regions are facing similar issues.

Other than concerns regarding the number of delegates attending, all other aspects of the conference are going well. Shannon, Lauren, and Bethany are doing an absolutely amazing job. There are a few concerns about the location of Roll Call and banquet, but most of those concerns are being appropriately handled by the staff. It is my hope that this conference will prove to the region that small schools can host a regional conference too. NKU's campus is tiny compared to most campuses in the region and they have more than enough space. There is no reason that any school in the region could not host this conference.

#### Programming at NKU

Thank you once again to Erin Yaden from Morehead State for organizing the programming at NKU. As I promised in my bid, programming has been my number priority this summer. At Summer Summit, the SEC created a list of programs that we believe should be presented at every conference. This list is called the SAACURH Standard. It is our hope that by ensuring that these programs are presented, there will be something for everyone at the conference. Additionally, we have opened Program Session #1 to allow NCCs and NRHH members to present. To date 22 of the 23 SAACURH Standard programs have been submitted for the upcoming conference.

Over 160 programs were submitted by over 120 presenters for the 100 available programming spots at this conference. This marks the first year in several years that the conference staff will actually have the opportunity to cut programs. This success is largely due to the combined efforts of the Morehead state folks and the SEC who individually

contacted schools. Erin, Pearl, and I will be working hard to ensure that the best programs are presented and a variety of programs are available. Thank you very much to all of those who submitted.

#### Interesting Conference Facts

While overall attendance is down this year due to gas prices, we are doing better in many of the other categories in which to rate a conference.

<b>Fact</b>	<b>2004</b>	<b>2005</b>
Total number of delegates	721	632
Total number of attending schools	57	61
Total number of submitted programs	100	166

#### President's Track

As promised, we have been working hard on the creation of a President's track at SAACURH. Tim Jackson from Mississippi State has graciously agreed to run the track for us and you will see information over the list serve soon. This is a part of SAACURH's continuing effort to improve the programming available at our conference for organizational Presidents.

#### Associate Director for NRHH / NRHH Regional Advisor

This summer, our AD-NRHH and Regional NRHH Advisor had to step down from their positions. In late June, I started an application process and opened up the positions for appointment. After a thorough interview and bid process, I appointed Beth Freeman as the AD-NRHH and Bill Pickett as the Regional NRHH Advisor. Both Beth and Bill are from Georgia Southern University and are excited to be in the positions. They have already released a newsletter called "Beth and Bill's Buzz."

#### Website / Technology

It is my belief that NACURH (and consequently SAACURH) are about 5 years behind where they should be in regards to technology. This May, Kevin Hemphill and I were able to release the new SAACURH website and we just had our 5,000<sup>th</sup> visitor since then. I am currently working with the NIC and the NEACURH director to develop an online conference registration system for NACURH. NEACURH is currently using a system developed by one of their schools that appears to be working really well. As of now in SAACURH, every conference team has to develop their own registration process and system. Some schools choose to create a completely automated process; others choose to use a paper system. I will be presenting a plan to the NACURH Board of Directors in January to implement a NACURH-wide online system.

#### Boardroom / Bids

The Bidding process for the upcoming SAACURH conference appears to be going well. We have received intents to bid for both POY and the SAACURH 2006 Regional Conference. This year, a very large emphasis will be placed on bid quality. After attending the NACURH pre-conference meeting last year, I was disappointed in the quality of bids submitted by SAACURH schools. I have been in contact with schools intending to bid for POY and hope to see many quality presentations.

I have offered my assistance with bids prior to the bid deadline. Several schools have sent their bids to me to ensure that they meet SAACURH policy and do not have anything glaringly missing. While I will not offer any advice on the actual content of bid, this will hopefully save us time in the boardroom.

