RA Floor/Wing Meeting – Fall 2014

(This meeting should take place between the Sunday of centralized check-in and the first day of class)

Icebreaker Activity
If you have problems coming up with an icebreaker, see your Hall Coordinator or another veteran RA. There are also many of resources available in the Resource Room at the Division Office in Kinsolving or on the web at www.ResidentAssistant.com or www.Reslife.net and other various sites.

Role of Resident Assistant
- Share some information about yourself, your major, year, interests, why you are an RA, what you did this summer, etc
- Your functions and responsibilities
- What they can expect from you
- RA on-duty concept and HC on-duty concept

**Some Hall Coordinators may allow you to hold wing meetings together as long as you are on the same staff. Please check with your supervising Hall Coordinator if that is something you would like to do.**

RHC
- If there are any RHC or URHA officers at your meeting, you might want to talk to them ahead of time to see if they would like to say anything

HC
- Your HC will generally stop by one of your opening wing meetings to introduce themselves and explain about their role

Expectations
- Respect each other: communicate openly with each other, cooperate, be considerate, and compromise. (Roommate Contract?)
- Observe Quiet Hours (10:00PM-9:00AM)—Remind residents this is an academic environment
-Courtesy Hours are 24 hours
- Grow as a community; be considerate, cooperate, compromise and if you see someone disrupting the community, confront that person. If they do not respond to you, report their behavior to your RA.
- Communicate their needs to you
- Safety and Security of the Community
- Come out to programs—we put them on just for you!
- They will have time to add more later (Community Standards!)

360 Connections
UT is encouraging all first year students to get involved on campus. 360 Connections was created to help students meet this need. Your residence hall floor is a 360 connection and an opportunity to have shared experiences, so make the most of it! Some events will be hosted by your RA and others will be campus-wide efforts. Be on the lookout for the following initiatives in your 360 connection this year.
Important 360 Connections Dates

- Aug. 22 – Sept. 5: Longhorn Pride: Share UT Traditions - *Residence Life First Football Game Tailgate – Saturday, August 30 at 5pm at San Jacinto Hall Plaza*
- Aug. 26: Gone to Texas | UT Tower & Main Mall (join us if you are not with your school or college)
- Sept. 3: Party on the Plaza | Gregory Gym Plaza
- Sept. 10: Study Abroad Fair | Gregory Gym Plaza
- Sept. 29 – 30: University Lecture Series
- Sept. 29– Oct. 3: UT Safety Week – *Waller Creek Area Hosting National Night Out for Safety Week at Jester Spanish Oaks Terrace*
- Oct. 11: TX vs. OU Football Game
- Oct - IntegrityUT Week – *Look for RA bulletin boards on Academic Integrity*
- Oct - Advising Expo
- Nov. 17-21: International Week

**Handbook Policy**

- Guests: Any guests you choose to have in your room are your responsibility, and you can be held accountable for their actions. Always escort your guests at all times.
- Guests may be invited to spend a maximum of consecutive 72 hours in the hall in any given 7-day period (with the exception of Prather and Littlefield).
- No more than two overnight guests per room will be allowed. The host must register overnight guest(s) at the 24-hour desk for their hall. By registering a guest, the host is affirming that the stated individual is their guest and not the guest of another resident.
- It is a violation of university policy to register a guest under “false pretenses” in order to bypass existing guest hour policies. When the overnight guest is registered, the host must escort the guest at all times within the building.

  - **Guest Hours for all halls except Prather and Littlefield**
    - Guests are not allowed to stay overnight until the first class day, Thanksgiving, Winter Break or after the last class day of each semester.
    - Only residents and their guest are permitted in the residence halls. All residence hall guests staying beyond midnight must be registered at their front desk.
    - Guest must be escorted by a resident of the building they are visiting at all times.
    - Same sex Guests can be escorted to the floor restrooms by you. Opposite sex guests must use the public restrooms located on the building (or in the lobby, etc...).
    - Overnight guests may stay for a maximum of 72 hours in a row and MUST be registered at your front desk.

  - **Guest Hours for Prather and Littlefield:**
    - Through the 12th class day: 10am-11:30pm (Sun-Thurs)
    - 10am-1:30 am (Fri, Sat)
- After the 12th class day you can change the hours by a 2/3rd vote of all residents in the building to 10am-1am (Sun-Thurs)
- 10am-2:30am (Fri, Sat)
- Let them know about the voting regarding the adjustment of guest hours (it will be at your second wing meeting).
- Same sex Guests can be escorted to the floor restrooms by you. Opposite sex guests must use the public restrooms on the first floor (or in the lobby, etc)

Other Policies

- Opening your windows is not permitted: $25 fine (this is because having windows open wreaks havoc with the air conditioning system (they can learn more on the DHFS website)
- The only pets you may have are non-dangerous fish in small aquariums/tanks (20 gallons or less)-limit one aquarium or tank per room. (More information in Res Hall Handbook)
- You should keep all provided room furniture in your room and all lounge furniture should remain in the lounge so everyone can enjoy it. Lounge furniture in rooms will result in a $50 fine. There is no storage space for any furniture in the rooms.
- The front desk will only accept items from professional staff and outside vendors (Mail, gift/flower deliveries). This means friends/family members can’t drop off books, bags, keys, or anything else
- If you smoke, please note that the entire UT campus is tobacco free. You will need to be on a city street.
- No firearms, explosive, fireworks, or lethal weapons. (Knives are not permitted, nor samurai swords, or decorative weapons or even water guns)
- Vandalism is not tolerated. If it occurs, and the responsible individual(s) cannot be identified, the entire floor/wing will be charged for the damage.
- You may only have alcohol in your room if both you and your roommate are 21, and then only in small quantities. Even if you are 21, you may not consume alcohol if everyone in the room is over 21 and may not distribute alcohol to anyone under 21. If you are 21 you may only bring alcohol into the building in discrete opaque containers (non-see through bags, etc). You are expected to abide by all state, local, and federal laws and be a responsible member of your community. Your safety is our greatest concern, so please do not hesitate to ask your RA or another staff member for help if you or anyone else is having adverse effects to anything.
- It is illegal to possess drugs, as well as prescription drugs which do not belong to you.
- If you are found in violation of housing policy (or the law) you will be documented and you will go through the judicial process, or the university judicial process, as well as the city judicial process (in the case of violation of the law)
- **NOTE: DO NOT** say that they can “do whatever they want” outside of the halls as long as they “don’t bring it here.” Students and residents can and will be held accountable for their behavior inside and outside of the halls, so coming back visibly intoxicated (with drugs OR alcohol), they will be documented.

