

MOREHEAD STATE UNIVERSITY
OFFICE OF RESIDENCE EDUCATION

RESIDENCE HALL DIRECTOR
HANDBOOK

MSU

Residence Education

Staff

1986-87

MOREHEAD STATE UNIVERSITY
OFFICE OF RESIDENCE EDUCATION
RESIDENCE HALL DIRECTOR HANDBOOK
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OBJECTIVES

It is hoped that this handbook will provide necessary information and visual aids for new staff members in procedures relating to student housing at Morehead State University and provide a continuity of services for the students of Morehead State University involving the hall directors, the Office of Student Housing and the Office of Residence Education.

All of the answers are not here. We have tried to present a very basic information to guide you and give you enough information so that you may ask intelligent questions.

Special thanks and credit to Mr. Dennis Bothel, who undertook the special project of preparing this handbook. He was assisted by Ms. Belinda Hill. Mr. Bothel and Ms. Hill are Residence Hall Directors and members of the Residence Education staff at Morehead State University.

Intra-Hall Transfer

If a student wishes to move from one residence hall to another the student must first check with the hall director of the second residence hall to see if there is a space in that hall.

If there is a space in the residence hall the director of that hall will begin the paperwork to have the student move into the hall. The form used in the process is the 4-ply Room Assignment Form.

The procedure for filling out this form is as follows:

- 1.) The director of the hall to which the student wants to move, fills out the student's name, ID number, checks the section moving from the student's present hall and room to the student's new hall and room, and signs the form at the bottom on the "staff" line.

The initiating director keeps the white copy of the form and gives the remaining three copies to the student who in turn, takes the copies to their current residence hall director.

- 2.) When the student is ready to check out he/she presents the three copies of the form to their current residence hall director. After checking the student out of the room the hall director will sign and date the form. The director will keep the yellow copy of the form and give the other two copies of the form to the student.
- 3.) The student takes the final two copies of the form to their new residence hall to check in. Before checking the student in, the hall director checks the form to see if the student has officially checked out of their previous residence hall. This is done by checking for the director's signature and date of check out. If the check out is completed, the hall director will check the student in, and sign and date the form, keeping the pink copy.
- 4.) The goldenrod copy of the form is given to the student. This is the student's record showing that the move has been completed. (If the hall director gives the student a key to the new room prior to the student completing their check out from the other hall, the director should note that in the "comments" section of the form.)
- 5.) If an additional room rental fee is required (i.e. private room fee); arrangements for payment must be made before access to the new assignment is given. This will require a visit by the student to the Office of Student Housing to make those arrangements.

Inter-Hall Transfer

If a student wishes to move from one room to another room, within the hall, the hall director will use the 2-ply Room Assignment Form to make the change.

Inter-Hall Transfer (cont.)

The director will record on the form the student's name, ID number, checks the moving section indicating the student's old room and new room.

After the student has checked out of their old room and into their new room, the director signs and dates the form.

Non-Arrivals

Students who have room reservations must register into their assigned room by noon of the first day of classes. After that their reservations are cancelled. Hall Directors are to include these students on their non-arrival report. Exceptions to this rule should be made in advance.

Student Folders

Each hall director possesses folders for each student who lives in their residence hall. All information involving the student and MSU housing should be included in that folder.

If a student moves from one residence hall to another the student's folder is passed from director to director. However, if a student leaves Student Housing their folder is returned to the Office of Student Housing after the necessary paperwork is completed.

Special/Guest Housing

Once the semester get's underway and vacant rooms are identified, they may be used occasionally by non-residents who have university business. These persons will be assigned through the Office of Student Housing using forms which will provide the necessary information to lodge them. Also pre-arranged procedures may be established whereas non-residents may go directly to certain residence halls. Please refer to the appropriate "Eagle" handbook section for more information regarding this subject.

MOREHEAD STATE UNIVERSITY
Office of Student Housing

M E M O R A N D U M

DATE: May 20, 1986

TO: Hall Directors

FROM: James A. Morton

RE: Processing Room Reservation Deposits and/or Assessing Damages

When residents check out they should be divided into 2 groups: (1) Those who request that their deposit be refunded; and (2) those who want their deposit transferred to a future term.

