

# 2017 Directorate Body Manual

ACPA Commission for Housing and Residential Life



**ACPA**  
COMMISSION FOR  
**Housing  
and  
Residential  
Life**

Selected Content  
Updated March 2017

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## Commission Purpose

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Residence halls are one of the primary settings for student development programs in colleges and universities. The Commission for Housing and Residential Life is one of the largest of ACPA's commissions and actively involves its members in meeting seven major objectives:

1. To provide leadership to ACPA and the profession in general for student development in college residence halls.
2. To identify issues of special concern and advise colleagues regarding these concerns through the support of research efforts, survey information, reports, position papers, and task force investigations.
3. To communicate innovative ideas, special issues, problem resolution, and research information with a broad base of individuals throughout the country who are involved in residence education.
4. To maintain a working relationship with other professional organizations, student associations, and other commissions, divisions, and agencies within ACPA that maintain similar or overlapping objectives.
5. To cultivate professional development experiences through sponsoring and implementing convention programs and regional workshops.
6. To assist in developing a set of professional standards for staff working in residence halls.
7. To develop a plan and a process for evaluating the work and leadership of the commission.

## History of the Commission

For three decades, the history of the Commission for Housing and Residential Life has been one of numerous and outstanding contributions to ACPA, to the residence life profession, and to thousands of students who have lived, studied, and matured in residential colleges and universities. A brief review of the Commission's activities since the middle of the 1970's will demonstrate its record of accomplishments.

For the past several years, the Commission for Housing and Residential Life has been especially productive in five important professional areas: research and information dissemination, membership involvement, recognition of achievement, liaison relationships, and leadership.

### ***Research and Information Dissemination***

Each year the Commission for Housing and Residential Life has sponsored a minimum of five programs at ACPA's national convention (three during a joint meeting with ACPA and NASPA). These presentations examined issues of timely importance to residence life professionals including such topics as:

- Supervision of student and professional staff
- Crisis intervention and management
- Residence hall programming
- Interpersonal diversity and relationship skill building
- Curricular approaches to student learning in the residence halls

Since 1978, the Commission for Housing and Residential Life has been instrumental in developing regional workshops for residence life professionals. Realizing that many professionals could not afford to travel to national conventions but still needed high-quality opportunities for personal and professional development, the Commission has sponsored several one or two day "drive-in" workshops around the country. Many of these workshops have dealt with issues and topics similar to those presented at the convention.

Publications have also been a cornerstone to the efforts of the

Commission for Housing and Residential Life towards information dissemination. In the last few years, The Commission for Housing and Residential Life has accepted new responsibilities including the publication of information on Housing and Residential Life and its activities, and most recently, the publication of position articles and book critiques of interest to residence life professionals. Several documents of importance to residence life professionals have been made available through the Commission. Student Staff in College Residence Halls: Educational Preparation and Role Clarification (1975) and Territoriality (1978) were published in monograph form. Positional papers, manuscripts, the M.A.P. (Marketing Alcohol Programs) Resource Index and a slide presentation are other media efforts of the Commission. The Commission for Housing and Residential Life also co-developed The Management Primer II: A Guide for New Professionals with the Standing Committee for New Professionals and Graduate Students in 1991. In 1996, the Multicultural Resource Guide was published in conjunction with Commission for Student Involvement. In 1997, the Model Programs Resource Guide was developed and is revised annually.

### ***Membership Involvement***

Like any action-oriented group, the Commission for Housing and Residential Life is interested in involving members of its target profession - residence life staff. Offering professionals a chance to gather, get acquainted, learn from each other, and contribute to the development of their field has long been a priority of the Commission for Housing and Residential Life.

The Commission has traditionally maintained task forces, study groups, production teams and discussion groups to study, publish and make presentations in specific interest areas. Since 1975, approximately twenty task forces have operated under the Commission for Housing and Residential Life sponsorship including such topics as programming, anti-discrimination training, territoriality, community development, needs assessment, alcohol awareness and legal issues. Task force activities and recommendations often resulted in convention programs and published articles.

More recently, the Commission for Housing and Residential Life has

revised the task force model to one that consists of discussion groups, study groups and production teams that progress with a particular topic or idea from one being discussed to a tangible product useful to professionals in the residence life field. Some examples include areas such as staff performance appraisal, minority programming, and safety and security issues.

Perhaps the most important feature of this structure has been providing new professionals opportunities to meet and work with residence life "veterans." The Commission has considered this one of its important missions since the late 1970s when it became apparent that new professionals were not becoming as involved in ACPA as they had in the past.

The Commission for Housing and Residential Life uses directorate body members to lead a membership drive throughout the year. Special emphasis is placed on getting others involved at the national convention. Specific attention to recruitment is given at the Commission Showcase, which has become a vital tool in the recruitment process. All directorate body members, as well as those actively involved in other ways with the Commission for Housing and Residence Life, work diligently to recruit new members, especially from graduate student and new professional ranks.

### ***Recognition of Achievement***

At the 1977 ACPA Convention in Denver, Colorado, the Commission for Housing and Residential Life decided to become active in recognizing outstanding achievements in residence life work. In a field where praise is often minimal, this activity has met an important need. Since that time, the Commission has presented awards to recognize excellence and outstanding contributions in the field of student housing and residence life. Current award categories include:

- The Outstanding Research Award: given to a person who has completed an outstanding research project of educational and intrinsic value to the practicing student housing/residence life professional.

- The Outstanding Innovation Award: presented to an individual or department that designs, implements and evaluates an outstanding innovation.
- The Outstanding Technology Award: presented to an individual or department that designs, implements and evaluates an outstanding method of using technology.
- The Outstanding Service to the Commission Award: for a Directorate Body member who has demonstrated outstanding performance and leadership in the Commission for Housing and Residential Life.
- The Outstanding Undergraduate Student Staff Member Award: presented to an outstanding undergraduate student employed in a paraprofessional staff position.
- The Outstanding Graduate Student Staff Member: presented to an outstanding full-time graduate student employed in a paraprofessional staff position.
- The Outstanding New Professional in Residence Life Award: presented to a person in their first three years of professional level employment who has made outstanding contributions to their campus and/or profession.
- The Outstanding Experienced Professional Award: presented to an individual with 4-9 years and 10 or more years of professional employment who has demonstrated outstanding contributions to his/her campus and/or the housing profession.

