

Fraternity & Sorority Life Alumni & House Corporation Board Meeting
House Directors – Meeting Minutes
Tuesday, January 26, 2010, 6:30pm, Ohio State Room

I. Introductions – Chapters Present:

- a. Alpha Chi Omega, Alpha Delta Pi, Chi Omega, Delta Zeta, Kappa Alpha Theta, Kappa Kappa Gamma, Lambda Chi Alpha, Phi Delta Theta, Phi Kappa Psi, Pi Beta Phi, Pi Kappa Phi, Sigma Chi and Sigma Phi Epsilon

II. Current OSL Involvement with House Directors

- a. Kick Off Training & Semester Wrap-up
 - i. OSL starts each Fall semester with a daylong training for the HD's, in order to provide them all of the information they will need to get the semester started. We provide a lunch and an opportunity to ask any questions to get them started for the year.
 - ii. OSL wraps up the Spring semester with an opportunity to wrap-up their semester and receive feedback for the next year. We are also able to provide a small token of our appreciation to their service.
- b. Attend Monthly Meetings
 - i. Melissa & Kelly Jo are often invited to attend the monthly meetings of the HD's, which occurs on the first Tuesday of each month. The meetings may include updates from our office, profession development and education or and opportunity for feedback following programs and events.
- c. Facilitate Iowa State HD Conference
 - i. Bill and Kelly Jo facilitated the Iowa State HD conference, which included house directors from: UNI, ISU, Iowa, Simpson and Drake. Topics included: working with Parents, millennial students, alcohol and how not to be a victim of your situations.

III. Future OSL Involvement with House Directors

- a. Bill talked about a call for additional support of our House Directors by both OSL and the Chapter House Corps.
- b. Our increased involvement with the HD's is a necessary step as we continue to make their role a vital one with our students.
- c. There is a cry for uniformity amongst the chapters, in terms of not only opening and closing, but how they are empowered to handle issues within the chapters.
- d. The role of the HD is evolving from what they may have been 10 – 15 years ago. The students are changing and we need to empower the HD's to be able to effectively meet the needs of this next generation of students.

IV. Discussion for Sorority Chapters with House Directors, Ohio State Room

- a. Best practices with a contract, job description and evaluation process.
 - 1. 360 Evaluation process – handed out samples of evaluations for chapters to use with their House Director's.
 - i. We discussed “best practices” that chapters are currently using as it relates to an evaluation of HD's.

- ii. The 360 Evaluation includes not only the House Corp. evaluating the HD, but the students, the staff they may supervise, as well as a self-evaluation of the HD.
 - 2. Sample contract, position description and evaluation
 - i. We reviewed which chapters were currently using contracts, had detailed position descriptions, etc.
 - ii. Samples of these were handed out.
 - iii. We discussed best practices that chapter's were using as it relates to contracts and position descriptions.
 - iv. Please make sure that your HD's know and understand what their roles are...and what their roles are not. Also, please make sure that the undergrads know and understand these roles.
- b. What the role of House Director's with Parents?
 - 1. Letters to parents about the role of the House Director
 - i. Chapters discussed how they communicated to parents about the roles of House Director's within the chapters.
 - ii. Discussions occurred about how to empower the HD's to make decision within the scope of their role, as it relates to parents. The best practice was chapter's that sent letters to parents to explain when the parent/student should contact: 1) the House Corporation Board; 2) should contact House Director; or 3) should contact the Advisory Board.
 - iii. If you have not communicated with your HD their roles and responsibilities as it relates to talking with parents, then we ask that you decide what it should be, and communicate that effectively.
- c. Ideas of "uniformity" amongst the chapters
 - 1. Suggestion - all chapters open and close on the same dates for fall semester break and spring semester break.
 - i. Majority of chapters were in favor of this idea. House Corp members would like for Melissa & Kelly Jo to work out a sample date for opening by March 1st.
 - ii. We understand that some housing contracts may have already went out, however, we will work with the majority of chapters who can meet the "uniform" opening/closing dates.
 - 2. Sorority Recruitment will not occur before classes begin in Fall 2010.
 - i. We will work with the PHC Council to ensure that the chapter women understand when they can and should not come back to be in their facilities.
 - ii. This idea is an attempt to also create fairness amongst all of the sorority chapters, so that no one chapter has longer to prepare for recruitment, than another chapter.
- d. House Directors as an extension of staff/advisors vs. someone who just orders the food.
 - a. Their roles are evolving and changing and we (OSL) very much see their roles as vital to the success of our chapters.