- I. Those who request that their deposit be refunded:
 - A. Check folder to verify the amount of deposit.
 - B. If the damages assessed are less than the total amount of the deposit, a Check Request form is to be used to refund the student the amount not taken for damages. In the item category of the Check Request form, you are to put in the receipt number and amount of deposit, the amount of deposit taken for damages, list the type of damages, and the balance to be refunded (see attachment). Also include damages that have been made from previous check-outs but not yet assessed.
 - C. The amount of the damages assessed will be transferred from the deposit fund to the room damage fund, through the use of the Deposit Fund Debit Memo.
 - D. If the amount of the damage assessment is greater than the amount of the deposit, the entire deposit will be forfeited (use Deposit Fund Debit Memo) and the amount not covered through the forfeiture of the deposit is to be placed on the student's Accounts Receivable through the use of the Damage Assessment Notice.
 - E. If a resident fails to check out properly, the deposit is forfeited for failure to check out. If damages or a lock change is needed, the cost is to be assessed through the Damage Assessment Notice. For example, if a student fails to check out, their \$25 or \$50 deposit is forfeited; if they leave the room dirty and/or the room needs painting and/or they fail to return the key, the cost for cleaning, painting and a lock change would be assessed on a Damage Assessment Notice.

II. Those who want their deposit transferred to a future term:

- A. A student who has asked that his/her deposit be transferred to a future term, but checks out with damage charges, is to have those charges assessed through the Damage Assessment Notice.
- B. A student who does not check out properly is to be assessed the amount of his/her deposit via the Damage Assessment Notice. If the student fails to turn in their room key, the additional charge of \$10 for a lock change is also to be assessed. If other damages are assessed (cleaning the room, painting walls, broken furniture) these repair costs are also to be assessed via the Damage Assessment Notice. The important thing to remember in this case is that if someone does not check out officially, they will be assessed the amount of their deposit for failure to do so. Additional charges (lock change, painting, cleaning, furniture repair) in addition to the failure to check out properly, will be assessed.
- C. Students should be given 10 working days to appeal their assessment.
- D. The only form that should be used against those who want their deposit transferred to a future term, is the Damage Assessment Notice.

spw

Attachments

cc: Kenneth L. White
Madonna Huffman

DEPOSIT FUND DEBIT MEMO

№ 000895

DEPOSIT RECEIVABLE ID NO. 0000001 DATE May 20, 1986

DEPOSIT RECEIVABLE NAME Jane A. Doe

AMOUNT \$20.00

EXPLANATION Broken window - Spring 1986

PROCESSED BY

REQUESTED BY

INVOICE NO.

APPROVED BY

DATE PROCESSED

Key Case Procedure

The key box, located in the hall's central office, is where the hall's keys are secured. The director and RA's are the only staff members with access to the key box. Keys are coded -- not identified by room number on the key. Arrangement of keys in the key box is left to the preference of the hall director, however, we do recommend they be arranged in room number order with an identifying key code chart available in the key box.

If a student is locked out of their room, they may check out a key.

The procedure for checking out a key is as follows:

- 1.) The student presents their ID to the deskworker and signs the key sign out form.
- 2.) The deskworker calls either the director or an RA to complete the key sign out.
- 3.) The director or RA verifies that the student lives in the room for which the key has been requested.
- 4.) After verification, the key is issued to the student.
- 5.) Upon returning the key, the student is given their ID and the director or RA replaces the key and locks the key box.

Note: Directors have found it helpful to impose a time limit for the return of the loan key.

A lock out fee may be set by the hall council. This fee is used for hall programming or designated for hall improvements and should not exceed \$1.00.

Lock Change Procedure

When a student loses their room key the lock must be changed. The procedure for having a lock change is as follows:

- 1.) The student must make the request for a lock change to the hall director.
- 2.) A work order is written by the hall director. All work orders for lock changes must be signed by the Associate Director of Student Housing or his designee.
- 3.) The hall director completes a cash receipts form and gives it to the student who takes it to the cashier's window, pays the charge and obtains a receipt.
- 4.) The student presents the receipt received from the cashier's window to the hall director. The director will then issue another key to the student.
- 5.) After the lock is changed the hall director collects the old room keys and issues new room keys to the students.
- 6.) Any lock changes made without a fee charge must be approved by the Associate Director of Student Housing.

Deskworkers

Each residence hall front desk is covered beginning at 8 a.m. Deskworkers should be scheduled through the closing hour for the hall and until at least 2 a.m. Sunday through Thursday or even later if possible.

Each hall should have between 12 to 15 students employed as deskworkers.

