

Chapter/Graduate Advisor & House Corporation Board Minutes

November 19, 2009

IMU, Room 245, 6:30pm

- I. Introductions & Welcome
 - a. Present: Alpha Chi Omega, Alpha Delta Pi, Alpha Xi Delta, Chi Omega, Delta Chi, Delta Delta Delta, Delta Gamma, Delta Zeta, Gamma Phi Beta, Kappa Alpha Theta, Pi Beta Phi (House Director), Phi Delta Theta, Pi Kappa Phi, Sigma Alpha Epsilon and Sigma Chi

- II. Winter Chapter Closing Form – Kelly Jo
 - a. Enclosed with these minutes is the Winter Chapter Closing Form. We need every chapter to complete it and return it to Kelly Jo, no later than December 17 – REGARDLESS if you have a structure or not.
 - b. The information is compiled and provided to UIPD, ICPD and ICFD in case of an emergency over the holiday breaks.

- III. New Chapter Accreditation Program – Melissa
 - a. The “TAGARISTA Awards Program & Binders” has now been revamped and replaced with a new on-line, downloadable form. The new form can be saved like a “word document” and will be submitted electronically.
 - b. We will require EVERY chapter to complete the form and it will be used to reward and recognize chapters at the Annual Greek Awards program during Greek Week.
 - c. We will also be able to gather and collect data for ALL CHAPTERS, such as retention rates, total philanthropy dollars and services hours completed by the community.
 - d. This will be sent out to all of the undergraduate leaders after Thanksgiving and they will have until February 1, 2010 to complete it.

- IV. Alcohol Task Force Update – Kelly Jo
 - a. The ATF has been working over the last month. There have been three committees formed:
 - i. Policy & Procedures – chaired by Dr. Bill Nelson
 - ii. Programming – chaired by Melissa Shaub
 - iii. Education & Awareness – chaired by Kelly Jo Karnes
 - b. The sub-committees will continue to meet, with the hopes that each will present their recommendations to the larger ATF in February.
 - c. The recommendations will then be provided to various sources (Alumni, HQ, Presidents, Council Leaders) as they begin to implement them.

- V. January House Corporation Board Meeting about House Directors – Kelly Jo
 - a. As Bill, Melissa and Kelly Jo have logged many hours with House Directors over the last few months, it is evident to us that we need to have some conversations with the House Corporation Boards about responsibilities and tasks of House Directors.

- b. We very much see House Directors as an extension of staff in the facilities and we need to have conversations about the basic expectations of these staff members. We will also talk about providing good position descriptions, evaluations and contracts. We will have samples of each of these things.
- c. As well, the requirement of House Directors in ALL CHAPTERS by the Fall of 2010 will be upon us, time will be spent with just the Men's chapters to discuss implementation, best practices from chapters that currently have a house director and ways to secure this position for next year.
- d. Tuesday, January 26, 2010 – 6:30pm – 8:30pm, Northwestern Room, IMU

VI. Alcohol Skills Training Program – report – Cristi/Katie

- a. At this point, all but one chapter has completed the ASTP program as a chapter. Several “new member” sessions were held this Fall, with the intent to continue to provide the education to new members, from here on out.
- b. Please continue to encourage your members to complete the follow-up evaluation after they have finished the program.

VII. Spring 2010 Dates & Information – Melissa

- a. New Chapter Presidents
 - i. As your chapter is electing new officers, please ask them to contact Melissa directly, so that she can collect:
 - 1. Name
 - 2. E-mail Addresses
 - 3. Cell Phone Numbers
- b. Dates
 - i. Attached to the minutes you will find the listing of Spring dates that are important for Chapter Presidents and Council Officers to know. If you have any questions, please contact Melissa directly.
- c. New Council Officers
 - i. Melissa will be sending out the full list of the new IFC & PHC council officers. NPHC does not chair their officers until April.

VIII. House Director's Report

- a. Jo Fisher from Pi Beta Phi was present to represent the House Directors. She spoke of the Statewide House Director's Conference held here at Iowa with members from Iowa State, Simpson and Drake present. Topics about alcohol, today's parents and contracts/evaluations were provided during the program.
- b. The House Directors have also had good education about the H1N1 flu and two chapters held flu clinics for the community.
- c. They have their upcoming holiday planned to wrap up the semester.

IX. Other Agenda Items

- a. Dr. David Grady's new role – Dr. Grady has been named the Dean of Students and will now manage all of the judicial hearings for students and student organizations. If a chapter is to get in trouble with the University, Dr. Grady would handle that hearing.

- b. CSCF Survey – Iowa is participating (with the other Big 10 Schools) in the Fraternity/Sorority Experience Survey (FSES) through the Center for the Study of the College Fraternity (CSCF). We have had over 300 respondents thus far and have decided to keep the survey open for another few weeks. Please encourage your members to complete it.
- c. Question – will fraternity chapters ever have House Directors that are female?
 - i. Answer – that is up to each fraternity to decide. All chapters at one point did have “house mothers” and each fraternity will have that choice.
- d. Question – do all chapters put up a Christmas tree? Do you put up other “holiday” decorations?
 - i. Answer – yes, every chapter puts up a Christmas tree. Some chapters also put up a menorah or other religious decorations to be inclusive of all members beliefs.
- e. Question – how can we combat the increase in toilet papering the trees?
 - i. Answer – good question! Each advisor has asked that if you know it was their members, that they would like to be notified.

X. Chapter Announcements

- a. Delta Chi would like to invite everyone over to their structure to see the new library and other renovations that they just completed around October. Please contact Larry Audlehelm at LAudlehelm@Voll.com if you would like a tour.

XI. Next Meeting:

- a. Wednesday, February 17, 2010, 6:30pm, Ohio State Room, Iowa Memorial Union
- b. Thursday, April 22, 2010, 6:30pm, Ohio State Room, Iowa Memorial Union

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Minutes will be posted on the website.