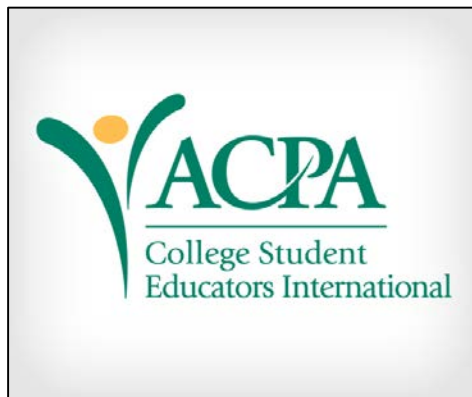
Each year, the Awards Committee reviews nominations and the names of recipients are announced at the Awards Recognition Ceremony at the annual conference. The Commission encourages all institutions to participate by nominating deserving individuals and programs. Institutions may submit only one nomination for each category. The Awards Committee will share specific nomination information each year, and information for reference be accessed in the Procedures Manual. Consideration each year runs from March to March (following the annual conference timeline).

## ***Leadership***

The Commission for Housing and Residential Life members have made significant contributions to the leadership of ACPA in particular, and to the leadership of the student personnel profession in general. Over the

years, many former Commission for Housing and Residential Life members have moved into positions managing the affairs of the Association, including the presidency.

The Commission for Housing and Residential Life and its leadership reflected the mood of many the Commission for Housing and Residential Life and ACPA members by actively pressing for the exhaustive and somewhat painful examination of ACPA's relationship with AACD (American Association of Counseling and Development). This culminated in a decision to disaffiliate with AACD (now renamed ACA, American Counseling Association). This separation became effective on September 30, 1992. ACPA moved into new office space at the National Center for Higher Education at One Dupont Circle, NW in Washington, DC. Since then, the Association has focused on developing new paradigms to improve and increase student learning, and a new governance structure has been implemented to carry out strategic plan initiatives.





## Commission Chairpersons

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2017-2019: Laura Arroyo	1988-1990: Kent Sampson
2015-2017: Troy Seppelt	1986-1988: Chuck Werring
2013-2015: Amy Franklin-Craft	1984-1986: Jill Carnaghi
2012-2013: Jerome Holland	1982-1984: Pat Kearney
2010-2012: Kathleen Gardner	1980-1982: Stephen Peterson
2008-2010: Adrian Gage	1978-1980: Charles Schroeder
2006-2008: Kathleen G. Kerr	1976-1978: Sherrill Ragans
2004-2006: Todd Clark	1974-1976: Susan Komives
2002-2004: Derek Jackson	1972-1974: David DeCoster
2000-2002: Cathy Akens	1970-1972: Phyllis Mable
1998-2000: LeeAnna Lamb	1968-1970: James Duncan
1996-1998: Andrea J. Trinklein	1966-1968: Harold Marquardt
1994-1996: Jackie Mims-Hickmon	1964-1966: Thelma Miatt
1992-1994: Connie Foley	1962-1963: Harold Riker
1990-1992: Tim Pierson	

## Commission Online Presence & Resources

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CHRL actively maintains several online resources, including our official ACPA Commission Website, Wordpress Blog, Facebook Page, and Twitter profile.

Please click on the below links and get involved with CHRL online!



[www.myacpa.org/commhrl](http://www.myacpa.org/commhrl)



[www.acpahousing.wordpress.com](http://www.acpahousing.wordpress.com)



[www.facebook.com/ACPA.CHRL](http://www.facebook.com/ACPA.CHRL)



[@ACPA\\_CHRL](https://twitter.com/ACPA_CHRL)

## **ACPA 2017 CHRL Schedule of Events**

The Commission for Housing & Residential Life Schedule of Events for Columbus 2017 is below. Please note attendance requirements in italics.

### **New Directorate Body Member Orientation**

Saturday, March 25th, 2017

5:00pm

Denmark on High (2nd floor of 463 North High)

*Attendance: New Members, Orientation Team, Chair, Chair Elect, and Past Chair if available.*

### **All CHRL Directorate Body Social**

Saturday, March 25, 2017

6:00pm

Denmark on High (2nd floor of 463 North High)

*Attendance: all DB Members who RSVP'd yes!*

### **CHRL Directorate Body Closed Meeting**

Sunday, March 26, 2017

8:00am – 2:30pm

Hyatt Regency - Peppercorn

*Attendance: required for all DB Members. This is the last official event for those cycling off the DB and Past Chair.*

### **Next Gen Entity Fair**

Sunday, March 26, 2017

11:15am - 12:00pm

TBD

*Attendance: Selected CHRL Members*

### **Commission-Wide All-Directorates Annual Meeting**

Sunday, March 26, 2017

2:30pm – 4:30pm

TBD

*Attendance: required for all DB Members.*

**Opening Sessions and CelebrACPA**

Sunday, March 26, 2017

4:00pm – 7:30pm

Battelle Grand Ballroom

*Attendance: required for all DB Members; table times to be scheduled.*

**CHRL/OCM Awards and Social**

Monday, March 27, 2017

10:00pm – 11:30pm (awards at 10:30pm)

Short North Pint House (780 N High St)