Deskworker Schedule

From the information contained on the financial aid approval slip and the deskworker's class schedule, the hall director can develop a desk schedule.

Deskworkers can not be scheduled, nor their time cards reflect, work hours when they are scheduled to be in class.

Deskworker's should be scheduled their full amount of hours. Remember, however, we do not need to double workers, etc. just to provide them with hours. Schedule workers when you need the coverage, not to accommodate their "getting their hours in". We want to remain flexible and sensitive to student needs but we must also provide full desk coverage to meet the needs of hall residents. (Deskworkers can be scheduled for weekly activities, such as supply distribution. This would be a legitimate use of doubled hours.)

Payment of Desk Workers and Resident Advisors

Hall directors are the direct supervisor of the deskworkers and resident advisors assigned to their hall. Direct supervisors are responsible for preparing and turning in the student payroll. Each residence hall is considered a department in terms of payroll. Payroll is turned into the Office of Financial Aid, 301 Howell-McDowell, according to the schedule provided by the Office of Financial Aid.

Deskworkers and Resident Advisors are approved for work in relation to their financial aid need as determined by the Office of Financial Aid. Student workers are paid from either federal (03) or institutional (05) funds. Deskworkers and resident advisors are usually allotted up to a maximum of 10 hours of work per week.

Each semester at registration the financial aid office gives the student an approval slip which the student takes back to their direct supervisor. This approval slip contains the number of hour and weeks that the student has been approved to work.

Payroll checks, identified by department number, are picked up by the direct supervisor or designee at the Office of Business Services, 207 Howell-McDowell, according to the schedule. The direct supervisor is responsible for the distribution of student payroll checks for the department. For safety precautions it is advisable to have all students sign that they have picked up their checks.

Desk workers are a part of the staff of Morehead State University residence halls. Their function is: to assist the Hall Director, to serve the residents of the hall, and to give information to guests who come to the residence hall. The courtesy and friendly approach of the desk workers does much for the morale of the residents. Visitors to the campus may receive their first and often lasting impression of the campus from a desk worker.

Any student in this position should consider him/her a receptionist as in any business office and should dress and act accordingly. The office is a place of business and the desk worker is responsible for keeping a businesslike atmosphere.

DUTIES

The desk worker is responsible for performing the duties listed below:

1. Report on duty a little early, if possible, to learn from the person who preceded you of any messages.
2. Wear suitable clothing.
3. Check to see if the Hall Director has left word that he/she is out. The Hall Director will leave word where he/she can be reached or the name of the director on call.
4. Be aware of the procedures for emergencies and posted list of telephone numbers for emergencies.
5. Keep the desk phone free for incoming calls. Do not make or permit visitors or friends to use the desk phone for personal calls.
6. Give only "directory information" about a student. Director Information is legally defined as: "the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of member of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student".
7. Make careful note of all messages left at the desk by callers, or taken by telephone. Repeat names and numbers so that correct messages may reach the Hall Director and students.
8. Be alert to notice a student or visitor entering the residence hall. If there is some question about the motives of the visitor or the visitor is demonstrating questionable behavior call the Director or staff member on duty.
9. Give complete attention to questions.
10. Be alert to notice a student or visitor entering the residence hall.
11. Books or notes for personal study are permitted at the desk, but all times the desk worker should be alert to who is coming in and going out and remain in the designated work area. Please avoid friends/students congregating in the work area.
12. Keep the work area neat and help keep the lobby area presentable.

THE TELEPHONE

In answering the telephone, use a well-modulated voice; use "Please" and "Thank you." State the name of the Hall.

Answer the telephone promptly and courteously. Use the hall alphabetical list to give the caller phone numbers. Generally, do not give out phone numbers in response to a request of a room number only.

Relay messages promptly and courteously. Your hall director will review specific procedures that pertain to your duties.

EMERGENCY

Notify the hall director or staff member on call if an emergency occurs.

Should emergencies arise when no staff member is available, take whatever steps the Director has previously authorized you to take, such as calling campus security. In all such cases, a full written record of the event should be left for the Director to read.

If no staff member is available and you have no way of reaching the Hall Director with a questions, call the Office of Student Housing during working hours or call the appropriate person after office hours as listed on the emergency sheet posted at the desk.

VISITORS

Visitors are permitted in the lobby from 9:00 a.m. until closing hours daily.