Additionally, I have started to develop an online bid submittal system for No Frills. Hopefully, instead of e-mailing bids to me, schools will upload them to the NACURH server via a secure webpage. I presented a plan to develop such a website for NACURH last year and was shot down for reasons unknown to me. We will test the system at our regional and No Frills conferences and then re-present the software to the National Board. E-mail is an ineffective system due to the restrictions placed on e-mail accounts by schools, third-party providers, and the protocol itself.

#### SEC Travel

At SAACURH, NCCs will see a piece of legislation in regards to travel. Currently, SAACURH pays .13 cents to the mile for SEC travel. Due to the increased gas prices because of Hurricane Katrina, it is uneconomical for SEC members to drive to conferences. Currently, NACURH pays the NBD .32 cents per mile.

#### Virgin Islands and Bahamas

I was contacted this past summer by a school in the US Virgin Islands about attending a SAACURH conference. They eventually decided not to attend this year's conference, but they did present a very interesting issue; non-continental US schools attending SAACURH. I will discuss this issue further in the boardroom at NKU; however, I am considering submitting some legislation to NACURH that would expand our region to include both the US Virgin Islands and the Bahamas. NACURH is an international organization and this type of discussion is inevitable.

#### NACURH

There has been very little contact on the NACURH level between any of the regions and the National Execs. In fact, the National Chair held an online meeting this past week, without an agenda, in hopes of just getting the regions to speak. The National Board will be meeting in January at their semi-annual meeting to prepare for the NACURH conference at UCB.

#### A.R.T. Program

During the NBD pre-conference meeting in May, Julie McMahon and Scott Nelson presented a plan to take the Advisor Resource Training, or A.R.T. program national. Currently, the A.R.T. program is active within the GLACURH and SAACURH regions. After much debate, the NBD decided not to sponsor the program for this NACURH year. I have been working with the National Chair to continue discussions about the program at the upcoming semis meeting. Hopefully, Hope and I will be able to convince the rest of the board that this program is worth taking national.

#### SAACURH Conference Delegate Grants

The policy book allows the Regional Director to hand out a number of grants to delegates in need of some extra funds in order to attend our conference. This year's grants were awarded to the University of West Georgia, University of Southern Mississippi, and the University of Alabama at Birmingham.

#### Committees

At NACURH, I created three committees to help complete many regional goals. Those committees were Spirit, Administration, and Membership. Unfortunately, due a lack of communication on our end, those committees are essentially dead right now. I plan to re-commission these committees at SAACURH. Questions about committees should be directed to me or the Regional Development and Education Coordinator.

#### **Coming Soon**

### SAACURH Alumni

I will be working with Kevin Hemphill, the SAACURH RPC, to create an alumni section on the SAACURH website. Soon, students nominated for the AAFN, SEC members, and other heavily involved students can be recognized. Take a look at NEACURH Alumni section for an example.

### New Look at Recognition

While SAACURH's primary focus is always programming, we are a recognition body as well. The SEC has been looking to improve our recognition of host schools, bid winners, and executive board officers. Starting with this conference, we will begin handing out a standard SAACURH plaque. You will see some legislation to allow for the plaques at every conference.

### NACURH Bids

I will be assigning one SEC member to every NACURH bid category for awards discussed at Semis and pre-conference. It will be that member's responsibility to help bidders improve their bids and get them ready for the National Board. It is my hope that this will improve the region's chances of having a good number of bid winners.

Please feel free to contact me with any questions.

Andrew Howard

# **Associate Director for Business Administration**

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Hope Cannon [samanthahopecannon@gmail.com]

## **Bid and Summer Summit Goals**

- (1) Continue Conservative Spending
- (2) Support the Director
- (3) Keep an eye on the SAACURH Constitution and Policy Book
- (4) Continue to work on the NACURH ADA Compliance Fund
- (5) Continuously work for quick reimbursements

## **Accomplishments / Updates**

### Revised the Constitution and Policy Book

I updated the SAACURH Constitution and Policy Book with all of the legislation we passed at No Frills. We got a lot of work done and passed a lot of legislation. It was a big job!