*Attendance: optional and strongly encouraged!*

**Commission for Housing and Residential Life Open Meeting**

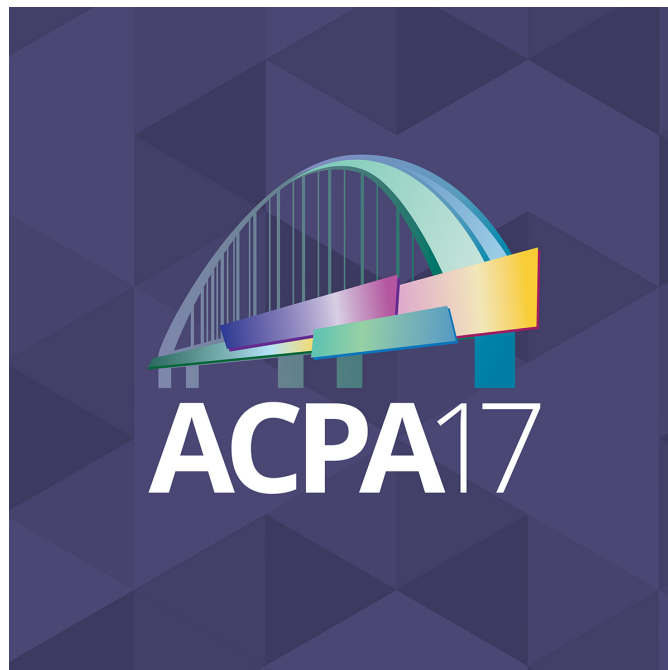
Tuesday, March 28, 2017

12:45pm - 1:45pm

Hyatt Regency - Franklin A

*Invite any Residence Life and/or Housing Professional or Graduate Student!*

*Attendance: required for all DB Members.*



## ACPA 2017 CelebrACPA Preparation & Roles

CHRL will again have a table/station at CelebrACPA this year.

Here are the event roles we will need covered at CelebrACPA. These will be determined at the event, however, if you can bring a camera/phone for pictures, please do!

### ***Stationary***

Hang out at the booth/table, hand out ribbons, provide information on commission, and collect names/institutions of people having their picture taken.

*Directorate Body Members: TBD at Event*

### ***Meet & Greet***

Walk around hall handing out ribbons and encouraging people to stop by our table.

*Directorate Body Members: TBD at Event*

### ***Digital Camera***

Please bring a digital camera/phone, you'll be photographing individuals/groups at the photo booth.

*Directorate Body Members: TBD at Event*

### ***Props/Decorations***

Bring photo-booth materials/decorations for table that play on the theme.

*Directorate Body Members: TBD by Workgroup*



## ACPA 2017 CHRL Sponsored Programs

This year, CHRL is sponsoring 5 programs. Directorate Body members who will represent CHRL and introduce programs will be assigned during the Directorate Body Meeting on Sunday, March 6 and will be given certificates to present during the meeting as well.

If you are assigned as a Directorate Body Representative, please go to the room location for the sponsored program to which you are assigned in advance of the start time of the program. Here is a checklist of information to cover:

- Introduce yourself (name, title, institution).
- Explain that you are representing the CHRL Directorate Body.
- Explain why you are introducing the session: Each year the Commission for Housing & Residential Life sponsors several programs that we believe offer excellent information for HRL professionals. We have recognized the coordinating presenter by funding this professional's registration for ACPA. We hope you consider applying for CHRL sponsorship at future conventions.
- Introduce the title of the session, presenter(s) and thank them for presenting.

### **Transformative Residential Curricula: Lessons Learned Over 10 Years**

Monday, March 27, 2017

9:30am - 10:30am

B131, The Greater Columbus Convention Center

Program Number 188

### **Activation the Potential for Bystander Intervention on Campus**

Monday, March 27, 2017

12:45pm - 1:45pm

C162aa, The Greater Columbus Convention Center

Program Number 253

**Good Housekeeping: Housing Experiences Matter to LGBTQ  
College Student Success**

Monday, March 27, 2017 | 3:45pm - 4:45pm  
B231, The Greater Columbus Convention Center  
Program Number 369

**(Re)imagining Theory-to-Practice in Residential Education  
(Extended Session)**

Tuesday, March 28, 2017  
10:00am - 12:15pm  
B234, The Greater Columbus Convention Center  
Program Number 558

**Living Environments and Student Engagement: Research  
Findings and Implications**

Tuesday, March 28, 2017  
4:45pm - 5:45pm  
A124, The Greater Columbus Convention Center  
Program Number 733

**ACPA  
CHRL**



## Commission Position Descriptions

### *Chairperson*

#### **Summary of Position and Commission:**

For more than five decades, the history of the Commission for Housing and Residential Life (CHRL) has been one of numerous and outstanding contributions to ACPA, to the residence life profession, and to thousands of students who have lived, studied, and matured in residential colleges and universities. The Chair of the Commission for Housing and Residential Life is a critical member of the CHRL directorate body; providing instrumental leadership in advancing the goals and initiatives of the Commission for Housing and Residential Life. The Chair represents one of the largest of ACPA's commissions and actively involve their members in meeting seven major objectives:

- To provide leadership to ACPA and the profession in general for student development in college residence halls.
- To identify issues of special concern and advise colleagues regarding these concerns through the support of research efforts, survey information, reports, position papers, and task force investigations.
- To communicate innovative ideas, special issues, problem resolution, and research information with a broad base of individuals throughout the country who are involved in residence education.
- To maintain a working relationship with other professional organizations, student associations, and other commissions, divisions, and agencies within ACPA that maintain similar or overlapping objectives.
- To cultivate professional development experiences through sponsoring and implementing convention programs and regional workshops.
- To assist in developing a set of professional standards for staff working in residence halls.
- To develop a plan and a process for evaluating the work and



leadership of the commission.

### **Term Specifics and Qualifications:**

- The term of chair is three years; the first as chair-elect, the second as chair, and the third as past-chair
- Interested candidates must have actively served on the CHRL Directorate Body for at least three consecutive term years prior to election
- Attend meetings of Commission Chairs, including the July Leadership Meetings, along with other meetings at the annual Convention as scheduled by the Coordinator of Commissions
- Must have home institutional support for three year commitment, including but not limited to financial means to attend summer ACPA planning meetings, as well as the annual ACPA conventions for three consecutive years during term (four conventions)
- Due to the complexity of the Chair position, interested candidates cannot serve in another leadership role of any kind within ACPA during the time of appointment
- Interested candidates should have extensive knowledge within Housing and Residence Life with at least 7 years progressive experience within the residence life field, and significant contribution to the field of higher education through involvement within ACPA

### **Chair Elect - Leadership and Responsibilities:**

- Assume leadership role as communications coordinator for the Commission to ensure timely, consistent, informative execution of the CHRL communications plan
- Identify the professional development needs of the membership
- In collaboration with current Directorate Body members, develop a comprehensive professional development plan that meets the identified needs of the Commission to be executed upon assumption of the Chair role.
- Assume the role of Chair at CHRL or Association meetings in the

absence of the Chair and Past Chair.