No strangers (other than guests of students living in the hall) should go into the living area. If you are in doubt as to the legitimacy of their business, please consult the Hall Director. The Hall Director will review with you the procedures for visitation by members of the opposite sex.

At no time are salespeople permitted in residence halls without permission of the Office of Student Housing.

RESPONSIBILITIES

As a desk worker, you are a student employee of the university. This means you have agreed to be on duty at the times scheduled and to perform the duties assigned to you. You will be expected to attend meetings as requested by your hall director.

If it is absolutely necessary for you to be away from your duty, you must make prior arrangements with the residence hall director.

Preparing the Student Payroll

When deskworkers bring their approval slip to the residence hall, they will also bring a white time card. This card is used to record hours worked during the first two weeks of school. After the second week of school each deskworker will have a computer generated time card.

Before submitting the department's payroll remember to do the following:

- 1.) Verify that the hours on the time card are consistent with the actual hours worked. Make changes, if appropriate, but always initial the changes which are made.
- 2.) Make sure that each time card has been signed by the student. Do not submit a time card which is not signed.
- 3.) Make sure that you, as immediate supervisor, have signed each time card.
- 4.) If a deskworker works over their allotted hours during a pay period, the hours must be justified by the supervisor in the comments section of the time card.
- 5.) Record the total number of hours worked and amount paid in appropriate areas on the time card and on the payroll sheet.

Refer to Morehead State University Work Study Program Supervisors Handbook for more information regarding the workstudy program and student payroll procedures.

Schedules for Resident Advisors (RA)

Work schedules for Resident Advisors should be discussed with them before school opens. Review their responsibilities and make clear your expectations. Schedules should be posted for desk staff and students. Each RA should receive a personal copy of the schedule.

RA's are paid in terms of the number of hours they are approved for workstudy. However, RA's will put in more hours, i.e. going to meetings, because of the nature of the job. Occasionally they may need to review and be reminded of their responsibilities.

Payroll for Resident Advisors

Since the RA position is a workstudy position, the payroll procedure for the RA's is the same as for deskworkers. You will have some institutional RA's whereas most of the deskworkers are federal workstudy students.

MOREHEAD STATE UNIVERSITY
OFFICE OF RESIDENCE EDUCATION

RESIDENT ADVISOR AGREEMENT

A Resident Advisor is a member of the Residence Education staff and is directly responsible to the Residence Hall Director. As a member of the hall staff, the RA strives to promote and facilitate a positive environment conducive to the growth and development of fellow residents.

Under the supervision of the Residence Hall Director, the Resident Advisor will fulfill the general requirements and responsibilities in this agreement and those listed in the attached Duties and Responsibilities of the Resident Advisor.

BASIC REQUIREMENTS

1. Must be a full-time student.
2. Must be of at least sophomore (30 semester hours) standing.
3. Must have and maintain a cumulative GPA of 2.00.
4. Must have lived in a residence hall for at least one semester prior to selection.

CONDITIONS OF EMPLOYMENT

Appointment

The term of appointment is for the academic year, beginning up to one week before the official opening of the residence hall in the fall and ending with the official closing of the residence halls in the spring. In addition, the Resident Advisor will be available for closing and opening the hall before and after vacation periods.

Evaluation

The Resident Advisor's job performance will be evaluated by the Residence Hall Director on an ongoing basis. A formal evaluation will be conducted by the Hall Director and reviewed by the Director of Residence Education three weeks prior to the end of the fall semester and again, three weeks prior to the end of the spring semester.

Termination

Termination may occur as a result of unsatisfactory performance evaluations, or where the Resident Advisor has been involved in regulation violations. Failure to maintain a 2.00 GPA can result in the termination of the Resident Advisor. In all cases, the Director of Residence Education will conduct a termination interview with the Resident Advisor and the Hall Director. Termination may be recommended by the Hall Director or initiated by the Director of Residence Education when he/she feels it to be in the best interest of the residence hall program.

Schedule of
Hours

It is understood that a staff position in residence halls cannot be easily translated into hours worked per day or week because of the unique nature of the responsibilities and circumstances. The position requires a genuine personal commitment and understanding of the nebulous nature of the actual time involved.

Schedule of
Hours (cont.)

The Resident Advisor will submit to the Hall Director in advance a weekly time sheet, indicating the anticipated number of hours to be worked each week. The schedule should consist of regularly scheduled hours (meetings, in-service, hall programs, duty hours 8-midnight) and available time (hours the director and/or students can expect to find you in). A reasonable schedule would include a combination of both patterns of time the minimum being 10 hours per week.