### The University of SAACURH

At Summer Summit, the SEC wanted to create a program for NCCs and NRHH members that would help them acclimate to the boardroom process and help them know what to expect from a SAACURH conference. THE University of SAACURH was our solution, and we hope that it will be beneficial to new and seasoned NCC and NRHH representatives.

### Budget

The budget has been kept up-to-date and reimbursements have been done fairly quickly. Monthly reconciliations have been submitted; however, the ADBA computer died this past month. The computer should be back up and running soon. Additionally, I have worked on the conference budget for SAACURH 05.

### School Contact

I have been contacting schools to encourage program submissions for SAACURH. We wanted to get a good number of program submissions for the conference in order to provide quality programs to our members. I contacted several schools to encourage program submission.

### Legislation

Maryville's Shaun O'Malley and I have written legislation to change the mileage reimbursement policy for SEC members. Additionally, I have written legislation to include the ADA Compliance Fund to our budget. These pieces of legislation will be discussed at SAACURH.

### President's Track

I have working with Tim Jackson from Mississippi State to develop a President's Track for RHA and NRHH president. Tim and I worked to create a track that would help new RHA Presidents as well as the seasoned Presidents. There will be several roundtables as well as pre-organized programs available.

## **Coming Soon**

- (1) Work closely with the newly appointed SAACURH Auditor, Shawn O'Malley
- (2) Continue quick reimbursements to the SEC
- (3) Continue to support the Director
- (4) Investigate the plausibility of a President's Coordinator position

# **Associate Director for NRHH**

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Beth Freeman [betheena22@yahoo.com]

## **Bid and Summer Summit Goals**

- (1) Maintaining regular and consistent contact with the individual member chapters through creation of a monthly newsletter and facilitation of NRHH roundtable discussions.
- (2) Compiling a list of problems that commonly occur in chapters, such as membership or attendance, and listing ideas that chapters have used to overcome them. Possibly distributing this as a link off of the SAACURH website, placing it in the newsletter, or sending it over the list serve.
- (3) Keeping member schools informed with frequent email updates
- (4) Working to affiliate new chapters within SAACURH and help struggling chapters to survive
- (5) Encouraging OTM submissions with frequent reminders and by publicizing resources to chapters
- (6) Encouraging use of the OTM database
- (7) Working with the other RADs to develop ideas and suggestions for SAACURH

## **Accomplishments / Updates**

### General Information

I have been working to learn my job position and have been in contact with Rachel Grossman in attempts to try to get the AD-NRHH notebooks and fully understand my position. I have had weekly meetings with Bill Pickett, NRHH Regional Advisor, (unless he was out of town). We have been working on getting resources together, creating a newsletter, learning the OTM database, and learning our job positions.

### OTM Database, OTM Process, and NRHH Communication

I have been learning the ins and outs of the OTM database and the OTM process with the help of Bill and Rachel. I have been sending reminders over the listserve to remind SAACURH of OTM due dates and to form a regional OTM judging committee. I have acquired and been keeping up with the SAACURH AD-NRHH email account as well as access to the OTM database. I have also been activating several new accounts on the OTM database. I have been fielding NRHH chapter questions quite often and have been answering questions about affiliations, the OTM database, and the OTM process.

### OTM Judging Committee

I sent out an email in August asking for those interested in joining the regional judging committee to email me, then sent out applications to those who showed interest. I judged the applications and formed a committee of 7 regional readers. I have been communicating with the regional judging committee and working to get them all setup to judge OTMs within the database.

### Beth and Bill's Buzz

Bill and I decided that in order to get more NRHH information out to the region, it would be a good idea to create a newsletter. We created and sent out our first newsletter at the end of September, and plan on trying to produce one every month. In addition, we would like to try to get NRHH chapters in the region to write some of the articles each month.

### National Office

I have been in communication with members of the national office and RADs from other regions through email and IM chats. I am now a member of two NRHH national committees, Philanthropy & Service and Pins & Apparel. I have been in regular contact with Jeni Reese;

she is our region's NRHH buddy from the national office. I have also been in contact with the national office in regards to affiliation information and the OTM database.

