



RA First Floor Meeting Agenda—Spring 2018

Residence Life & Housing
Curry College

The First Floor Meeting for the spring semester is an important time to get the floor together to recap the previous semester and begin planning efforts for the upcoming semester. It is also a beneficial time for students on your floor to reconnect prior to starting the semester.

Below are topics to cover. While this looks lengthy, it generally only takes about 20 minutes to actually discuss. Please connect with your Community Director as some of these talking points may have specific directives from your CD.

Please use these topics and expand upon them when developing your spring semester first floor/area meeting. Take your time through these topic areas, answer questions, and make sure to have an ice breaker/team builder that is more than just the stand-by “your name, where you’re from, and your major.”

- **Welcome**

- Introduce yourself if there are new residents on your floor
 - Be personal. Tell about yourself and your major, hobbies and what you do for fun.
- Ice Breaker/Team Building
 - Planned Ice Breaker/Team Builder: If there are new residents to the floor, allow the opportunity for residents to introduce themselves. You’ve done plenty of ice breakers and team builders as an RA, so make sure to do something more than just “name, major, hometown.”

- **Reintroduce The RA Role & Other Important Staff**

- RA Role (briefly explain each)
 - Being a resource and knowing campus resources that might help.
 - Being a community developer & programmer by connecting people and hosting programs
 - Being a helper by assisting with questions and problems, and knowing who else might be able to help
 - Being a college policy enforcer and making sure the hall and residents are safe
 - Being a community member who also lives in the hall just like everyone else
 - Being a student too by going to class, writing papers and completing projects
- Other Important Staff in the Building/Area/Campus (briefly explain each)
 - CDs (especially if this has changed)
 - Residence Life Central Staff
 - Buildings & Grounds
 - Custodial
 - Public Safety

- **Community Development & Programming**

- Recap last semester’s programming efforts, and possible challenges the floor faced. Ask for resident feedback during this recap.
- Review your expectations of the community (some examples are below – be sure to make these realistic)
 - Respect each other
 - Have consideration for each other
 - Value inclusivity and what each floor member brings to the overall community
 - We are all here to study, live, and learn, but also to have fun
 - No drama – if you have an issue with someone then talk to them
- Offer time to discuss expectations that residents have for each other
 - Ask what each member of the floor expects from one another as members of the community. Write these down to post throughout your hall.

- Programming
 - Explain the purpose of why we program and build community
 - Share that programming is focused on needs and interests of residents
 - Share some tentative ideas you have for programs to get feedback and see their thoughts
 - Ask residents what type of programming they would like to see on their floor as well as their interests.
 - Encourage residents to share programming ideas throughout the semester
- **RA Selection Information**
 - Being an RA
 - Briefly explain your role as an RA. Highlight some of the aspects of the position that residents may not know about.
 - Camp, Staff Bonding, etc.
 - Briefly discuss your experience as an RA and how it has impacted your experience at Curry.
 - Examples: Why did you decide to apply to be an RA? How has this position helped with your personal/professional development? What has been your greatest achievement as an RA?
 - Application Process
 - Wednesday, January 31 - RA Applications Due – 11:59PM (online application).
 - Remind residents to go to utilize the portal. Portal→Student Life Tab→RA Selection
 - Saturday, February 24 –RA Interview & Group Process Day
 - Do not give residents information about specific activities, give them an idea of what group process will look like.
 - Information Sessions – 4 Left in process
 - Tuesday, January 23 – 8:00PM-9:00PM – Gray Meeting Room (STU)
 - Thursday, January 25 – 1PM-2PM – Large Meeting Room (STU)
 - Tuesday, January 30 – 8:00PM-9:00PM – Bell Hall Classroom
 - Wednesday, January 31 – 4:30PM-5:30PM – Large Meeting Room (STU)
- **Review of College/Residence Hall Policies & Enforcement**
 - Purpose of College & residence hall policies are to create a safe, secure, respectful, and thriving residence hall and community environment.
 - Expectations that all residents will also hold each other accountable—it's not just the RA's job.
 - Explain where residents can find all College policies—location of Student Handbook on the portal
 - **Alcohol Policy:**
 - North Campus- No alcohol regardless of age
 - South Campus- Alcohol is permitted if everyone assigned to live in the room is over 21. If anyone is under 21 the whole room/suite is dry
 - Students under the age of 21 and their guests, regardless of age, may not possess, use or distribute alcoholic beverages or be in attendance where alcohol is present.
 - Students of legal drinking age may have in their possession no more than the following amounts of alcohol at any given time: twelve 12oz. cans of beer, or one 750ml. bottle of wine, or one pint of hard liquor up to 80 proof. The amount of alcohol in a room is limited to the number of occupants present in the room (e.g. a suite with 6 occupants, each resident of that suite may possess 12 beers limiting the total amount of alcohol allowed in the suite at any given time to 72 beers regardless of the number of guests).
 - Open containers and/or consumption of alcohol in public areas (bathrooms, hallways, lounges, outside, etc.) is prohibited.
 - Driving under the influence of alcohol on campus is prohibited. Students may be subject to arrest from local authorities as a result of this conduct.
 - Alcohol will be confiscated and dumped by the resident if found in violation
 - **Drugs**
 - The possession and/or use of drugs and drug paraphernalia or being in the presence of such activity is prohibited
 - **Lock Out Procedures:**
 - During business hours (M-F, 8:30AM-4:30PM)

