

FACILITIES POLICIES REVIEW COMMITTEE

October 18, 2007

The Facilities Policies Review Committee (FPRC) held its fourth meeting on October 18, 2007 at 6pm in Room 283 of the J. Wayne Reitz Union. Present were Andy Batson, Pam Bourg, Stan Chastain, Shae Ferguson, Ed Kellar, Lisa Kenna, Arthur Portnoy, Kevin Reilly, Emma Winstead and staff members Don Gaddo. Visitors included Sam Warfield and Ben Caswell.

Minutes of the October 4 meeting were approved.

Seth is out of town interviewing and will possibly be out several more meetings. There was discussion about changing the meeting date. It was agreed to meet again next Thursday and discussing changing the meeting date/time then. Shea Ferguson will serve as the interim chair.

Kevin reported on the House Corporation meeting held last Saturday. Those attending were okay with the criminal background checks (CBC) but had concern about who was doing the checks and how that information would be handled by the OSFA. The hiring process should be autonomous; they do not want the UF or OSFA touching the hiring process. Overall, the consensus was they were happy with the changes and felt they were long overdue.

Several members of the committee submitted proposed wording changes to Pam and she combined all those changes and numbered the lines so it would be easier for everyone to follow during discussion. Using that document, the committee members started at the beginning of the policy.

Lines 12-14 were accepted: It is the policy of the University of Florida that all sororities and fraternities that provide university-recognized housing for university students must have a live-in advisor, hereinafter known as a House Director.

Line 18-19 the word solely was added: Under no circumstances shall the undergraduate chapter solely supervise the House Director. Discussion: There must be a chain of command for risk management and party issues.

Strike lines 21-39. These lines were variations of lines 44-52. Lines 40-42 were moved to the end of line 51. Lines 49-51 were revised to read: Housing Corporations must completed criminal background check and submit it to the Office of Sorority & Fraternity Affairs.

There was discussion about grandfathering in current house directors. It was agreed that the Housing Corporations should complete a background check for current house directors and review it. For new house directors the background check should be completed and a copy given to the OSFA before the meeting between the staff and the candidate. The background check is not to be kept on file. Common sense indicates the housing corporations would realize their liability if backgrounds check did not come back favorable and would discuss it with the OSFA.

Line 73 – add the following: “The Office of Fraternity and Sorority Affairs requires House Corporations to submit contracts without salary or other privileged information. These contracts will be used to assist other chapters and to support the house corporation in dealing with problems involving house directors.”

Requiring contracts will give the OSFA templates/verbiage of contracts so they may help others in writing/revising their house directors contracts. It will also insure that house directors have contracts and at the same time gives housing corporations the ability to remove items from the contract that they consider privileged. The contract gives everyone the guidelines for handling matters when things go wrong.

There was a lot of discussion about enrolling as a part-time student in Subsection A in Section III. Some felt HD should be able to attend classes on a full-time basis if it was okay with their house corporation. It was also noted that 9 hours is considered part-time for undergrads and full-time for some grad programs. It was agreed to leave the wording as is. In Subsection B it was agreed the words “as a traditional student” should be added at the end of the first sentence. “If a House Corporation wishes to hire a house director that does not meet the above requirement, they must first obtain permission from OSFA. Additionally, during the first year of employment, house directors not meeting these requirements will be required to attend all house director trainings and meet monthly with OSFA staff and the House Corporation/Chapter Adviser to discuss the management of the chapter house. This gives everyone some flexibility.

Section IV, B the words “or contractors” was added. The House Director or House Manager should be present when contractors are working in the house. The word “kitchen” replaces “cooks” and “cleaning staff” replaces “janitors”.

In Section V it was agreed HD should be required to attend all scheduled trainings and meetings. Some sorority house directors felt a conflict between attending the fall training sessions and being in their house to help with recruitment preparation. The OSFA staff is working on future training sessions and hopefully will be able to eliminate some the scheduling conflicts.

The word “Annual” was deleted as the first word in Section VI. Housing Corporations need to know when a house director’s performance does not meet the standards of the OSFA; waiting until an annual review is not fair to anyone involved. Sooner notification may eliminate a lot of problems as well. Some members of the committee felt the OSFA staff should provide quarterly reports to house corporations and some felt that was adding a lot more paperwork to the staff. Not all house corporations meet at the same time during a semester so getting timely information to the corporation would require a lot of coordination. It was agreed the wording should be: “Feedback from the OSFA shall be provided at least annually to the House Corporation about the performance of the House Director related to compliance with University expectations.”

The last sentence of this section reads: “The House Corporation must take corrective action with the House Director to be in compliance with this policy.” All were in agreement that there needs to be communication from the House Corporation back to the OSFA indicating they are working on correcting the issues. A time frame was discussed and twenty (20) days was suggested as a base line; however, it make take House Corporations longer to take care of items such as construction issues.

At 8:00 pm no final agreement had been reached on this section so it will be the first item of business at the next meeting.

Shea requested committee members review the UF Chapter Facility Policy and submit any proposed changes to Pam so she may compile them and get them back to everyone before the next meeting (October 25).