#### SAACURH 2005

Bill has set all of the travel plans for him and me. I am currently preparing for the NRHH boardroom and plan to try to recruit more members for the regional OTM committee at SAACURH. Bill and I have been working on the case studies for the conference, and I have also applied to present a program about OTMs at the conference.

#### **Coming Soon**

I hope to get a list of NRHH FAQ's up on the SAACURH website soon, as well as resources for NRHH chapters. Bill and I will also be creating more issues of the Buzz, and we are working on getting more chapters affiliated.

# **Regional Affiliations Coordinator**

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Andrew Worth [worthandrew@hotmail.com]

## **Bid and Summer Summit Goals**

- (1) Recruit more member schools
- (2) Timely affiliations
- (3) Filter
- (4) Team Orientation
- (5) To be an effective resource to the region
- (6) Work for my region
- (7) Order SEC shirts

## **Accomplishments / Updates**

### Affiliations and Recruitment

- Forwarded "Affiliations 101" Manual to past affiliated schools
- Created and forwarded SAACURH flier to un-affiliated schools
- Responded to emails about first-time affiliations: VI, and Bahamas etc.
- Corresponded with Regional Director

### SAACURH

- Attended GRHOTH at UGA
- Submitted program on Parliamentary Basics
- Contacted advisors and trained programmers for ADVANCED programs
- Will work with Check-In and registration

### Accomplishments and Updates

- Answered, Forwarded, or sent out over 70 correspondences in regard to affiliations.
- Corresponded with NIC AD-Affiliations and NIC Chair about affiliations issues.
- Corrected over 15 affiliation report issues
- Created and forwarded "Affiliations 101" Manual and forward to SAACURH Website
- Corresponded with SAACURH Staff concerning registration
- Member of the Regional OTM Committee

## **Coming Soon**

- Prepare Recruitment Packet to send to all un-affiliated schools in region
- Create SAACURH Brochure
- Work on "How to SAACURH" CD with REDC

# **Regional Development and Education Coordinator**

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Tom Kernan [tkernan@elon.edu]

## **Bid and Summer Summit Goals**

- (1) Work with each state director to coordinated state association participation
- (2) Serve as liaison between SEC and SEAHO
- (3) Keep constant communication with SEC and state directors
- (4) Ensure SEC participation with state directors
- (5) Represent SAACURH to the best of my ability

## **Accomplishments / Updates**

### Communication

Due to not having access to a computer throughout the summer for various reasons, communication became stunted for a portion of time. Currently, communication between myself, the SEC and state associations is up and running with I am very grateful for. Now that communication has been resolved, results have improved significantly.

### Programming for SAACURH 2005

Many thanks go to Erin Yaden for her hard work and dedication to programming for this SAACURH conference. There are various tracks to help all SAACURH members learn and grow on various levels at this year's conference, and it is sure to be very successful. Erin deserves a great amount of recognition for her overwhelming efforts.

### State Associations

I am very happy to report that state associations are running smoothly and preparing for SAACURH as well as their individual conferences that will be taking place during the spring semester. At SAACURH, I will have finished coordinating which SEC member will be attending which state conference, and all functioning well.

### SEAHO

Due to restrictions within Elon University's School of Communications, I am unable to attend SEAHO's midyear conference. The resulting absences would force my professors to dock my grade (Elon is currently fighting for accreditation, so absence policies are very strict and even excused absences can count against you), and as I plan on attending graduate school, I cannot allow that to happen. It cannot be forgotten that I, as well as, students first. I will, however, be attending SEAHO's conference in February, as I will have completed my communications studies at that time, and will no longer be under the school's individual absence regulations.

### Overall Progress for the REDC Position

As my position has been newly combined, there is a lot that I have learned, and am looking forward to improving in the next coming months. As with any newly created position, some actions and decision have been used through trial and error, but it has been very positive thus far. I am very excited for the rest of the year.