RA Log

To aid in the scheduling of time and to facilitate staff communication, the Resident Advisor will keep a daily log. This activity shouldn't become burdensome, but, if used properly it should be a tool in the fair and equal treatment in cases of violations and disciplinary actions. Each Hall Director is responsible for discussing with individual RA's and the RA staff in general incidents recorded in the RA log. Hall maintenance, general operations procedures and other administrative functions can be better tracked by using a log.

Staff
Development

The Office of Residence Education is committed to the development of its staff, both in terms of personal awareness and skill and ability. A variety of training activities will be offered through the Office of Residence Education as well as programs developed by the Hall Director. Every Resident Advisor will be required to participate in a specified number of in-service training sessions in addition to the pre-school workshop in the fall and spring semester.

Remuneration

Resident Advisors could earn up to \$1140 per year depending on qualification through the work-study program. However, no monetary value can be placed on the experience and personal satisfaction an RA can gain from this position.

Additional compensation may be available in the form of private rooms/semi-private suites and/or room waiver pending decisions yet to be made in the university budget planning process. This additional compensation would also be determined by space availability and qualification through the work-study program.

Candidates for the RA position must complete a Student Financial Aid Personal Data Sheet and complete and have processed a Kentucky Financial Aid Form (KFAF).

MOREHEAD STATE UNIVERSITY
OFFICE OF RESIDENCE EDUCATION

DUTIES AND RESPONSIBILITIES OF RESIDENT ADVISORS AT
MOREHEAD STATE UNIVERSITY

The RA's duties and responsibilities include, but are not limited to the following:

RESIDENT AWARENESS AND GUIDANCE:

1. RA's assist students in adjusting to residence hall life and group living.
2. RA's are aware and understanding of students facing difficulties and mediate conflict to its resolution.
3. RA's serve as resource and referral agents in academic, social and personal counseling of students.
4. While not professional counselors, RA's are expected to know the students on their floors well enough to recognize changes in behavioral patterns and/or attitudes for which professional counseling or other assistance may be necessary.
5. RA's work closely with the Hall Director and other Student Development personnel in their role as a referral agent.

ROLE MODEL:

1. RA's are expected to know, understand and abide by hall, university and state regulations.
2. RA's communicate policies and their rationale to residents and establish behavioral expectations accordingly.
3. RA's work with other staff members to promote a responsible and positive living/learning atmosphere within the residence hall.
4. RA's are expected to take an active leadership role in the hall.
5. RA's set an example for academic achievement.

PROGRAMMING AND EDUCATION:

1. RA's assist in the identification of students' needs and interests.
2. RA's initiate, plan and facilitate educational, social, cultural, and recreational programs in response to these needs and interests to further promote student development.
3. RA's encourage resident participation in hall and campus activities.
4. RA's participate in and demonstrate active support of residence hall programs and activities.

COMMUNICATION:

1. RA's assist hall residents by serving as resources concerning programming ideas, university policies and procedures, and available campus and community resources.
2. RA's serve as liaisons between residents and Student Development staff by presenting thoughts and concerns of residents candidly, consistently and constructively to the campus community.
4. RA's assist with public relations by being able to explain hall programs and staff duties to students, faculty, guests and parents.

ADMINISTRATION: RA's are an integral part of the total administration of the residence hall. A portion of each day may be spent working with the Hall Director in the interest of students with attention given to administrative detail. Specific duties of an administrative nature include:

1. Returning to campus one week prior to the opening of the semester to participate in training sessions.
2. Attending hall staff meetings and in-service training throughout the year.
3. Assisting with the opening and closing of the hall each semester and break. (This means coming early and staying late.)
4. Maintaining an on-call schedule as directed by the Hall Director.
5. Assisting the Hall Director with reports and keeping updated information on residents.
6. Assisting in the administration of housing surveys, evaluations of hall programs, etc., as directed by the Hall Director and/or the Office of Student Housing and Residence Education.
7. Assisting in the RA selection process.
8. Knowing hall safety, security and emergency procedures.
9. Assisting the hall director in the general operation of the hall.

Room Construction Agreement

If a student wishes to personalize their room (request bunk beds, build a loft, have furniture removed etc.) they must fill out a room construction agreement form. All roommates must sign and date the form. The hall director must approve the agreement form. If bunk beds are requested or removal of furniture is desired, the hall director must submit a work order.

