



RA First Floor Meeting Agenda—Fall 2017

Residence Life & Housing
Curry College

While the first floor meeting can appear intimidating to staff, it is not an impossible task. The meeting is, however, one of the most important moments that occur between residents and Residence Life & Housing staff. Below are topics to cover. While this looks lengthy, it generally only takes about 45 minutes to actually share/discuss.

Please use these topics and expand upon them while developing your first floor/area meeting. The allotted amount of time for your meeting is approximately 90 minutes and so take your time through these topic areas, answer questions, and make sure to have an ice breaker that is more than just “your name, where your from, and your major.”

- **Introductions**

- Introduce yourself
 - Be personal. Tell about yourself and your major, hobbies and what you do for fun.
- Resident introductions
 - Planned Ice Breaker: Allow the opportunity for residents to introduce themselves. You’ve done plenty of ice breakers during RA Training and at Camp, so make sure to do something more than just “name, major, hometown.”

- **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
 - Holding students accountable 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, completing projects, etc.
- Other Important Staff in the Building/Area/Campus (briefly explain each)
 - CDs
 - Residence Life Central Staff
 - Buildings & Grounds
 - Custodial
 - Public Safety

- **Important Building Features** (briefly share the locations of each so that students know)

- Laundry Rooms
- Vending Machines
- Lounges
- Fire doors/emergency exits

- **Community Development & Programming**

- Detail 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
 - Hold each other accountable – if something isn’t right, speak up

- Expectations floor 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
- **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.
 - Part of the RA position includes maintaining the safe, secure, and thriving residence hall environment through holding students accountable.
 - Share expectation 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.
 - 1st two lockouts are free, after that is \$10.00 per lockout.
 - Lost Keys/ID Cards:
 - Report lost keys to CD or Residence Life & Housing 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 these locations
- Hall Sports:
 - Respect the building & other residents and play sports outside (not inside).
 - Share upcoming Intramural opportunities
- Health and Safety Inspections:
 - Occur once a semester, by RAs and Community Directors.
 - Residents don't need to be present.
 - Prohibited Items will be confiscated at that time. See the CD if an item is confiscated.
 - Depending on issue, may be forwarded to Student Conduct.
- Propping Doors:
 - Under no circumstances should any exterior door be propped.
 - If caught propping doors, students will be documented and referred to student conduct.
- 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. Violations will be referred to student conduct. This includes vaping
- 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 ▪ Outside furniture (futon, couches – except 1 for suite style living) 	<ul style="list-style-type: none"> ▪ 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 are on-duty (safety, meet with residents, serve as resource, and emergency responder) and where students can find the RA on duty
 - Share duty hours, duty locations, 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 Public Safety can give permission to re-enter a building. The Fire Department will leave before this most of the time.
- **NEW STUDENTS ONLY – Meetings on August 25th**
 - Welcome Weekend – Participation is required of all first year students
 - Saturday
 - Breakfast from 7:45AM-9AM in the Student Center
 - Check-in is at 9AM at the Student Center gym lobby
 - Program is from 9AM until 3:30PM with time for lunch
 - Wear your welcome weekend shirt
 - Class Photo at 1:00PM – T-shirts will be given out
 - Sunday
 - Brunch at 10AM in the Student Center
 - Program is from 11:15AM-1:45PM
 - Shuttles running to University Ave (shopping plaza)
 - Monday
 - Convocation procession begins at 9AM. We will meet as a floor at 8:45AM in _____ (*pick a location where you will meet your floor*) so you will be prepared to join the procession at 9AM. Participation is required for all new students
 - Online Education Responsibilities (you may read verbatim)
 - All new incoming students are required to take three online educational training courses over the summer. A huge thank you and shout out to all of you who have completed the courses thus far. If you have not completed these courses, please check your Curry College email and begin this process. All instructions have been sent to you. Failure to take these courses could result in you having to participate in the Student Conduct Process. Your wellness and safety is extremely vital to your success and well-being as a student at Curry College.
 - These interactive courses regarding healthy relationships, alcohol awareness and prevention as well as preventing sexual assault are designed to give members of our student community the knowledge and tools to have a healthy, respectful and positive experience at Curry College. If you have questions and or concerns please contact Michele McGraw, Coordinator of Substance Abuse and Wellness Education via email mmcgraw@curry.edu for assistance.
- Open Agenda/Wrap-Up
 - Share any additional topics desired that are not listed above.
 - Ask residents if there are any questions
 - Enthusiastically share your excitement for the year and living and working with the residents.
 - Explain how positive it can be as long as they respect each other, the staff, and the building
- **NEW STUDENTS ONLY – Meetings on August 25th**
 - Bring students to the Res Life Block Party at 8:30PM in the Mayflower circle.
 - There will be popcorn, cotton candy, pizza from Olympic, ice cream from a JP Licks in Legacy Place, a DJ, and yard games.
 - Highlight that Olympic delivers to campus and that there is a Legacy Place shuttle each week