I. Unit title: Housing and Residence Life

Unit Administrator: Elsie Lynn Ervin

II. Date and Information for department:

<table>
<thead>
<tr>
<th>#new applications</th>
<th>1997</th>
<th>1998</th>
<th>1999</th>
<th>2000</th>
<th>2001</th>
</tr>
</thead>
<tbody>
<tr>
<td>(as of March 15th)</td>
<td>218</td>
<td>172</td>
<td>210</td>
<td>211</td>
<td>222</td>
</tr>
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</table>

Residents for:

<table>
<thead>
<tr>
<th></th>
<th>1999</th>
<th>2000</th>
<th>2001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall (9-15-00 room report)</td>
<td>1328</td>
<td>1325</td>
<td></td>
</tr>
<tr>
<td>Spring (2-1-01 room report)</td>
<td>1185</td>
<td>1172</td>
<td>1138</td>
</tr>
<tr>
<td>Summer (1st and 2nd terms combined)</td>
<td>284</td>
<td>210</td>
<td></td>
</tr>
</tbody>
</table>

III. Personnel:

Noteworthy activities and accomplishments

- Julie Jackson continues to serve as Treasurer for the Mississippi Association of Housing Officers until February 2002.
- Elsie Lynn Ervin, Tyrone Jackson, and Julie Jackson attended the annual conference for the Mississippi Association of Housing Officers.
- Elsie Lynn Ervin serves as the chair of the Incentives and Recognition Committee of the Administrative Staff Council.
- Tyrone Jackson serves on the Salaries and Benefits committee of the Administrative Staff Council, and the Enrollment Management Committee. He also served on the Realignment Task Force for Enrollment Management.
- Julie Jackson serves as a member of the International Education Task Force.
- Mary Jane Ervin, Senior Secretary, serves on the Banner Advisory Committee.
- Elsie Lynn Ervin and Julie Jackson represented Delta State University at the Southeastern Association of Housing Officers’ Conference in Birmingham, Alabama.

New position(s) requested, with justification

- None

Recommended change of status (such as promotion/tenure/change in responsibility)

- None
IV. Department Goals for 2000-2001

A. Goal # 1:
   > Continue the project of replacing all outside residence hall doors, door hardware, and security mechanisms.

B. Institutional Goal which was supported by this goal:
   > Provide the resources, facilities and the physical environment which contribute to the intellectual, cultural, ethical, physical, and social growth and development of the student and of the surrounding community.

C. Expected Results:
   > To provide a safe and secure living environment.

D. Evaluation Procedure(s):
   > Housing staff surveyed all outside doors and locking mechanisms and compiled a listing of needed replacements and repairs.

   > Doors, door hardware, and security mechanisms have been installed in needed areas.

E. Actual Results of Evaluation:
   > With the assistance of the Director of the Physical Plant, a door specialist was invited to campus to make recommendations for our two oldest residence halls because we felt that they had special needs.

   > After surveying the needs of our two oldest residence halls, the door specialist recommended that the local fire marshall/inspector be consulted about some of the recommendations that were made.

   > The local fire marshall met with the Directors of Housing and Residence Life and the Physical Plant and approved the recommendations made by the door specialist.

   > The Director of the Physical Plant then contacted the door specialist to proceed with his quotation for the recommended changes.

   > After numerous attempts during the 2000-2001 term we still have not heard from the door specialist concerning the two oldest residence halls.

   > Panic hardware was installed on 3 single exit doors and locking mechanisms were adapted to accommodate the panic hardware in Hugh White Residence Hall.

F. Use of Evaluation Results:
   > The listing of security needs will continually be updated by Housing personnel, and requests will be made as the needs arise.

   > We will continue to pursue the replacement of the doors, hardware, and locking mechanisms on our two oldest residence halls.
(Department Goals for 2000-2001 continued)

A. Goal # 2:  
> Continue the renovation project on the Court of Governors.

B. Institutional Goal which was supported by this goal:  
> Provide administrative services and auxiliary enterprises (student housing, bookstore, food services, etc.) which are effective and efficient in the support of the institutional mission.

C. Expected Results:  
> The first phase of the renovation project would be complete with a new roof and increased capacity of the mechanical supply equipment to handle effectively both the Court of Governors and the New Men’s Residence Hall.

> The replacement of all plumbing (fixtures and piping) and heat/air conditioning systems would be complete for one or more of the four wings of the Court of Governors.

D. Evaluation Procedure(s):  
> A series of meetings have been held among the architectural firm of Johnson, Bailey, Henderson, and McNeel, and the university administrators to finalize plans for the second phase of the renovation.

> Final plans were approved and construction began on the project to be completed by the end of the Fall 2001 semester.

> Construction has been completed on the second phase of the renovation project.

E. Actual Results of the Evaluation:  
> Final plans have been approved.

> A construction bid has been awarded by the university for two of the four wings of the Court of Governors.

> Construction will begin in mid-May 2001.