- Other responsibilities as assigned by the Chair

### **Chair - Leadership and Responsibilities:**

- Provide strategic leadership for CHRL and serve as the main liaison and point person for the Directorate body when communicating with the membership, assembly, and International Office staff
- Establish the goals, direction, and vision for CHRL and monitor ongoing progress throughout term
- Align CHRL membership and directorate to ACPA's strategic priorities and work to advance these priorities whenever possible
- Oversee the budget of CHRL and ensure that spending aligns with ethical practice within the field
- Oversee key tasks in the growth and development of CHRL including nomination, election, awards, sponsored programs development, and oversee educational initiatives such as webinars, conferences etc.
- Coordinate and facilitate monthly conference calls with all directorate members and provide specific oversight and direction to CHRL vice-chairs including their appointment, training, initiative support
- Communicate appropriately with the directorate body and CHRL membership regarding the work of CHRL and ACPA
- Other responsibilities as assigned by the ACPA Coordinator for Commissions

### **Past Chair - Leadership and Responsibilities:**

- Assume the role of Chair at CHRL or Association meetings in the absence of the Chair.
- Coordinate outreach efforts to state, regional, national and international entity groups outside of CHRL/ACPA.
- Lead the By-Laws working group (ad hoc); Review CHRL bylaws,

as necessary, and recommend bylaw changes to be brought before the Commission membership

- Legacy project / special projects as assigned by the Chair
- Coordinate commission assessment efforts in collaboration with IO
- Other responsibilities as assigned by the Chair

### ***Vice-Chairperson***

- Assists the Commission Chairperson in directing the Commission.
- Communicates regularly with their assigned committees.
- Responds to requests for information and assistance from committee chairpersons.
- Responds to any requests for assistance, feedback, or specific information from the Commission Chairperson. Assists the Commission Chairperson in identifying the need for new committees and in determining when a committee should be dissolved.
- Assists Commission Chairperson in formulating an agenda for the annual business meeting.
- Provides a mid-year and annual report for the Commission for Housing and Residential Life Chairperson that reviews all work completed and all work still in progress. Provides copies of the annual report to directorate body members during the annual business meeting.
- Presents a summary of his/her committees during the annual business meeting.
- Focusing on the assigned competency areas - responsible for coordination of professional development opportunities, assessment and research endeavors, and resource creation for the commission.
- Coordinate a monthly conference call with group to report on assigned tasks as well as educational and resource development

initiatives.

- Communicate educational efforts via e-mail and through conference call updates to the Commission Chair.

**Specific responsibilities of the Vice-Chairperson include:**

- Convention – With your working group
  - Begin building relationships within your working group
  - Determine who will lead each administrative task assigned to your working group
  - Set appropriate deadlines for administrative tasks (from advertising to delivery/final notifications)
  - Select professional development areas your team will work on this year
    - To include specific opportunities (e.g., webinars), responsibility for leadership, timeline w/ deadlines, etc
- Monthly conference call with your working group (1 hour)
  - Related agenda planning prior and follow-up communications after (typically email)
  - Ongoing communication w/ Chair/Chair Elect regarding questions, concerns, etc. (typically email)
- Monthly conference call with the Chair/Vice Chairs (1 hours)
  - Related information gathering (typically from your working group) and follow-up work after (typically email)
  - Ongoing communication w/ Chair/Chair Elect/other VC regarding questions, concerns, etc. (typically email)
- Leadership and collaborative supervision of your working group regarding administrative tasks - (Ongoing)
  - Related, proactive deadline planning and follow-up w/ team members
  - Tracking and record keeping of efforts w/ your team

- Help to maintain records/documentation for your in Dropbox
- Leadership and collaborative supervision of your working group regarding creation, planning, and delivery of professional development activities/events for CHRL membership (and beyond) - (Ongoing)
  - Related, proactive deadline planning and follow-up w/ team members
  - Tracking and record keeping of efforts w/ your team
  - Help to maintain records/documentation for your in Dropbox
- Collaboration w/ Chair/Chair Elect/other VC on how CHRL can grow/continue to improve - (Ongoing)
  - New ideas, brainstorming, building relationships within and outside of ACPA, explore collaborative partnerships
  - Assist in holding the CHRL leadership team (Chair/Chair Elect/other VC) accountable to CHRL mission, vision, values, and goals
  - Hold your working team accountable to CHRL mission, vision, values, goals, and agreed upon tasks (both administrative and pro-devo.)

### ***Directorate Body Member***

#### **Summary of Position and Commission:**

For more than five decades, the history of the Commission for Housing and Residential Life (CHRL) has been one of numerous and outstanding contributions to ACPA, to the residence life profession, and to thousands of students who have lived, studied, and matured in residential colleges and universities. The elected Directorate Body members of the Commission for Housing and Residential Life are critical to the leadership, success and advancement of CHRL, through representing ACPA and residence life constituents in the higher education field. The Directorate Body member represents one of the largest of ACPA's commissions, and actively involves their constituents in meeting seven major objectives:

- To provide leadership to ACPA and the profession in general for student development in college residence halls.
- To identify issues of special concern and advise colleagues regarding these concerns through the support of research efforts, survey information, reports, position papers, and task force investigations.
- To communicate innovative ideas, special issues, problem resolution, and research information with a broad base of individuals throughout the country who are involved in residence education.
- To maintain a working relationship with other professional organizations, student associations, and other commissions, divisions, and agencies within ACPA that maintain similar or overlapping objectives.
- To cultivate professional development experiences through sponsoring and implementing convention programs and regional workshops.
- To assist in developing a set of professional standards for staff working in residence halls.
- To develop a plan and a process for evaluating the work and leadership of the commission.

