

**VACUHO**  
**Governing Council Retreat**  
**7/23/2004**

**Attending:**

Ken Belcher – VT, Deb Boykin – W&M, Greg Czynszczon – JMU, Maggie Evans – JMU, Terry Durkin – ODU, Chris Gatesman – JMU, Jeff Howard, UVAW, Errin Jeffies Mills – W&M, Melissa McDonald – JMU, Greg Naylor – Lynchburg, Ray Plaza – VT, Jimmy Whitted – W&M

**Group Introductions**

Greet and meet. Hosted by Greg Naylor and Lynchburg College

**Logo**

Several logos were reviewed. The “Residence Hall Life Begins at Night Version” was the selected design – approved with revisions requested. Maggie shared some “concept magnets” blending her crafting and recycling skills.

**Ice Breaker Activities**

Greg Czynszczon led us in several activities that set the stage for the day’s work.

**Notes from the Cape Charles Summit on VACUHO**

Chris Gatesman met with several colleagues to consult on the status of VACUHO. The following individuals were selected due to their extensive experience with state, regional and national professional organizations. They were Deb Boykin – College of William and Mary, Maggie Evans, James Madison University and John Evans, The University of Virginia. Notes from this summit were sent to members of the governing council prior to this retreat. The notes (attached) summarized the consultants’ recommendations for exploration and listed their perceptions of the organizations current strengths. During this summit, the following questions were asked: What is VACUHO for?

How well is VACUHO accomplishing its purpose?

Are the current positions/committees the best options to accomplish the mission of VACUHO?

How do we establish accountability and measure our success?

How do we get our colleagues across the state more involved?

**Retreat Introduction:**

Chris Gatesman explained why he selected the individuals for the summit and briefly discussed his motivation for pursuing this organizational review for VACUHO. Since beginning his office as president, he observed that individuals serving on committees were unclear as to their purpose and seemed to lack direction from the organization, there did not seem to be a method to effectively pass committee chair or elected position responsibilities for one year to the next. There was no method of accountability or any way to measure the annual successes of VACUHO.

Next he introduced Maggie Evans and Deb Boykin as the retreat facilitators.

**Cape Charles Summit Review:**

**Biggest Surprise in the report was:**

- Lack of criteria for elected positions.
- No formal process to assure accountability.
- Do we understand our purpose as an organization?
- Questioning the way things have always been done.
- Loosing members to electronic communications.
- Why the VACURH advisor addition?

- Maybe something existed, but it doesn't exist now. Lack of sharing/transition.
- Lack of formal processes. Updating of Constitution. Friendly organization vs. size needing more structure.

#### **What were the best ideas in the report:**

- Understanding the purpose of the organization.
- Lack of direction for committees.
- There is an increase in the amount of experience around the leadership table. More institutional commitment (CHO's).
- The constitution needs some updating.
- There is no formal process for passing goals, responsibilities and vision to new chairs, etc.
- There is no president-elect position to help prepare an individual to step in to the President's role.
- There are no formal processes to assure accountability.
- Formalizing of the RA Conference hosting schedule.
- Establish nomination criteria for elected positions. Committee needs to review and develop the slate assuring appropriate (experience and established criteria) nominees are selected.
- We have only now started to formulate real committees.
- HBCU outreach has great people, lack of resources to get involved. New pattern.
- Responsibility for reaching to groups, who do you know?
- Does multiyear position limit people from taking it?
- SEAHO linking has been updated.
- Things need to be standardized across the board – which version of the mission statement, Constitution, etc is the most recent and the official.

#### **Left out of Exploration Ideas**

- Written record of conference, meetings, and procedures.
- Relationship to other organizations in the state ACPA, VASPA, VCPA?
- Written goals were a big improvement. VACUHO day at the end of the annual conference, what do I need to do?
- SEAHO 2010, can we get ready to do this? How do we avoid losing the focus of VACUHO while hosting SEAHO?
- Not too much too much on plates of small group of people. Careful not to overload the same faces. But make sure to use the committee members for work.
- Voting procedures – institution one vote but maybe not done anything all year?
- Residence Education side vs. Operations/Financial Side? Broadening availability in conference programming, and in other items?
- Some kind of professional mentoring program, growing VACUHO leaders.
- Keeping smaller schools and HBCUs involved in organization.
- Conference information out and available for upcoming conference, schedule, etc.
- Creating strategic plan for VACUHO
- Strengths – connections with students across state, # of u-grads/grads
- Website growing and is helping.
- Grow housing operations/finance people through interests – take staff under wing/internships – how do internships work?
- Awards – nominations process does this need attention. Operations type award. Why did you get the award?
- Sitting there in the presence – we are missing the face-to-face, loss of true communication “just check our website...” kind of a put-off
- Position of the organization financially.