If lofts are to be built the hall director and a representative of the physical plant must inspect the loft and approve it for use after the loft has been completed.

Painting Agreement

Students are permitted to paint their room under the MSU Room Personalization Plan. To paint a residence hall room a student must first obtain a painting agreement form from the hall director. The student must also obtain the approval of their roommate(s). After the roommate(s) have signed the agreement, the hall director approves the form. Paint is provided to students through the Physical Plant. The distribution of the 3-ply form is as follows:

White - Physical Plant

Goldenrod - Student

Pink - Hall Director

A student may choose to use graphics or murals on their room walls. The procedures for painting of graphics and murals is identical to the painting of a room with one additional step. The student must present a sketch of the graphic or mural and outline where it will be located in the room. The hall director will give the initial approval of the graphic or mural. The director of Student Housing will give the final approval before the graphic or mural is painted.

Telephones

All necessary telephone problems should be reported by residents to the hall director or front desk. The director should report any problems/needed repairs to Communications Services; Phone 2141. The residence hall, room number, telephone number, and the specific nature of the problem must be provided when the report is made. These are called in. You should keep a log of these requests for follow up. Written requests should be made if there is an excessive list of repairs.

T.V. Rentals

Students are permitted to bring television sets from home as long as they do not exceed limits set forth in the Eagle Handbook.

A student may choose to rent a television set from the university. Rental forms are obtained from the hall director or the Office of Student Housing.

Rental rates are \$20 per semester and \$7 each summer session. Rental payment is accepted in the Office of Student Housing.

Needed repairs should be reported to the Office of Student Housing; Phone 7-2060.

T.V. Cable

Each residence hall room is connected to the university cable system. If a T.V. cable needs to be serviced, call Communication Services; Phone 7-2141.

Refrigerators

Each residence hall room is equipped with a refrigerator. The refrigerator is a part of the room furnishings and should remain in the room. (Inventory numbers appear on each refrigerator and these are recorded by room.) Each refrigerator contains two ice trays, two shelves, and a drip tray. If these items are missing at the time of check out the student(s) are to be charged. If a refrigerator is in need of service, call the Office of Student Housing; Phone 7-2060.

Washers and Dryers

Every residence hall has a laundry room equipped with coin operated washers and dryers. The washers and dryers are university owned and serviced. If a washer or dryer needs to be serviced call the Physical Plant at 7-2066.

If a refund is in order, have the student fill out a laundry equipment refund slip to the Office of Student Housing. After processing, the refund will be returned to the hall director by the Office of Student Housing. The student signs the laundry equipment refund slip, and the hall director returns the signed refund slip to the Office of Student Housing.

Change Machines

Change machines are located in Cartmell, Alumni Tower, Mignon Tower and Nunn Hall. These change machines are university owned and serviced. Each working day these change machines will be refilled. There is no clearly established refund policy for change machines.

Vending

Each residence hall has a vending room or area usually located on the lobby floor.

The soft drink machines are leased and serviced by the university. Each working day these machines are restocked. The refund policy for these machines is as follows:

- 1.) The student fills out their name, campus address, how much money was lost and how the money was lost on the refund envelope.
- 2.) The student hangs the refund envelope on the machine in which the money was lost.
- 3.) The refund envelope will be returned to the office, usually the next working day, with the refund.

The candy and food machines are serviced and stocked by Servomation Company. The refund policy for the candy and food machines are the same as those for the soft drink machines.

Each hall is equipped with a microwave oven.

Work Orders

To request the Physical Plant to make repairs in a residence hall a work order must be submitted. There are two types of work orders -- the short form and the long form.

The short work order form is used for the reporting of day to day routine maintenance of a residence hall. The Physical Plant has requested that crafts, i.e. carpentry, electrical, etc. not be mixed on the short work order form.

Both 2-ply and 4-ply short work order forms are available. The Office of Student Housing prefers the 2-ply form. The white copy of the form goes to the Physical Plant and the goldenrod is kept by the hall director for the hall's records.

Work Orders (cont.)

After the Physical Plant has received a work order, they assign a number to the request. After the work order number has been assigned, the white copy of the work order form is returned to the hall director. The work order number appears on the white copy. After receiving the white copy the hall director staples it to the goldenrod copy.

The long work order form is used when there are several items which need to be repaired by the same craft. These forms are used primarily at the end of the spring semester.