- b. OSL is investing time and money into working more closely and educating our house directors on how to be most effective in working with the undergraduate women.
- e. Policies and procedures related to your House Director's role in crisis/urgent situations.
 - a. Discussions centered on whether or not chapters have a crisis management plan, and what is the role of your HD within that plan. Please make sure that you are communicating that to the HD's.
- f. Wrap-up & Questions
 - a. Resumes of HD's – the Office of Student Life keeps resumes on file of anyone interested in being a HD. If you are ever in the position to do a search, please contact us and we can make copies of the current resumes for you to review.
 - b. University Health Insurance – this is getting expensive for those that choose to offer this to your HD. ***House Corporation Boards are interested in knowing if others would like to collectively explore getting a better rate with another company?*** If you are interested in this, please contact Kelly Jo & Melissa.
 - c. Arts & Sports Packages – is OSL able to secure these as benefits at a reduced rate for chapters who are interested in purchasing for their HD's?
 - d. House Director's Conference – is OSL interested/able to sponsor a scholarship (registration) to send one House Director to the National House Director's Conference each year?
 - e. Survey – Kelly Jo & Melissa will be reissuing the survey for the House Directors/House Corp Boards about the benefits and responsibilities of the HD. The House Corp members would like to make sure that the following questions are included:
 - i. What benefits do House Director's receive (i.e. gym membership, football tickets, etc)?
 - ii. What is the size of the structure (i.e. how many live in)?
 - iii. How much parking (spaces) does the chapter have?
 - iv. What are the amenities within the facility does the chapter provide to the HD (i.e. parking space, living room, laundry, etc.)
 - v. How do chapters handle paid and unpaid time off for the House Directors?
 - vi. What is the length of the contract for the HD?
 - vii. What is the policy about finding a replacement during the academic year, if an HD is on vacation?
 - viii. Do they offer health insurance, and if so, what type?
 - ix. Do they offer other types of insurance (i.e. dental, vision, etc.)?
 - x. What is the salary for the HD? Is health care included in this salary figure?
 - xi. Do they offer a retirement plan? If so, what type?
 - xii. When is the HD "on call" and how often do they have to be at the house?
 - xiii. How are chapter's dealing with the increasing challenges with food issues of students (i.e. gluten-free, lactose intolerant, etc.)?

- xiv. When hired contractors or handy-men are in the house, is the HD required to be present?
- f. Cook's Survey – the House Corp. members are also interested in a survey to all of the chapters as it relates to their cook/chef. Some questions they would like to include are:
 - i. What meals are provided weekly by a cook (i.e. Lunch, dinner, etc) and which days of the week are meals provided (i.e. Sunday – Friday)?
 - ii. Do you reimburse the cook for their mileage? If yes, what is the rate they reimburse?
 - iii. What are the cook's hours?
 - iv. Do chapters provide paid time off for their cook?
 - v. Is there holiday pay for the cook?
 - vi. Is the cook hourly or salaried? What is their hourly rate or annual salary?
 - vii. What are the benefits (i.e. insurance, etc.) that the cook receives?
 - viii. Does the cook receive any sick time? If yes, how many hours/days per month/year?
 - ix. Does the cook have "snow days"? If yes, do they still get paid for snow days?