F. Use of Evaluation Results:  
> Although the second phase of the renovation project has been awarded for two of the four wings of the Court of Governors, there are other serious needs for this complex in order to bring it up to the standard of our other residence halls.

> Housing and Residence Life will continue to work with other university officials toward the long-range goal of complete renovation of the Court of Governors.
(Department Goals for 2000-2001 continued)

A. **Goal # 3:**
   > Continue plans for an academic course for the purpose of training current and prospective resident assistants.

B. **Institutional Goal which was supported by this goal:**
   > Provide the resources, facilities, and the physical environment which contribute to the intellectual, cultural, ethical, physical, and social growth and development of the student and of the surrounding community.

C. **Expected Results:**
   > Approve a course to train current and prospective resident assistants, including a course syllabus and resources to assist in teaching the course.

D. **Evaluation Procedure(s):**
   > Academic approval of the course and the scheduling of the course for the proposed semester.

   > Students enrolled in the course who are developing the skills necessary to be successful resident assistants.

E. **Actual Results of Evaluation:**
   > A course for training current and prospective resident assistants has been proposed and approved.

   > Eighteen students enrolled in the course for the Spring 2001 semester.

F. **Use of Evaluation Results:**
   > With the completion of the course for the Spring 2001 semester, Housing and Residence Life will continue to advertise to current and prospective resident assistants for future classes.
(Department Goals for 2000-2001 continued)

A. **Goal # 4:**
   > Improve our policies and methods of accommodating students who have needs for twelve-month housing – specifically international students and students working in the Cleveland community.

B. **Institutional Goal which was supported by this goal:**
   > Provide the resources, facilities, and the physical environment which contribute to the intellectual, cultural, ethical, physical, and social growth and development of the student and of the surrounding community.

C. **Expected Results:**
   > To have a revised policy for twelve month housing of international students as well as other students with special needs.

D. **Evaluation Procedure(s):**
   > Evaluation of the current policies and consideration of the increased number of requests for twelve-month housing.

   > Development of a policy to allow international students and students with special needs to be housed in the residence halls during holiday and interim periods.

E. **Actual Results of Evaluation:**
   > Determined that there was a need for holiday and interim housing due to an increased number of requests.

   > Housing and Residence Life has a policy that allows international students and students with special needs to be housed during holiday and interim periods.

   > The policy does require a minimum payment of five dollars per night for each student with approval, excluding payment from those students who are required by the university to be here.

F. **Use of Evaluation Results:**
   > Housing and Residence Life will continue to provide holiday and interim housing for international students and students with special needs at a minimal cost.

   > Housing and Residence Life will continue to work with other university departments, including the office for international students, in accommodating our students’ needs.

   > Housing and Residence Life will continue to use this service and others to maintain a positive image with our Cleveland community.
(Department Goals for 2000-2001 continued)

A. **Goal # 5:**
   > Survey all commuting students during the Fall semester to determine their reason(s) for not living on campus.

B. **Institutional Goal which was supported by this goal:**
   > Provide a rich campus life with a variety of cultural and extra-curricular activities and other opportunities for personal development.

C. **Expected Results:**
   > A statistical report indicating the reasons commuting students are not living on campus.

D. **Evaluation Procedure(s):**
   > After a series of meetings with Institutional Research and Information Technology Services, a survey was formulated to distribute to all commuting students living within a sixty mile radius of the university.

   > After Institutional Research tabulated the results, a report was made to Housing.

E. **Actual Results of Evaluation:**
   > Since our last survey of commuting students in the Spring 2000 semester, we decided that we needed to survey our existing residents instead of commuters.

   > Housing met with Institutional Research to discuss the need for a survey of our existing residence hall students to determine their level of satisfaction with Housing and Residence Life.

   > Institutional Research formulated a survey for Housing and Residence Life.

   > All residence hall students were surveyed to determine their level of satisfaction with Housing and Residence Life.

F. **Use of Evaluation Results:**
   > Even though the return response was greater than the commuting student survey, the response was still minimal.

   > Housing and Residence Life will continue to study possible ways to get a better survey response.

   > Housing and Residence Life will make a continued effort to create more appealing residence halls for our students.

   > Housing and Residence Life will continue to evaluate the needs of residence hall students.
V. Unit Budget Plan

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Program Name</th>
<th>Previous Budget Request</th>
<th>Current Budget</th>
<th>New Budget Request</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>5201-209-75791</td>
<td>Other Prof. Fees</td>
<td>500</td>
<td>500</td>
<td>0</td>
<td>*</td>
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<tr>
<td>5203-211-75791</td>
<td>Other Prof. Fees</td>
<td>400</td>
<td>400</td>
<td>396</td>
<td>*</td>
</tr>
<tr>
<td>5205-213-75791</td>
<td>Other Prof. Fees</td>
<td>500</td>
<td>500</td>
<td>0</td>
<td>*</td>
</tr>
<tr>
<td>5207-215-75791</td>
<td>Other Prof. Fees</td>
<td>500</td>
<td>500</td>
<td>0</td>
<td>*</td>
</tr>
<tr>
<td>TOTALS</td>
<td></td>
<td><strong>1,900</strong></td>
<td><strong>1,900</strong></td>
<td>396</td>
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</tr>
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</table>

**Justification:**

*The proposed decreases of $1,504.00, the total from 4 account numbers only in Other Professional Fees and Services, are to meet the 4% budget reduction mandated by the university for 2001-2002.