## **Coming Soon**

### REDC Website

I have been working hard to create a website for SBD members to use as a resource for the 2005-2006, and 2006-2007 terms. It will contain information on each state board, as well as allow each state to upload relevant information.

# **Regional Publications Coordinator**

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Kevin Hemphill [kevin.hemphill@gmail.com]

## **Bid and Summer Summit Goals**

- (1) To create and professionalize a new regional website
- (2) To place a comprehensive History of SAACURH online
- (3) Expand resources available online
- (4) Work with conference staffs on their technology issues.
- (5) Put reports and minutes out in a timely manner.

## **Accomplishments / Updates**

### Website Overhaul

After taking reign as RPC for SAACURH, I began working closely with Director Andrew Howard on a new website for the region. Though it has improved greatly from the SAACURH website of old, it is still and will continue to be an ever-changing and ever-improving website. Although quite a bit of the website is built in a web language which I have only dabbled lightly with in the past (PHP), I have begun to get the hang of understanding it some. Also as a back up plan, my advisor at the university assisted me in requesting SAACURH space on the university server to use for anything deemed necessary.

### History of SAACURH

This August, with plenty of free time on my hands, I went page through page of the "50 Years of NACURH" book and placed all the history I could find concerning SAACURH into one page for the website. Though I cannot verify the accuracy of all the information, I do believe we are probably in the range of 80-90% accurate.

### RHA Website Links

In July and August, I sent out a request over the SAACURH listserv to ask for universities to send me the links of their RHA websites so that I might add them to the SAACURH Member Schools page. I only received a few responses.

### Buddy Schools

At Summer Summit I was able to make Buddy School assignments for each of the SEC members. The assignments can be found on the website by clicking on the Regional Board link and then clicking on the link next to each Regional Board Member.

### Resources and Minutes

Throughout the summer, I have been working with Director Andrew Howard to increase the amount of resources available on the website. However, there are several more resources to be added which will be done in the coming weeks before SAACURH. Minutes for Summer Summit were added to the site within two weeks of the actual event. I am looking back to find past minutes and resources to add in the coming months.

### Pictures

I worked with Director Andrew Howard to build a new process of publishing pictures on the website. This was tested with pictures from Summer Summit and seems to work well. We hope that with SAACURH 2005 we will get quite a few pictures to add to the site. I am also looking back to try to find past pictures to add as well.

### Contacts

During the past few months, I have had contact with a few universities who sent me general emails regarding actually affiliating with SAACURH, which I passed on to Director Howard and the Regional Affiliations Coordinator Drew Worth. I also made contact with the NIC as the

website server's password had been reset and I had to receive a new password from them to be able to update the site.

## **Coming Soon**

### [Affiliations CD](#)

The affiliations CD created by former SEC Members Krista Stringer and Michael Davis will be going up on the website as a resource hopefully before SAACURH.

### [FAQ/About Page](#)

One of my set goals as the RPC is to redo the FAQs about SAACURH page and the About SAACURH page before the regional conference. I will be working with Director Howard to do this.

### [New Resources](#)

Resources for advisors and NRHH will be coming to the website very soon.

### [Regional NRHH Website](#)

My hope is to work with AD-NRHH Beth Freeman on redeveloping the Regional NRHH website. Although this may be a feat to try to do before the SAACURH conference, my hope is to help complete it by shortly after.

## **Regional NRHH Advisor**

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Bill Pickett [wpickett@georgiasouthern.edu]

### **Bid and Summer Summit Goals**

- (1) Provide motivation, recognition, and assistance with NRHH-RAD
- (2) Be an active resource for advisors (website, email, newsletter, phone)
- (3) Assess NRHH structure, OTMs, systems, etc. with Beth
- (4) Create new ways for educating NRHH chapter about quality not quantity with OTMs
- (5) Balance personal/professional obligations with new job, positions, etc.
- (6) Utilize Beth on the same campus
- (7) Be in the loop with National Office as much as possible

### **Accomplishments / Updates**

#### NRHH Advisor Listserve

In conjunction with Kevin Hemphill, an NRHH advisor listserv was formed as a yahoo group. I have utilized this feature with keeping the advisors in the loop on any and every announcement regarding SAACURH or NRHH. We currently have 16 members of the listserv.