The Physical Plant will mail each hall director a monthly computer print-out of all work orders which have been turned in. This list reports the status of each work order. An "A" means that the work order is still active. A "C" means that the work has been completed and the cost of the job will be listed. A "V" means that the work order has been voided or cancelled.

Damage Assessment Form

When assessing students for damages the hall director will use the damage assessment form. This assessment procedure is used throughout the year -- not just at final checkout.

To fill out this form put the student's name, student's ID number, date of assessment, and the campus address of the student being charged. In addition, the form should include the amount being charged and what the charges are for.

The distribution of this form is as follows:

White - Business Office
Yellow - Student
Pink - Director of Student Housing
Goldenrod - Residence Hall Director

Fire Safety Procedure

On the back of each residence hall room door is a fire safety procedure sticker which outlines, in detail, the evacuation procedure for the building. At the beginning of each academic year check to see that these stickers are on each room door and replace any missing ones.

Fire Safety Report

If a fire alarm is pulled, the elevator smoke detector system is set off, or if there is an actual fire a fire safety report must be completed. This report outlines the procedures which were followed during the situation.

The fire safety report should be filled out and submitted as soon after the incident as possible. The distribution for this report is listed at the bottom of the report.

Note: The only residence halls with elevator smoke detector systems are Cartmell Hall, Alumni Tower, and Mignon Tower.

Discipline Report

Each time a discipline violation occurs in the residence hall a discipline report form is used. This form should be filled out by the staff person, RA or Hall director, who finds the violation. The form should be completed as soon after the incident as possible so all information can be accurately recorded.

The discipline report form is used by the hall director when talking with the involved student(s) during the disciplinary conference. In addition, the form is used for information purposes by the Judicial Officer if the student is referred for further disciplinary action.

Theft Reports

When an item is stolen from a resident's room the Office of Safety and Security should be notified. The Office of Safety and Security will fill out an official report on the theft. An additional theft report is completed by the student with the assistance of the hall director. This report is completed in triplicate and distributed in the following manner:

Copy 1 - Director of Student Housing
Copy 2 and 3 - Judicial Officer. The judicial officer will forward the extra copy to the Office of Safety and Security.

Accident Reports

If a student is injured in the residence hall, the hall director should complete an accident report form. This form should be completed and submitted as soon after the accident as possible. The distribution of this form is as follows:

Copy 1 - Office of Student Development
Copy 2 - Residence Hall Director
Copy 3 - Director of Student Housing
Copy 4 - Office of Safety and Security



MEMORANDUM

MOREHEAD, KENTUCKY 40351

DATE: June 9, 1986

TO: Faculty and Staff

FROM: Roger L. Holbrook, ^{RLH} Supervisor for Special Services, Safety & Security

RE: Lost and Found Articles

Lost articles create hardships and worries for the individuals losing the articles and for co-workers if the lost articles are used in daily duties or are university issued articles. Lost articles are found on campus or in the community daily but many are never returned to the person who lost the article. Lost articles may be found and turned in to various offices on campus; however, departments or offices have a variety of procedures for storing the lost articles until someone inquires about them. Often the individuals who have lost the articles do not inquire at the correct office to allow them to be returned.

To address this problem and assist in getting lost articles returned to the proper person, the Office of Safety and Security is establishing a Lost and Found Department for the university community. The Office of Safety and Security will receive any lost and found articles and attempt to locate the proper person to allow the articles to be returned. The Office of Safety and Security will keep all articles for a period of 60 days before they are disposed of.

The Office of Safety and Security asks for the assistance of all members of the university community in bringing all lost and found articles to the Office of Safety and Security.

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Office Supplies

Each residence hall front desk should be equipped with pens, paper clips, tape, etc. These supplies may be obtained from the supply window in the printing office. The printing office is located in the basement of Allie Young Hall. A list of available supplies has been distributed to each residence hall.

To obtain supplies, an inter-account request form is completed. After completion, the request form is taken to the Director of Student Housing to receive an authorization signature. The request form is taken to the supplies window between the hours of 9 a.m. - 12 p.m. and 1 p.m. - 4 p.m. where the order will be filled.

Interaccount Request

An interaccount request form is used when on campus purchases are made (i.e. bookstore, printing services). Complete an interaccount request and submit it to the Office of Residence Education. The secretary in the Office of Residence Education must log all interaccount requests. She will return them to you when it has been signed and logged.

