

## *Winter 2009 NEOHO Meeting Minutes February 8<sup>th</sup> at Kent State University*

- Welcome – Betsy Joseph
- President
  - Welcome
  - Introductions
  - President's Report
    - Elections at Spring Meeting for President-Elect and Secretary
    - Logo Contest
      - Submit ideas to Danielle
      - Vote on logos at Spring meeting
    - ACUHO-I First Time Attendee Scholarship Information
- Treasurer
  - Currently have \$2719.00 in the NEOHO account after scholarships
- Secretary
  - Website fully updated, please pass along any updates and list serve items
  - Please send all job postings to John Mack, [jmack@jcu.edu](mailto:jmack@jcu.edu)
  - Professional development opportunity sharing-please post to website
- Institutional Agenda Items
  - NEOHO reception at ACPA – Case
    - Mount Union/Akron/BW attending
    - Meet instead in Belvedere Lobby Bar since low attendance this year
  - What are schools processes for room condition reports? – Kent
    - Residents complete RCR – JCU
    - Student must submit maintenance request within first two weeks – Case
    - 1<sup>st</sup> year students complete and this is also used as census – Case
    - Currently on paper, investigating transition to on-line - Wooster
  - Is anyone still doing printed yearbooks? – Ashland
    - Ashland is losing money on theirs and looking to transition to on-line
    - Switching to a smaller year end review – YSU
    - Cut this year due to budget – Akron
  - How have schools dealt with outbreaks this year – YSU
    - Contained within suites, then Housekeeping sanitized – Mount Union
    - Contained within athletes – Wooster
    - Community bathroom infected/sanitized bathroom and notified residents – Ursaline
  - RA Job Descriptions – Mount Union
    - Please send them to [mintondl@muc.edu](mailto:mintondl@muc.edu)
  - RD & RA job descriptions and contracts – Wooster
    - Please send to [cejones@wooster.edu](mailto:cejones@wooster.edu)
  - Computerized guest tracking system? – Akron
    - Depends on diligence of staff – YSU
    - Central Michigan and Michigan State have good systems
  - Who uses EDI - Kent
    - YSU/BW/JCU/Case/Wooster
      - Used as part of training to set focus and goals – YSU
      - Used in RA evaluation – JCU
      - Shifted last year to integrated assessment – Case
    - How do you get strong participation?

- RA incentives/46% in a week/80% goal/83% last year/student prizes as well-GPS and visitation passes – YSU
    - Sent over winter break – JCU
    - Simplify prizes – Ursaline
  - Offer renters insurance (sub-contracted out)? – JCU
  - 2 year residence requirement and over capacity? – Mount Union
    - Over capacity this upcoming year
- GLACUHO Professional Development Scholarship Presentations
  - Gina DeMart-Kraus
- Announcements
  - 2009 Spring Meeting at Akron
  - 2010 NEOHO RA Conference
    - January 30<sup>th</sup> at Oberlin
    - Will be attendance cap
  - OHO Spring Meeting
    - Will be April 3<sup>rd</sup> at Marietta College
    - Danielle will be attending and representing NEOHO schools
  - Please send all position announcements and job postings to John Mack, [jmack@jcu.edu](mailto:jmack@jcu.edu)
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- Adjourn