#### Advisor resources and communication

I have made a strong effort with responding via 48 hours after an email. I have given Kevin several NRHH files for the website so advisors can get new ideas or templates for various forms. Also, I have sent out e-mails and attempted to spark conversation among the advisors.

#### AD-NRHH - Beth Freeman

I have had weekly meetings with Beth (unless I am out of town) so we could properly discuss NRHH and get things rolling. I assisted her with advice and resources for various things, such as getting the OTM judging process up and running, creating a newsletter, create case studies for the SAACURH 2005 conference, and dealing with daily communication from NRHH chapters across SAACURH. Beth has done an excellent job in the first two months. Beth did not receive a large amount of training, direction, or resources, but jumped into the position and did what she could with what she had. Beth and I have done a good job communication with issues or things going on.

#### Beth and Bill's Buzz

In conjunction with Beth we created a newsletter for the region. We sent out first edition at the end of September and plan on doing one each month as a way we can keep communication going and involve other chapters. We plan on asking students for their ideas and submit stories for the newsletter. Also, we plan on utilizing the newsletter for recognizing different chapters.

#### National Office

I have been in direct communication with Amy, the Affiliation Coordinator with the national office. We have worked together on getting NRHH chapters affiliated. I have utilized the listserv for sharing information about the affiliation process. Also, I have sent emails to the national office about various questions, but sometimes struggled on getting responses.

#### SAACURH 2005

I took care of organizing and booking all travel for Beth and I. Also, I plan on presenting an NRHH recognition program at the conference. I will be assisting Beth with boardroom procedures and recognition efforts. Finally, I am assisting Beth with marketing the OTM committee at SAACURH and recognizing the current members of the committee.

# Regional Advisor

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Evelyn Wallington [ewalling@vt.edu]

## **Bid and Summer Summit Goals**

- (1) Have a successful summit:
  - Meet & develop a good working relationship with the SAA conference staff
  - Develop a strong cooperative relationship with SEC
- (2) Keep communication lines open
- (3) Recruit for advisor bids
- (4) Have 2 on-line resources mad available on the website by September 30<sup>th</sup>
- (5) Develop advisor Mentor list
- (6) Have 1-2 bids for SAACURH 06 conference

## **Accomplishments / Updates**

### Summer Summit

The summer summit was a success! Tasks were delegated, a schedule/budget developed & strong relationships built. I have stayed in bi-weekly contact with Bethany Kilgore (advisor) via email. I know more about the SEC & have been able to develop a good working relationship with them.

### Communication

I feel the lines of communication have stayed fairly open. For the majority, responses have been quick & productive within the SEC & conference staff. Most of my communications have been in the form of email.

### Recruitment

I sent an email over the SAA advisors list announcing I would not bid for the Advisor-Elect position. I have talked with potential candidates for the position to answer questions.

### Resources

I sent more than 2 resources to the RPC to be posted on the web site. These included information on how to bid, building a delegation & tips for advisors. They have not been posted as of this date.

### Mentor List

I did not receive any positive responses from advisors in regards to creating an advisor mentor list. There apparently is no interest currently.

### SAACURH 2006

No word on bids for SAACURH 06 as of this date.

## **Coming Soon**

- (1) Continuing to update the advisor directory and cross referencing it with advisors & NIC lists.
- (2) Continuing to forward emails to advisors regarding conference information.
- (3) Preparing for the Advisor Meeting at SAACURH 05.
- (4) Communication with SEC members.
- (5) Communicating with Bethany about conference progress & where I can best support the staff.