## **Who does VACUHO serve?**

- Eventually students, but the connection can be strained unless it's a student affairs graduate student we're talking about.
- Staff having issues – using listserv to call others when there is an event on campus “how do you deal with this?”
- Vendors – if we have decision makers at the conference, vendors can display their wares, but it's a pro-forma exercise if we just have non-decision makers and those with low authorizations.
- Professionals in the state, both housing and residence life.
- VASPA/VACUHO planning committee.
- Institutions with Housing Programs  
Private/Public/Large/Small
- SEAHO
- RA/grad students/Para-professional
- State Government/Fire Marshals
- Chief Housing Officers
- Extended University Campus, other university officials
- Facilities, Housekeeping, Dining, Conferences, IT

Question, is this possible with a small state organization – where do we draw the line if we needed to for survival? Formal and informal contacts and structures. ACUHO/SEAHO – do we have overlap in what we do? What is the VACUHO niche?

## **VACUHO Needs!**

### **Answers to:**

#### **Top 5 Things individuals need from VACUHO**

- Support during difficult times
- Networking – accessible for resource/ideas.
- Advise & mentoring
- Involvement opportunities
- Good value for time and money
- Training
- Professional development
- Conference programming opportunities
- Energizing, fun and renewal
- Leadership opportunities
- Resources, financial and informational
- Connections for professional progression
- Networking with others who have a similar job – peer networking
- Value – is involvement beneficial?
- A sense of recognition from their professional organization for a good job.
- Welcoming and Inclusive Environment
- Welcome to Virginia – here's how to get involved.
- Online Resources

#### **Where else can these needs be met?**

- Sometimes available internally or from SEAHO/ACUHO-I, but some places can afford regional/national visits.
- ACPA, NASPA, APPA
- Local connections

- Word of mouth
- Chronicle of Higher Education
- Our own campuses
- Other professional organizations
- APPA, other listservs
- ResNet
- Private organizations/consultants

**Answers to:**

**Top 5 Things institutions need from VACUHO**

- Group Lobbying to State
- Easy access to networking/contacts
- Resource for exchange of information (list serve, etc – state specific)
- Shared Information/Problem Handling
- Recognition of Its Efforts – Your profession recognizes you.
- Leadership in Direction of Housing Initiatives
- Contract Assistance (Purchasing Consortium)
- Access to vendors
- Support for new processing and procedures
- Benchmarking/best practices
- Access to the housing perspective
- Credibility/benchmarking/best practices
- Salary / Benefits/ Job Descriptions / Org Charts
- Shared Alerts
- Inexpensive Professional Development
- Site Visits
- Value for their time/money – what do they get back.

**Where else can these needs be met?**

- Similar to individuals, SEAHO/ACUHO-I
- VCPA
- Peers
- Within our own institutions
- Other list serves
- Chronicle of Higher Education
- G5 Consortium-like, regional network
- Consultants
- Internal/External Reviews

**Virginia's HB751**

Before the lunch break, Chris Gatesman shared an e-mail sent to him from a VACUHO member.

The content of that e-mail was:

While I realize that it is too late to consider an action like moving the VASPA/VACUHO conference out-of-state, Virginia's position on issues like the Federal Marriage Amendment, same-sex marriage, domestic partnerships, same-sex partner benefits, hate crimes affecting homosexuals, public and private sector discrimination against homosexuals makes it necessary, I believe, to at the very least hold an associations(s)-wide discussion regarding how we should be approaching this situation. I would like to propose that you, as the executive officers of VASPA

and VACUHO, arrange such a forum for the conference in November. NASPA, ACPA, and ACUHO ethical/professional standards all take positions against discrimination based on sexual orientation. If in fact we really hold to these professional standards, then I feel that we are obligated to take them seriously and address what is going on within our own state, at the very least.

I would appreciate hearing your thoughts, whether individually or collectively, on this issue.

It was decided that we would encourage program proposals related to this issue for the November conference.

### **Rattus Maximus Award**

Maggie Evans was presented this honorable recognition for the work she has done as a consultant to VACUHO and for all the gentle nagging for SEAHO service awards and articles for the SEAHO Report. The previous recipient, Errin Mills, presented her with the award.