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Program Name</th>
<th>Previous Budget Request</th>
<th>Current Budget</th>
<th>New Budget Request</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>5201-209-75130</td>
<td>Scholarships</td>
<td><strong>17,940</strong></td>
<td><strong>16,380</strong></td>
<td><strong>19,260</strong></td>
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<tr>
<td>5203-211-75130</td>
<td>Scholarships</td>
<td><strong>5,980</strong></td>
<td><strong>5,460</strong></td>
<td><strong>6,420</strong></td>
<td>*</td>
</tr>
<tr>
<td>5205-213-75130</td>
<td>Scholarships</td>
<td><strong>5,980</strong></td>
<td><strong>5,460</strong></td>
<td><strong>6,420</strong></td>
<td>*</td>
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<tr>
<td>5207-215-75130</td>
<td>Scholarships</td>
<td><strong>11,960</strong></td>
<td><strong>10,920</strong></td>
<td><strong>12,840</strong></td>
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<tr>
<td>5209-217-75130</td>
<td>Scholarships</td>
<td><strong>2,990</strong></td>
<td><strong>2,730</strong></td>
<td><strong>3,210</strong></td>
<td>*</td>
</tr>
<tr>
<td>TOTALS</td>
<td></td>
<td><strong>44,850</strong></td>
<td><strong>40,950</strong></td>
<td><strong>48,150</strong></td>
<td>*See Below</td>
</tr>
</tbody>
</table>

**Justification:**

*The proposed increases are needed to cover the increased cost of room, board, and laundry for eleven Hall Directors and four Assistant Hall Directors.
<table>
<thead>
<tr>
<th>Account Number</th>
<th>Program Name</th>
<th>Previous Budget Request</th>
<th>Current Budget</th>
<th>New Budget Request</th>
<th>Priority</th>
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<tbody>
<tr>
<td>5208-216-50761</td>
<td>Rent-Dorm, House or Apt.</td>
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<tr>
<td>5208-216-61500</td>
<td>Technical and Paraprofessional</td>
<td>0</td>
<td>0</td>
<td>10,386</td>
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<tr>
<td>5208-216-61700</td>
<td>Service/Maintenance</td>
<td>0</td>
<td>0</td>
<td>5,182</td>
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<tr>
<td>5208-216-62801</td>
<td>Regular Student Employment</td>
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<td>7,200</td>
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<td>5208-216-63000</td>
<td>Fringe Benefits</td>
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<td>4,593</td>
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<td>5208-216-75130</td>
<td>Scholarship</td>
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<td>5208-216-75230</td>
<td>Telephone Long Distance</td>
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<td>5208-216-75250</td>
<td>Cable TV</td>
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<td>0</td>
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<td>5208-216-75310</td>
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<td>5208-216-75320</td>
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<td>5208-216-75340</td>
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<tr>
<td>5208-216-75350</td>
<td>Garbage Disposal</td>
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<td>0</td>
<td>2,200</td>
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<tr>
<td>5208-216-75620</td>
<td>Repair &amp; Serv. Bldgs. &amp; Grounds</td>
<td>0</td>
<td>0</td>
<td>7,600</td>
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<tr>
<td>5208-216-75790</td>
<td>Other Prof. Fees</td>
<td>0</td>
<td>0</td>
<td>400</td>
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<tr>
<td>5208-216-75810</td>
<td>Insurance and Fidelity Bonds</td>
<td>0</td>
<td>0</td>
<td>2,500</td>
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<tr>
<td>5208-216-7600</td>
<td>Commodities</td>
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<td></td>
<td></td>
<td>0</td>
<td>382,004</td>
<td></td>
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</tbody>
</table>

**Justification:**

* The proposed budget requests are needed to establish a beginning budget for the New Men’s Residence Hall. These figures are based on the current budget for Brumby-Castle Hall since the buildings are so similar in size and design. The only exception to Brumby-Castle’s current budget is the scholarship category; the amount for the New Men’s building is increased to cover the 2001-2002 increase in room, board, and laundry for the residence hall director.
VI. **New Goals for 2001-2002:**

A. Continue the project of replacing all outside residence hall doors, door hardware, and security mechanisms.

B. Continue the renovation project on the Court of Governors.

C. Modify the flat rate for room fees to a graduated rate scale based on the style of accommodations.

D. Continue to study the students’ needs/requests for guaranteed private rooms and adjust our numbers accordingly.

E. Improve the compensation for our resident assistants by giving a room, board, and laundry scholarship.