V. Discussion for Fraternity Chapters with House Directors, Northwestern Room

- a. Preparations for each chapter to have a House Director beginning in Fall 2010.
 - 1. Review letter from VP Rocklin – handout
 - 1. This was distributed again and all questions were answered. To date, no chapter has submitted a request for an extension on the Fall 2010 deadline to have a house director.
 - 2. The two requirements are that the house director NOT be an undergraduate student and that the chapter provides a suitable living area (room, apartment, etc.) for this live-in advisor.
 - 3. Any roles, responsibilities, benefits and amenities will be up to each chapter to set. We are happy to assist individual chapters with setting those expectations.
 - 2. Sample contracts, position description, and evaluation
 - 1. These were handed out and discussed. Chapters were asked to be very clear with the HD's that they were hiring about what they expected from them, what their roles and responsibilities would be and how the chapter would effectively evaluate their HD from year to year.
 - 2. It was strongly encouraged by chapters with HD's that the House Corp. is very clear with the undergraduate leaders about their HD's roles and responsibilities.
 - 3. 2008 House Director's Survey
 - 1. We will be completing another survey and will make sure that the Sorority HD and the Fraternity HS surveys are separate, since each may be offering different benefits or may have different requirements.
 - 4. General Chapter Operations - handout

1. As chapters are preparing to have HD's for the fall, a handout was provided to make sure that various areas and operations were included, if they were to be a part of the HD's responsibility.
- b. Best practices from chapters who currently have House Directors
 1. We currently have 6 fraternities with HD's. Many of these chapters were present, or the HD's were present. This was part of their conversations:
 - House Director #1 –
 - It was a very smooth transition.
 - There were concerns with the undergraduate men as to what exactly his role was in the chapter.
 - It has been a very positive experience for both him and the students.
 - The chapter almost always has someone onsite to assist them with issues, concerns or just to be an advisor.
 - House Director #2 –
 - Initially, the chapter had a hard time of seeing the HD as a figure of authority.
 - The biggest problem has been communication with the House Corp.
 - The HD needs more direction from the House Corp. as to what decisions he is empowered to make and what should be directed to the House Corp.
 2. Questions asked by chapters:
 - Is there any funding from the Vice President's office for renovations of facility space?
 - Kelly Jo will ask
 - What is the "chain of command" within the chapter? What are the officers responsible for and what is the responsibility of the HD?
 - This needs to be determined by the House Corporation Board, in conjunction with the undergraduate leadership.
 - Should the undergraduates be involved in the hiring and selection of the House Director?
 - They can have a role in the process, but we strongly recommend that they are not the "employer" of the House Director. They should not take on the role of hiring, evaluating and dismissing the house director on their own. This should ultimately fall to the House Corporation Board.
- c. What the University can provide, in terms of support for identifying individuals to serve in this role.
 1. Relationships with College of Law, MBA Program, College of Medicine, Higher Education/Student Affairs Program
 2. Sample flyer - handout
 - If chapters are interested in using this mechanism to advertise their position, please contact Kelly Jo ASAP.
- d. Health Insurance options from the University - handout

1. This is an option for any chapter to provide as a benefit to their HD's. For more information, contact Rich Templeton in the Fraternity Business Services Office (319-335-3065)
- e. What the role of House Directors with Parents?
 1. Letters to parents about the role of the House Director
 - If you have not communicated with your HD their roles and responsibilities as it relates to talking with parents, then we ask that you decide what it should be, and communicate that effectively.
 - Often times, parents ASSUME that the House Director may be the responsible adult in the facility and may immediately contact that person if they have a question. If that is not who you want parents communicating with, please provide parents appropriate names and contact info for those in charge.
 - Please consider sending letters to your Parents as to when they should contact the Alumni, the House Corp. or the House Director.
- f. Policies and procedures related to your House Director's role in crisis/urgent situations.
 1. Discussions centered on whether or not chapters have a crisis management plan, and what is the role of your HD within that plan. Please make sure that you are communicating that to the HD's.
- g. Wrap-up & Questions
 1. There is a National House Director's Conference that we would always encourage chapters to consider sending their HD's to. It is good professional development for the individuals working in this role. More information can be found at:
<http://www.aflv.org/EventsPrograms/HouseDirectors/HDConference.asp>
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