**Term Specifics and Qualifications:**

- The term of directorate body member is three years starting at the first national conference following election
- Interested candidates must be actively working in the field of residence life and actively wish to represent the field in areas including operations, facilities, residence education, etc.
- The ability to attend the four national conferences throughout their term and participate actively in regularly scheduled conference calls along with other meetings at the annual convention as scheduled by the CHRL Chair.
- Must have home institutional support for three year commitment, including but not limited to financial means to attend the annual

ACPA conventions for three consecutive years during term.

- Interested candidates should have proven knowledge within Housing and Residence Life with plans to remain in the residence life field and progress as opportunity arises, as well as interest in making significant contribution to the field of higher education through involvement within ACPA.

**Directorate Body Member- Leadership and Responsibilities:**

- Identify professional development needs of higher education professionals in the field of residence life and serve as a key representative of constituents to CHRL, and ACPA as a whole.
- Participate in the planning professional development opportunities guided by ACPA professional competency areas as well as competencies specific to the housing and residential life field. Examples include: Advising and Leadership, Assessment, Learning and Development, Ethics and Legal Foundations, and Social Responsibility, Civic Engagement and Inclusion.
- Support keys tasks in the growth and development of CHRL including nomination, election, awards, sponsored programs, website design, social media, and support the coordination of educational initiatives such as webinars, conferences etc.
- Provide support to CHRL vice-chairs within their specific competency assignment; and as tenure develops within CHRL, provide progressive leadership and oversight including but not limited to the organization of CHRL tasks and assignments or the role of vice-chair itself.
- Encourage participation and involvement on one's own campus and throughout the field for the continued growth and development of CHRL and ACPA, specifically including the nomination of other qualified constituents for the continued growth of CHRL.
- Actively participate in outreach efforts to state, regional, national and international entity groups outside of CHRL/ACPA.
- Other responsibilities as assigned by CHRL leadership including the vice-chairs, chair elect, chair or past chair.

## Directorate Body Leadership

	<b>Laura Arroyo</b>	Associate Director, Residence Life	<i>Elon University</i>	Chair
	<b>Troy Seppelt</b>	Dean of Students	<i>University of Wisconsin – Stevens Point</i>	Past Chair
<i>Class of 2018</i>	<b>Claire Semer</b>	Assistant Director	<i>Bowling Green State University</i>	Vice Chair: Working Group 1
<i>Class of 2018</i>	<b>Nathan Winters</b>	Leadership and Resources Advisor	<i>University of Missouri</i>	Vice Chair: Working Group 2
<i>Class of 2018</i>	<b>Mohamad Saab</b>	Academic Counselor	<i>The Ohio State University</i>	Vice Chair: Working Group 3
<i>Class of 2019</i>	<b>Ann Schafer</b>	Center Coordinator	<i>University of Oklahoma</i>	Vice Chair: Working Group 4



## Directorate Body Vice Chair Teams

### *Working Group 1*

#### **Members**

Claire Semer (Vice Chair)  
Devin Budhram  
MarQuita Barker  
Rachel Collier

#### **Tasks**

**Directorate Body Manual Revisions** (1) – Update and revise the Directorate Body Manual. Gather information from VCs and Chair for all sections of the DB Manual.

**Directorate Body Orientation** (1-2) – Develop agenda and ice breakers to facilitate the orientation of new directorate body members. Coordinate distribution of the manual to new members. Ensure that new members understand the function and structure of the commission and what they should expect during the meetings.

**Elections** (1-2) – In conjunction with the ACPA elections chair, coordinate all aspects of the election process from soliciting candidate names, contacting them and coaching them through writing of their personal statements, posting of the statements, obtain election results and confirm willingness to take positions. Provide information to the Outreach chair as well as the commission chair.

**Social Media** (1) – Ensure web links are present for upcoming events (as written in the newsletter); tweet information about the commission to solicit involvement. Look for new avenues to continue to keep commission members involved and actively participating.

*This year, task assignments will be determined within each team.  
Please see this year's Procedures Manual for instructions and  
resources for each task.*

## ***Working Group 2***

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### **Members**

Nathan Winters (Vice Chair)  
Bianca Hicks  
Amy Howard  
Brandin Howard  
Shetina Jones

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### **Tasks**

**Awards** (1-2) – Serve as the liaison to the Awards Coordinator for ACPA, solicit nominations, Coordinate Reviewers for nominations from the Commission.

**Blog** (1) – Provide timely content and updates to the blog; ensure blog access for VCs and others as requested; post requested items.

**CelebrACPA** (1) – Plan for promotion of the commission at the Showcase, solicit directorate members to assist with staffing the table, coordinate t-shirts for commission members.

**Residential Curriculum Institute Planning Team** (1-2) – 2016-2017 Conference

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*This year, task assignments will be determined within each team. Please see this year's Procedures Manual for instructions and resources for each task.*

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### ***Working Group 3***

#### **Members**

Mohamad Saab (Vice Chair)  
 Douglas Stoves  
 Jessica Prodoehl  
 Steven Knepp  
 Dennis Scott

#### **Tasks**

**DB Updates (1)** – Coordinate minutes from each of the Vice chairs and send out to the directorate body. Solicit information from the DB regarding conference attendance and desired involvement for the year – provide to commission chair. Coordinate assessment of DB members to obtain feedback about their experiences (satisfaction), ideas, and needs.

**Newsletter (1-2)** – Coordinate communication to membership – Coordinate a monthly e-mail including – chair updates, updates from each of the four vice chairs, upcoming professional development opportunities (offered by commission as well as ACPA and other professional organizations). Ensure a copy of the newsletter content is posted to the web page.