Purchase Requisition

A purchase requisition form is a request for a specified monetary amount for supplies from a particular place of business during a designated time period. (i.e. \$100.00 for supplies at Rose's for the month of September)

Programming Payment Request

A programming payment request form is completed after a purchase has been made. A register sales receipt for the purchase(s) should be attached to the form. The completed programming payment request and sales receipt must be given to the Director of Residence Education the day after the purchase(s) were made in order for the bills to be paid.

Programming Evaluation

All residence hall staff share the responsibility for programming. It is expected that staff will be sensitive to student needs and provide a balanced program including social, cultural, educational and recreational opportunities for student involvement.

When a program of any kind is held in the hall or for and/or by residents of the hall or floor, a Program Evaluation Form should be submitted. This form serves as a resource for future program planning and as a tool to evaluate the program.

Visitation

Refer to the Eagle Student Handbook and the TOPICS pamphlet regarding visitation.

Hall Council Responsibilities

The executive committee shall consist of the president, vice-president, secretary-treasurer, publicity chairman, fire marshal, intramural/athletic coordinator and advisor ex officio.

The qualifications of the elected officers of the hall shall be that they must have, at the time of their election, a minimum grade point average of 2.0 on a 4.0 scale.

It shall be the duty of the president to call and preside at all the meetings of the hall council (both regular and called meetings) and to represent the hall as a member of the Residence Hall Association.

It shall be the duty of the vice-president to assume all duties of the president in the absence of his/her presence; to succeed the president if necessary; to represent the hall as a member of the Residence Hall Association; and to attend all hall council meetings.

It shall be the duty of the secretary-treasurer to maintain an accurate record of all meetings; to maintain a record of absences; to handle hall correspondence; to file with the hall director a copy of the hall council minutes and all committee reports after each hall council meeting; to handle all financial affairs of the hall, according to the policies of Morehead State University; and to attend all hall council meetings.

Hall Council Responsibilities (cont.)

It shall be the duty of the publicity chairman to handle the publicity of such information as designated by the hall council; to provide for the publicizing of Student Association and Program Council activities; to coordinate and promote activities within the hall and to attend all hall council meetings.

It shall be the duty of the fire marshal to organize and inform the residents of the fire drill procedures; to work with the hall director in conducting fire drills; to file a fire drill report in the Office of Student Housing, the day following the drill; and to attend all hall council meetings.

It shall be the duty of the intramural/athletic coordinator to inform and organize residents concerning residence hall intramural competition, publicize intramural activities, and to attend all hall council meetings.

It shall be the duty of the floor representatives to assist resident advisors on their respective floors, represent the concerns of floor residents on the hall council, participate in and promote hall activities and to attend all hall council meetings.

MOREHEAD STATE UNIVERSITY
OFFICE OF RESIDENCE EDUCATION

RESIDENCE HALL ELECTION SCHEDULE 1986

Sunday, August 24

Announce sign-ups and election dates.

Sunday, August 24
through
Friday, August 29
(noon)

Candidates obtain a Declaration of Candidacy Form from the hall office - complete the form and turn in to the hall director. The hall director should confirm with the student their intent to run for office.

Candidates may campaign in the hall according to the guidelines set up by the hall director, RAs, and/or the provisional government.

Friday, August 29
(by 1:00pm)

Turn in Declaration of Candidacy Forms to Mrs. Huffman for eligibility check and preparation of ballots. Ballots will be prepared in the Office of Residence Education.

It is helpful if a poster containing the pictures all candidates is available at the polls. Only use if pictures are provided by ALL students running for office.

Tuesday, September 2
4pm-7pm

ELECTION. RAs and Provisional Government members should be chosen to work at the polls. Workers should not be candidates or roommates of candidates. A list of names should be available to check off the name of students as they vote. Students must show their IDs and be residents of the hall to be eligible to vote.

The hall director should supervise the election and counting of the ballots. Winners should be posted in the hall on Tuesday night after the counting of the ballots.

In case of a tie, a flip of a coin will determine the winner. The director, in the presence of the candidates and witnesses, should flip the coin.

Wednesday, September 3

On Wednesday, notify Mrs. Huffman of the names of the hall council members with a tally of the vote. Directors should keep the ballots for a time in case there are questions concerning the election.

Wednesday, September 3 and
Thursday, September 4

RAs will hold floor meetings to elect floor representatives to the hall council.

Friday, September 5

Notify Mrs. Huffman of floor representatives.