### **THE NEW VACUHO**

#### **Discussion related to Elected Positions:**

- President
- Vice President with the committees reporting
- President-Elect groomed for presidency
- Secretary (archiving history, attendance, rosters, website, voting quorum, standard formats for committee reporting)
- Treasurer (go bigger with financial concepts)
- Communications and Outreach – site visits, etc
- SEAHO Representative / Editor
- Regional Ambassadors (in perfect world, area would be their electorate)
- Archivist/Historian
- Past President/Conference Chair

#### **Appointed Positions:**

- VASPA-VACUHO Program Committee Co-Chair
- Committee Chairs
- Grad Student Rep
- CHO Rep (as needed and with duties such as organizing CHO stuff at conf)
- Web Master/Technology Chair
- Sage/Historian
- Conference Planning Rep
- Regional Ambassadors (in perfect world, area would be their electorate, but realistically)

#### **Committees:**

- Membership Recruitment/Retention
- Technology and Communications
  - Website
  - List Serve
  - Newsletter
- Research
  - Institutional comparisons
- Professional Development
  - Newsletter
  - New Professional/mentor

- Drive-in Workshops
- CHO's
- Communications
  - Website
  - Listserv
  - Membership
  - Newsletter
- Outreach
  - Membership
  - Regional Ambassadors
  - Multicultural/Diversity
- Standards/Ethical statements
- Awards/Nominations

**Name the 4 committees:**

- Outreach
- Communication
- Professional Develop
- Awards and Elections

**Other:**

- VACURH Advisor
- RA Conference Rep (selected by VACURH and automatically liaison to board)
- Conference Planning Rep (Co-Chair)
- Regional Ambassadors (If elected)
- Members at Large – (Covered by the Regional Ambassadors)

**Notes:**

No Co-Chairs for VACUHO Committees  
 Perhaps a Chair and Chair Select

**Type and Frequency of Meetings:**

- Who shall have voting privileges for amendments, actions? Who votes on what and when?
- Quarterly (4 per year, plus conf meeting)
- All elected, appointees, and committee chairs expected at the meeting (these are open). These all vote at meetings.
- Exec Board is elected officers (can meet by themselves if needed or due to a situation)
- Voting for elections: Keep One vote per institution but revamp to promote the importance of elections.
- Written proposals for a vote.
- VACURH has some good stuff on elections/voting procedures.

**Accountability**

- Clearly defined goals for individuals
- Reporting to Vice President or President-Elect by Committee Chairs
- Annual written goals are very public
- Quarterly reports on goal status posted to website
- Define term limits for each position (timelines) tenure and start/stop dates
- Template for reports/goals
- Serves at the discretion of the President or appointing officer.
- Appointed positions end by default; only continue IF asked. These are new appointments.

- Timeline for switchovers
- Attendance expectations
- We're talking about volunteers here! Always remember.

### **Transition**

- Elect/select positions will help with this, easing into it.
- Extra planning/transition day Friday afternoon at conference to complete personal transitions (or do another day at later date).
- Notebook, reports, sub-system, hard copies, of important stuff, final report.
- Calendar / timeline
- Leadership manual
- Final report
- Rewarding transition - outgoing leaders
- Election transition session @ conference - earlier election at conf
- Transition meeting in January
- Yearly organizational/purpose review, orientation on goals and reporting, expectations all covered early in the year.

### **So, What Next**

- Determine which issues are final bases on consensus
- Regeneration, Renewal, Revitalization – new logo to launch the next generation of VACUHO
- Constitution revisions
- New Committee Structure
- JMU Wordsmith – meeting to follow prior to GC Meeting
- Task Force to finalize new organization – Friday, August 27<sup>th</sup> at William and Mary, 10:00am to 3:00pm.

### **Regional Ambassadors**

The Governing Council has approved this program.

### **Movement to Suspend Constitution (One Year Term of President) and Extend Current President term for continuity**

The Governing Council has approved this.

Note: Past President has agreed to continue in position for another year.

### **Task Force Creation for Committee Restructure and Position Alignment**

Created by President – Greg and Greg, Ray, Deb, John, Jimmy, Errin

Hosting at William & Mary August 27, Friday. Starting at 10 a.m., ending at 3 p.m.

### **September/October Meeting**

Will consider revisions for implementation from the Task Force