**OCM Social and Awards Event (1)** – Communicate with OCM representative as he/she identifies a location for the shindig. Identify mechanisms, including the newsletter, facebook page and other social media outlets to invite participants. Coordinate awards and other announcements with Commission Chair.

**Scholarships (1-2)** – Next Generation Conference – Review applications and recommend recipients for the 3 next generation scholarship recipients. Provide names to the commission chair and to the coordinator of the scholarships (January). Meet with scholarship participants at time IDed by Next Gen coordinator.

*This year, task assignments will be determined within each team.  
 Please see this year's Procedures Manual for instructions and  
 resources for each task.*

## ***Working Group 4***

### **Members**

Ann Schafer (Vice Chair)  
Marquis Bennett  
Timothy Reardanz  
Jessica Shapiro

### **Tasks**

**Open Meeting** (1-2) – Coordinate meeting agenda and facilitators for breakouts as needed; solicit contact information and write follow-up e-mail to individuals who attended. Forward attendee’s contact information to appropriate vice chairs to solicit continued involvement.

**Procedures Manual Revisions** (1) – Update and revise the Directorate Body Manual and Procedures Manual. Gather information from VCs and Chair for DB Manual. Solicit information from each of the individuals with task assignments for the Procedures Manual asking them to detail (in cookbook fashion) how their task is completed – including timeline, individuals to contact/solicit involvement from, example communications, etc.

**Sponsored Programs** (1-2) – Coordinate selection of 5 sponsored programs and 1 round table for the convention – solicit volunteer reviewers, identify winners and communicate information to Coordinator, write information for newsletter and provide to Outreach group; create certificates for distribution at conference; coordinate hosts to present certificates and introduce programs.

**Webpage** (1) – Update membership lists annually; solicit and post information about awards, professional development opportunities, resources, RCI, elections, next generation scholarships and convention events – post to the web.

*This year, task assignments will be determined within each team.  
Please see this year’s Procedures Manual for instructions and  
resources for each task.*

## Class of 2017

### Indianapolis – Tampa – Montreal – Columbus

<b>Ali Guokas</b>	Residence Hall Director	<i>New York University</i>	<a href="mailto:guokas@nyu.edu">guokas@nyu.edu</a>
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<b>Katie Newcomb</b>	Area Coordinator	<i>SUNY Geneseo</i>	<a href="mailto:newcombk@geneseo.edu">newcombk@geneseo.edu</a>
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<b>Megan Wyett</b>	Director of Student Conduct and Leadership	<i>SUNY Polytechnic Institute</i>	<a href="mailto:meganwyett@gmail.com">meganwyett@gmail.com</a>

## Class of 2018

### Tampa – Montreal – Columbus – Houston

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<b>Douglas Stoves</b>	Dean of Students	<i>University of Texas at Brownsville</i>	<a href="mailto:douglas.stoves@utb.edu">douglas.stoves@utb.edu</a>
<b>Nathan Winters</b>	Leadership and Educational Resources Advisor	<i>University of Missouri</i>	<a href="mailto:wintersn@missouri.edu">wintersn@missouri.edu</a>

## Class of 2019

### Montreal – Columbus – Houston – Boston

<b>Devin Budhram</b>	Residence Hall Assistant Director	<i>New York University</i>	<a href="mailto:dbudhram@nyu.edu">dbudhram@nyu.edu</a>
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<b>Steven Knepp</b>	Interim Housing Coordinator	<i>Binghamton University</i>	<a href="mailto:sknepp@binghamton.edu">sknepp@binghamton.edu</a>
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<b>Jessica Shapiro</b>	Residence Director	<i>Ithaca College</i>	<a href="mailto:jessica.lauren.shapiro@gmail.com">jessica.lauren.shapiro@gmail.com</a>

## Class of 2020 - Welcome!

### Columbus – Houston – Boston – Nashville

<b>MarQuita Barker</b>	Senior Associate Director of Residence Life	<i>Elon University</i>	<a href="mailto:mbarker4@elon.edu">mbarker4@elon.edu</a>
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<b>Rachel Collier</b>	Assistant Director of High School Life	<i>UNC School of the Arts</i>	<a href="mailto:collierr@uncsa.edu">collierr@uncsa.edu</a>



## **Appendix: Bylaws Working Document**

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### **Commission for Housing & Residential Life Election Guidelines**

#### **Chairperson**

The Commission Chairperson is nominated by Directorate Body members and elected by the total Commission membership to a two-year term and serve one additional year on the Directorate Body as Past Chairperson to assist the new chairperson with a smooth transition. In the case of uncontested ballots the Commission Chair, in consultation with the Coordinator for Commissions, decides upon the process for completing those elections and notifying the membership.

#### **Qualifications:**

- Any Directorate Body member who has served on the Directorate since the last Chairperson election is eligible to be nominated and elected as Chairperson.
- Commission Chairpersons shall be elected according to the same guidelines and procedures as are presently in effect for other offices of the Association.
- The Chairperson of the Commission for Housing and Residential Life must be a current or past member of the Directorate Body of the Commission for Housing and Residence Life.
- The Chairperson must meet all qualifications as outlined in the election guidelines for Directorate Body members.
- The Chairperson is eligible to be nominated and elected to the Directorate Body again only after two years have elapsed since his/her term of office ended.