Don thanked Shea for leading the meeting.

Respectfully submitted,

Pam Bourg, Secretary

*House Director Policy
Office of Sorority and Fraternity Affairs
University of Florida*

It is the policy of the University of Florida that all sororities and fraternities that provide **university recognized** housing for university students must have a live-in advisor, hereinafter known as a **House Director**.

- I. The House Director shall be employed by the Alumni Association, Chapter Advisory Board, House Corporation Board or the (Inter)National Headquarters. Under no circumstances shall the undergraduate chapter **solely** supervise the House Director.

All finalists for House Director positions must meet with staff from the Office of Sorority & Fraternity Affairs prior to being hired. This meeting will allow University staff to review **University** expectations for the position and to answer any questions from the candidate(s). The University will correspond with the House Corporation in writing within three business days of the meeting to confirm the individual met the eligibility requirements as outlined in this document. **Housing Corporations must provide a completed criminal background check for the finalist and submit it to the Office of Sorority & Fraternity Affairs prior to the meeting between the OSFA staff and the candidate. The background check is not to be kept on file by the OSFA.**

- II. The House Director shall be issued an annual contract by the hiring authority with the following information:
 1. Exact dates of appointment for the position and required conditions for contract renewal or non-renewal.
 2. Detailed job description including, but not limited to: work schedule and time off, expectations and authority to confront inappropriate behavior and any action that be taken related to disciplinary matters, decision-making authority in a crisis, and daily expectations for the position. A current copy of the job description must be on-file with the Office of Sorority & Fraternity Affairs.
 3. Expectations and/or limitations concerning co-habitation or extended visits by friends, relatives, significant others, and/or children.
 4. Other qualifications and conditions as described in this document.
 5. Salary and any benefits provided.

The Office of Fraternity and Sorority Affairs requires House Corporations to submit contracts without salary or other privileged information. These contracts will be used to assist other chapters and to support the house corporation in dealing with problems involving house directors.

- III. The House Director must meet the following qualifications and conditions prior to and throughout employment:

- A. The House Director must not be an undergraduate student. House directors may obtain permission from the house corporation and the Office of Sorority and Fraternity affairs to enroll as a part-time student after successfully completing one semester in the position.
- B. No House Director can be employed within three years of receiving an undergraduate degree **as a traditional student**. For candidates that did not complete an undergraduate degree, seven years of work experience past high school graduation is required (years enrolled in college will count as years of work experience).

If a House Corporation wishes to hire a house director that does not meet the above requirements (III A & B), they must first obtain permission from OSFA. Additionally, during the first year of employment, house directors not meeting these requirements will be required to attend all house director trainings and meet monthly with OSFA staff and the House Corporation/Chapter Adviser to discuss the management of the chapter house.

- C. The House Director is required to reside in the facility and perform all duties from the date the chapter house opens until the house is closed. Open houses are defined in the **University of Florida Facility Policy**. This policy is effective for all academic terms (including summer sessions) as well as breaks periods.
- IV. The House Director is expected to fulfill all duties and responsibilities as specified in the annual contract and the approved job description. Secondary employment shall not interfere in any way with the House Director's duties and responsibilities. Interference would be evident if the House Director is not in the facility for evenings and weekends along with not being available to address maintenance issues or be present for all fire safety and facility inspections.

The House Corporation and House Director shall play a significant role in facility management and upkeep of the facility by completing the following:

- A. Ensure compliance with the Social Sorority and Fraternity Facility Policy (including the Greek Fire Safety Program, exterior maintenance, interior cleanliness, waste management, lawn care, payment of bills, etc.) including being present for the fire inspection
 - B. Supervise staff or **contractors** that work within the facility (**kitchen and cleaning staff**, etc.)
 - C. Oversee the meal plan and ordering of supplies as applicable
 - D. Coordinate check-in and check-out of residents along with the House Manager
 - E. Facilitate all maintenance issues and repairs
 - F. Provide oversight and supervision to all activities occurring at the chapter house including Game Day Barbeques in collaboration with the Chapter Advisor
 - G. Respond to and manage crises
 - H. Be knowledgeable of university support resources and make appropriate referrals
 - I. Promote a living/learning community that aligns with the values of Scholarship, Service, Leadership and Community.
- V. Attend all **scheduled** trainings and meetings for House Directors as required by the University. This will typically entail a two or three day training held before the houses open

in the fall as well as one or two meetings throughout each fall and spring semester. Meetings will be announced prior to the start of each semester.

- VI. Feedback shall be provided **from the OSFA** to the House Corporation **at least annually** about the performance of the House Director related to compliance with University expectations. Furthermore, the University will communicate in writing with the House Corporation should a House Director or facility fail to meet expectations as outlined in this or any other University policy. The House Corporation must take corrective action with the House Director to be in compliance with this policy.

April 17, 2007

History: New: Resident Advisor, 1992; Revised: House Director Policy, 8/1/94; Revised: House Director Policy, 8/13/99

Revisions 10/18/07