- First, contact roommate
 - Next, attempt to find an RA or CD
 - If unable to find RA or CD, go to Residence Life office
- After 8PM find RA on Duty for your area, if unable to locate RA, call x2222 and Public Safety will contact them.
- **Lost Keys/ID Cards:**
 - Report lost keys to CD or Residence Life right away. Fees are assessed for lost keys to change the lock.
 - Report lost ID card to Public Safety and go there to get a replacement ID. Fee may be charged.
 - Students should not punch holes in their ID cards. Because of the chips, only PS should do this.
- **Quiet/Courtesy Hours:**
 - Courtesy Hours 24/7.
 - Quiet Hours: Sun – Thurs: 10PM to 8AM, Fri, Sat: 12AM-10AM.
- **Guest Policy:**
 - Maximum of two guests per resident of room.
 - No guest may stay more than three consecutive days in a seven day period
 - All overnight guests must have the permission of the roommate prior to their stay
 - Host is responsible for guest at all times, commuters included.
 - Guests must be escorted at all times by the host (including Curry students who don't live in the building)
 - Must complete guest pass on the portal and sign in with CDA during weekends. Guest's cars must be called into Public Safety as well.
- **Bathroom Policy:**
 - Don't leave personal belongings in bathrooms – housekeepers will discard items. Please don't throw away personal trash in bathroom trash receptacles
- **Hall Sports:**
 - Respect the building & other residents and play sports outside (not inside).
 - Share upcoming Intramural opportunities
- **Propping Doors:**
 - Under no circumstances should any exterior door be propped.
 - If caught propping doors, disciplinary action will be taken.
- **Lounge Furniture:**
 - Lounge furniture is meant for community use only, and should not be in resident's rooms or placed outside at any time.
 - Damage charges and removal fees will be assessed to individuals found responsible for violating this policy.
- **Pets:**
 - No Pets allowed except Fish (10 Gallon tank, maximum)
- **Smoking:**
 - Not permitted in any campus building. Must be a minimum of 25 feet from any campus building.
 - This includes of vaporizers or electronic cigarettes inside campus buildings
- **Prohibited Items include, but are not limited to:**

<ul style="list-style-type: none"> ▪ Tapestries – can't cover more than 50% of wall ▪ Incense ▪ Candles ▪ Any heat producing appliance ▪ Space Heaters ▪ Weapons/explosives/fireworks ▪ Refrigerators larger than 6.5 cubic feet 	<ul style="list-style-type: none"> ▪ Outside furniture (futons, couches – except 1 for suite style living) ▪ Amplifiers ▪ Extension Cords ▪ Decorative lights, lava lamps ▪ Cinder block or wood bed lofts ▪ Microwave ovens (over 600 watts or larger than .5 cubic feet) ▪ Unauthorized A/C units (form on Res Life portal)
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- **Resident Assistant On-Duty System**
 - Explain the duty system, why RAs do duty (safety, meet with residents, serve as resource, and emergency responder) and where students can find the RA on duty

- Share duty hours, and how residents can contact the RAs On-Duty

- **Fire/Alarm Evacuation**

- During Fire Alarms, EVERYONE must exit building, disciplinary action will be taken if found in building during an alarm.
- Every Fire Alarm is a possible fire, there are never “drills”
- Please wait at least 25 feet from building
- Await instructions from RAs, CDs, Public Safety, or Fire Personnel
- Pulling of Fire Alarms, in a non-emergency, will result in disciplinary action, including possible removal from housing
- Only Curry College Residence Life Staff can give permission to re-enter a building. The Fire Department will leave before this most of the time.

- **Additional Hall/Building/Area and/or Personal Talking Points**

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