Desk Operations

- Discuss your desk: Its location, how often it is open.
- Services:
Safety and Security

- The residents are responsible for maintaining the level of safety we have provided. They can do so by ensuring that everyone trying to enter the building swipes their own ID even though they might think the “nice” thing to do is holding doors open for people behind them. If that person is a resident, they will have a card to swipe into the building or hallway. You should also be prepared to always swipe for yourself. This is for everyone’s safety.
- If you see someone unfamiliar in your hallway—or unescorted—say something to them, or call your RA or the desk. All guests should always be escorted by a resident.
- LOCK YOUR DOORS all the time. It is ok if you want to have your door open when you are in the room, but always lock the door behind you—even if you are just going to the bathroom.
- Doors should be able to close easily in case of a fire or other emergency.
- You should always keep your ID and key to yourself for your own personal use. If staff finds either of these with someone who is not you, they will take them for your safety and protection, and you might face further consequences.
- If you see a solicitor in the hallway (someone hanging fliers, putting up door hangers) call the desk or tell your RA right away. Try to remember what they look like and where you saw them exactly.
- If you see a bat (dead or alive) in or near the hall, do not touch it. Contact the desk immediately.
- Bedbugs can be brought in off buses, out of bars, etc. Tell your residents that they can avoid getting bed bugs by washing their clothes regularly, and not getting into bed with the clothes on that they have worn all day. Bedbugs are really obvious, as they leave small trails of blood on the sheets, red mosquito like bites on the upper body (face and arms mostly), and they are about the size of a small cockroach. If they suspect they have bedbugs, ask them to contact you immediately.
- If they notice the smell of mildew or mold in their room, ask them to contact you. Encourage them to wash and dry clothes and towels regularly to avoid getting mildew in their room.

Locations of Important Things
- Fire sprinklers, and pulleys
- Exit doors
- “After Hours” entrances (have to swipe for night staff)
- Bathrooms and Rules
- Mailboxes
- Kitchens
- Laundry rooms
- Vending Machines
Dining

- Trash rooms
- Recycling centers
  - Bottle caps from plastic bottles must be removed
  - No residue can be on cardboard or paper (so no pizza boxes)
  - Read the signs for more details
- Common areas (TV rooms, rec rooms, work out rooms, computer lab)
- Desk
- Hall Coordinator offices

- **Our Building Service Staff Member (housekeeper's name) is _________________________________**
- Private baths are not cleaned by housekeeping staff. You must clean it yourself and provide your own toilet paper.
- If something is broken or needs repair, report it immediately. You can fill out an MRF online (housing website) or at the front desk. Explain the difference between an emergency and a regular work order.
- Clean up after yourselves, and make sure to pick up trash in the hallways. Our housecleaning staff maintains the halls for us.
- Nothing goes down the drain except liquids. We do not have garbage disposals in our sinks, and any food or material that goes down the drains will clog them. You don’t want feces or human waste backed up in your bathroom or bedroom.
- Ladies need to dispose of ALL of their feminine products (including “disposable/flushable” tampons) in the paper bags provided in the stalls. They will also clog the pipes.
- Report all maintenance needs as soon as they occur—do not wait.

**Dining Venues**

- Give the location and hours of the closest dining halls. You can check the menus and health information for meals online on the DHFS website.
- Remind residents that they may eat at all of the DHFS facilities with their Dine-In Dollars-Jester City Market, J2, Jester City Limits, Freshens, Jesta-Texas Store, Cypress Bend, Kinsolving dining, Kinsolving Market. Hours for all of these locations are on the DHFS website.
- Residents may also eat at Littlefield Patio Café (LPC) using Dine-in Dollars from 2-8pm Monday-Thursday and on Sundays from 4-8pm. Before 2pm Monday-Thursday, residents may use Bevo Bucks to eat at LPC.
- Explain the Eco2Go program available in Jester City Limits, Cypress Bend, and Littlefield Patio Café. If you do not know about this program, find out so you may explain it.
- Clean up after yourself at your table. Take your tray and trash to the designated area in the dining halls. The Food Service staff are not serving staff—they do not dispose of your trays and trash for you.
- Wing dinners can be organized if you should desire.
- Dine-In Dollars(1400 at the beginning of the year, balance checked online)
- Bevo Bucks (300 at the beginning of the year, balance checked online)-accepted at several off campus locations and for laundry and copies in the residence halls
Parking

- You can learn everything about parking at the UT parking website (www.utexas.edu/parking)
- The closest garages are ______________________________
- Talk about the shuttle system and the Austin bus system
- Make sure they know that PTS is serious about enforcement and to pay attention to the signs

Things to Complete

- Room Condition Form (Online)
- Emergency Contact Info (online)
- Roommate Agreement (Online)

Upcoming programs for my hall
  - ______________________________
  - ______________________________
  - ______________________________
  - ______________________________
  - ______________________________