#### **Responsibilities of newly elected Chairperson:**

In each Commission, the Chairperson will personally, by delegation or group action, take responsibility for the accomplishment of the following tasks:

- Welcome new Commission members

- Development of mechanisms for their involvement in Commission tasks and Commission activities at the annual convention.
- Communication with the Directorate Body and Commission membership regarding the work of the Commission and the Association.
- Generation of issues for which the Commission will organize to give professional leadership.
- Nomination and election of Directorate members and a Chair-elect, including:
  - explanation to Directorate members of their duties,
  - requesting resignations if duties are not carried out, and
  - replacement of Directorate vacancies.
- Organize and conduct an orientation for new Directorate members and for the new Chair-elect. Train the chair-elect and provide access to communications to the commission.
- Establish with the Commission members an internal leadership structure which at minimum includes at least one Vice Chairperson who is qualified to assume interim Chairpersonship, if necessary. In addition to liaison appointments, relationships might be established with other organizations that have related interests and other internal task forces or Commissions. Internal procedures may vary in accordance with the Commission's needs and objectives.
- Plan and conduct the annual meeting of the Commission at the Spring Convention for two years and assist in the planning for the third year.
- Submission of annual budget under procedures outlined in the Chairperson's Manual with the expectation that such preparation will somehow involve the Commission Directorate through task force needs, etc., and the new Chairperson if one is assuming office in the new budget year. Expenditures must be within the authorized budget.
- Submission of a mid-year and an annual report to the Coordinator for Commissions in a manner and time specified.
- Attendance at meetings of Commission Chairpersons and the ACPA Assembly, along with other meetings at the annual convention as scheduled by the Coordinator for Commissions.
- Appointment of liaisons to appropriate ACPA committees and task forces as requested.

- Generation of position papers and responses for the other Commission Chairpersons and the Association to review when needed.
- Communication with the Coordinator for Commissions regarding Commission status and activities as well as responding to requests for specific information.
- Serving on committees appointed by the Coordinator for Commissions or generated by the Commission Chairpersons' meeting.
- Serving the final year of the three-year term as the Past-Chairperson, offering assistance to the new Chairperson and serving as a voting member on the Directorate.
- Upholding the ACPA Constitution and by-laws and ACPA Assembly action in handling Commission business.
- Responding to requests for input from the Coordinator for Commissions and other Association officers as they conduct their functions.

### **Nomination Process:**

(To occur on alternate years, providing a Chair-elect during Chair's second year in office)

- At the time the call for nominations for Directorate Body elections is sent out by the Elections Coordinator, the Chairperson sends out a call for nominations for Chairperson. This call for nominations is sent to all current Directorate Body members and past Directorate Body members from the previous two years.
- Each Directorate Body member may nominate as many past or present Directorate Body members as he/she believes can fulfill the responsibilities of the position. Self-nominations are permissible.
- Nominations are due to the Chairperson at the same time Directorate Body nominations are due to the Elections Coordinator. The two former or current Directorate Body members who receive the most nominations are placed on the ballot after being contacted to determine interest in being elected Chairperson. Each is expected to provide a written candidate statement (not more than 100 words) which is provided to the membership for review prior to elections being opened online by the International Office.

- In the event there is a tie for a spot on the ballot, the Chairperson shall determine those interested in being elected and all nominees are included on the ballot.

## **Chairperson Elections**

- The Chairperson shall notify the Elections Coordinator of the names of the three nominees. The ballot and candidates' statements are sent simultaneously with the ballot for Directorate Body Elections.
- If the Elections Coordinator is not one of the three nominees for Chairperson, the Chairperson ballot will be included on the ballot for Directorate Body elections, and the Elections Coordinator will tabulate the results of both elections.
- If the Elections Coordinator is one of the three nominees for Chairperson, the ballot for Chairperson will be a separate ballot from the Directorate Body election ballot. While these ballots are to be mailed to the membership together, the instructions to the membership must designate that the Chairperson elections ballots are to be returned to the current Commission Chairperson, who will tabulate the results and notify the Elections Coordinator of the results for distribution (with the results of the Directorate Body elections) to the membership.
- All Commission for Housing and Residential Life members are eligible to vote in the Chairperson election.
- Names of the nominees will be listed on the ballot according to the results of a random selection process completed by the Chairperson.
- In the event of a tie in the election, a random selection process, as determined by the Chair and Vice-Chair(s) of the results will break the tie. If any of the Vice-Chairs are running for the Chair position, they will not help determine the tie breaking process.
- Election results are immediately sent to the Commission Chairperson from the International Office. The Chairperson will then send the results to the Elections Coordinator. Once any ties are disputed, the Chair and Elections Coordinator will notify, via phone, all candidates of the results and get verbal confirmation of acceptance from those candidates who were elected before notifying the Directorate Body members first, followed by the general Commission membership, all via email.

## Vacancy

- In the event the Chairperson leaves office prior to the end of his/her term, the line of succession is as follows:
  - Chair-Elect
  - Vice Chairpersons
  - Immediate Past-Chairperson
  - The person defeated in the last Chairperson elections
  - Volunteer from the Directorate Body
- The term of office for a person filling a vacancy in the Chairperson position shall be the duration of the term of the Chairperson being replaced.
- Any person filling the Chairperson vacancy shall take office immediately.
- Any person filling the Chairperson vacancy shall be eligible to a full-term of office immediately upon the conclusion of his/her term, providing the vacancy filled initially was not for a full term of office.

## Removal of a Chair

Removal of a Commission Chair (from Article XII, Section 12.06 of the ACPA Bylaws)

- A Commission Chair may be removed from office with cause, by the same removal criteria as apply to the removal of officers.
- Procedures for removal of a commission chair shall be as follows:
  - Upon submission of a request for removal of a commission chair via written statement of evidence of proper cause, signed by one-third of the directorate body members of that commission, the Coordinator for Commissions is required to present the matter to the full directorate body for a vote.
  - The Coordinator for Commissions will notify the chair involved by mail or email of the request for removal within two weeks. Such notification shall include the allegations involved in the request for removal and ask for a written response to the request.
  - The chair involved has the right to present a written response to the request for removal within two weeks of receipt of the request for removal.

- The Coordinator for Commissions will conduct the vote in the following manner:
- Within two weeks after receipt of the written response (if any) the Coordinator for Commissions must conduct a ballot of the full directorate.
- The ballot must include the original request for removal including the specific allegations of proper cause and the written response if desired by the commission chair.
- The full directorate has two weeks to respond to the ballot. Upon a two-thirds vote for removal by the members of the directorate body, the Coordinator for Commissions declares the chair position vacant and normal procedures for filling the vacancy will be followed.

### **Resignation of a Commission Chair**

- A Commission Chair who is unable or unwilling to serve a full term shall be replaced upon written resignation sent to the Coordinator for Commissions.
- The Commission Chair shall notify the Coordinator for Commissions about his or her plans to resign.
- The Coordinator for Commissions shall determine if the chair-elect is willing to serve. If so, the chair-elect becomes the chair.
- Should the chair-elect position be vacant, the chair shall give the name of the next highest vote-getter in the last chair election. That individual will be asked to serve as interim chair until the next Commission election. If that individual is unable to serve, a member of the Directorate will be asked to serve as interim chair until the next Commission election.
- The Coordinator for Commissions shall insure a smooth transition and oversee the training of the new chair, as well as ensure that a proper election is conducted.

### **Directorate Body Members**

#### **Qualifications:**

- Directorate Body members must be members of ACPA and of the Commission for Housing and Residential Life.

- One cannot be a member of any other ACPA Commission Directorate Body while serving on the Commission for Housing and Residential Life.
- Directorate Body members must be currently or formerly employed in a full-time position in housing/residence life; graduate students with no full-time experience are not eligible.

### **Requirements:**

If elected, Directorate Body members are expected to:

- Serve a three-year term of office, commencing with the ACPA convention following their election.
- Chair at least one committee or task force during their term of office.
- Attend all ACPA conferences during their term.

### **Elections Process**

Each year, an Elections Coordinator will direct and execute all aspects of the Commission elections process. A new Elections Coordinator will be appointed each year. The Chair will identify and appoint an Elections Coordinator from interested members of the Directorate Body.

- Elections shall occur before the end of the calendar year every year, allowing for the announcement of winners prior to the start of the next calendar year.
- The Elections Coordinator will work with the Chair to determine the dates and schedule, based on the available start dates provided by the ACPA International Office, of all elections-related activities. The Elections Coordinator is responsible for completion of all appropriate paperwork to ensure elections can be completed electronically through the ACPA International Office.
- A call for nominations is sent to the entire membership of the Commission for Housing and Residential Life in early September of each year. Within the call for nominations, mention must be made that the Commission for Housing and Residential Life is committed to a broad representation on its Directorate Body, and nominations reflecting this affirmative recruitment are encouraged.

- The Elections Coordinator will work to ensure that those candidates slated for election are representative of graduate students, new, mid-level, and senior-level professionals.
- Nominations will be accepted during one 2-week period and will be collected electronically.
- Members may nominate as many people as they believe can fulfill the responsibilities of serving on the Directorate Body. Nominees may come from any region. Self-nominations are permissible.
- Once all nominations have been received, a slate of no more than 16 candidates will be compiled, with the goal of electing 8 new Directorate Body members.
- The final list of nominees to be slated for election will be determined based on criteria identified by the Chair, Vice-Chair(s) and Chair-Elect (as applicable).
- Once finalists are identified, they will complete an information packet, provided electronically, that includes a written statement of no more than 100 words about what they plan to accomplish, if elected. They will also provide details on past CHRL involvement and professional accomplishments. The information provided by candidates will be sent to all Commission members electronically when the elections process opens for voting.
- In the event that there are not enough nominees to fill the ballot, The Chairperson will determine if the remaining spaces should be filled. If they are to be filled, vacancies on the Directorate Body will be fulfilled by Commission Chairperson appointment following the election.

## **Elections**

All elections for the Commission for Housing and Residential Life will be completed online through the ACPA International Office process.

- Voters can cast a vote of one candidate for each vacancy being filled.
- The ACPA International Office will track all votes cast during the election.
- Names of the nominees will be listed on the ballot alphabetically.
- 8 new members are elected to the Directorate Body each year.



- In the event of a tie in any election category upon completion of the election, a random selection process determined by the Chairperson and the Elections Coordinator will break the tie.
- Election results are immediately sent to the Commission Chairperson from the International Office. The Chairperson will then send the results to the Elections Coordinator. Once any ties are disputed, the Chair and Elections Coordinator will notify, via phone, all candidates of the results and get verbal confirmation of acceptance from those candidates who were elected before notifying the Directorate Body members first, followed by the general Commission membership, all via email.

### **Directorate Body Vacancies**

In the event a Directorate Body member leaves office prior to the end of his/her term, vacancies can be filled in any one or a combination of three ways:

- Taking the candidate who received the next most votes from the most recent Directorate Body elections.
- Via the regular elections process which the Commission uses to seat new members to the Directorate Body.
- By Commission Chair appointment.
- The Elections Coordinator in consultation with the Commission Chair shall determine the method used to fill any vacancy.

Guidelines to fill a vacancy are:

- If a vacancy occurs during the first half of the year following the regular election, then method A listed above will be used to fill the vacancy.
- If a vacancy occurs subsequent to the first half of the year following the elections, then, dependent on the timing of the vacancy and/or the number of nominees available and/or the nature of the vacancy being filled, either of methods B or C will be used to fill the vacancy.
- If a vacancy(s) is to be filled by method B (regular election process), then the number of nominees in the category(s) in which the vacancy(s) occurred will remain at three. However, the number elected will be increased to equal the number of vacancies needing to be filled. The person receiving the most votes will be elected to the full term. The person receiving the next highest

number of votes will fill the term of the vacant position, with this process continuing to be used to fill all vacancies in all election categories.

- If the third method (Commission Chairperson appointment) is used, the Chairperson will attempt to fill the vacancy with a person meeting eligibility requirements in the category in which the vacancy occurred.
- The term of office for a person elected/appointed to fill a vacancy shall be the duration of the term of the Directorate Body member being replaced.
- Except for length of term of office, any person elected/appointed to fill a vacancy on the Directorate Body shall meet all requirements of membership.
- Any person elected/appointed to fill a vacancy shall take office immediately upon his/her election/appointment.
- Any person elected/appointed to fill a vacancy shall be eligible for re-election to a full term immediately upon the conclusion of his/her term, providing the vacancy filled initially was not for a full term.
- Person(s) elected/appointed to fill a vacancy do not automatically assume the committee and/or other responsibilities formerly held by the person whom they are replacing.