Housing & Residence Life
Annual Report
2001-2002
DELTA STATE UNIVERSITY: ANNUAL REPORT
for the Calendar Year 2001-2002
and Budget Request 2002-2003

I. Unit title: Housing and Residence Life

Unit Administrator: Elsie Lynn Ervin

II. Date and Information for Department:

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<th>1999</th>
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<td>#new applications</td>
<td>172</td>
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<td>(as of March 15th)</td>
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Residents for:

- Fall (9-15-01 room report) 2000 1325 1251
- Spring (2-1-02 room report) 2001 1172 1138 1094
- Summer (1st and 2nd terms combined) 2002 210 264

III. Personnel:

Noteworthy activities and accomplishments

- Julie Jackson continued to serve as Treasurer for the Mississippi Association of Housing Officers until February 2002.
- Julie Jackson was elected to serve as President of the Mississippi Association of Housing Officers from February 2002 until February 2003.
- 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, the Enrollment Management Committee, the Realignment Task Force for Enrollment Management, and the Student Services Administration Building Logistics Task Force.
- Mary Jane Ervin and Julie Jackson serve on the Banner Advisory Committee.
- Mary Jane Ervin and Julie Jackson attended the annual Mississippi Banner Users Group conference in Biloxi, Ms.
- Elsie Lynn Ervin and Julie Jackson represented Delta State University at the Southeastern Association of Housing Officers' Conference in Nashville, Tennessee.
- Julie Jackson and Tyrone Jackson serve on the Student Life Task Force.
- Elsie Lynn Ervin serves as a member of the All Campus Card Task Force.
- Elsie Lynn Ervin received the H. L. Nowell Outstanding Staff Award at 2002 Commencement.
New position(s) requested, with justification
➤ None

Recommended change of status (such as promotion/tenure/change in responsibility)
➤ None
IV. Department Goals for 2001-2002

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 approved areas.

E. Actual Results of Evaluation:
   > During the renovation of Brewer and Noel Halls (2 wings of the Court of Governors), all eight double exit doors, hardware, panic devices, and locking mechanisms were replaced.
   > The previous recommendations from a door-specialist regarding Ward Hall and Cleveland Hall exit doors have not been acted upon at this time.

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 (Ward Hall and Cleveland Hall).
(Department Goals for 2001-2002 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 second phase of the renovation project for Brewer and Noel Halls of the Court of Governors would be complete with the following renovations:
     > a new mechanical system which would include the replacement of all plumbing (fixtures and piping) and heat/air conditioning systems.
     > replacement of room light fixtures and relocation of electrical outlets and switches.
     > removal of all built-in furniture to be replaced with new freestanding furniture.
     > replacement of all flooring with new carpet or vinyl tile.
     > replacement of all shower and restroom ceramic tile.
     > replacement of all eight double exit doors, hardware, panic devices, and locking mechanisms.
     > paint all interior walls.

D. **Evaluation Procedure(s):**
   > A series of meetings would be held among the architectural firm of Johnson, Bailey, Henderson, and McNeel, and the university administrators to continue the second phase of the renovation.

   > Construction would begin on the project to be completed by the end of the Fall 2001 semester.

   > Construction would be completed on the second phase of the renovation project.

E. **Actual Results of the Evaluation:**
   > Construction began in mid-May 2001 on the Court of Governors renovation.

   > The second phase of the renovation project for Brewer and Noel Halls of Court of Governors was completed with the following improvements:
     > a new mechanical supply system.
     > new plumbing (fixtures and piping) and heat/air conditioning systems.
     > new room light fixtures and relocation of electrical outlets and switches.
     > new free-standing furniture that consists of two beds, two chests, two desks, and two wardrobes.
     > new carpet and vinyl tile flooring.
IV. (Department Goals for 2001-2002 continued)

E. (continued)
   > new ceramic tile in all showers and restrooms.
   > eight sets of new double doors for exits with new hardware,
     panic devices, and locking mechanisms.
   > all interior walls were freshly painted a color to coordinate with
     new tile and carpet.

   > Both Brewer and Noel Halls were occupied in February 2002.

F. **Use of Evaluation Results:**
   > Although the second phase of the renovation project has been completed
     for two of the four wings of the Court of Governors, there are other
     serious needs in Clark and Longino Halls of 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 which will include Clark and Longino Halls.

   > Housing and Residence Life continues to see the need for a complete
     renovation of the Pavilion at the Court of Governors.

   > Housing and Residence Life will continue to work with other university
     officials for replacement of mattresses, chairs, lobby furniture, and rubber
     stair treads throughout the Court of Governors.
(Department Goals for 2001-2002 continued)

A. **Goal # 3:**
   > Modify the flat rate for room fees to a graduated rate scale based on the style of accommodations.

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 make the room fees more equitable for the resident in relation to the age and style of accommodations of the building.

D. **Evaluation Procedure(s):**
   > Seek administrative approval for a graduated rate scale for residence hall rooms.

   > Residents reserve rooms according to their individual preferences for charges and style of accommodations.

E. **Actual Results of Evaluation:**
   > Administrative approval has not been granted at this time due to budgetary concerns.

F. **Use of Evaluation Results:**
   > Housing and Residence Life will continue to pursue approval for a graduated rate scale for accommodations.

   > Housing and Residence Life will continue to study the feasibility of such a change in room rates as compared to the room rates of other colleges and universities.
A. **Goal # 4:**
   > Continue to study the students' needs/requests for guaranteed private rooms and adjust our numbers accordingly.

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 better meet the needs of the students requesting private rooms.

D. **Evaluation Procedure(s):**
   > Evaluation of the current policies and occupancy status.
   > Give consideration to the increased number of requests for private rooms.

E. **Actual Results of Evaluation:**
   > Determined that there was a need for an increased number of private rooms based on the private room occupancy during the Fall 2001 and Spring 2002 semesters.

   > Housing and Residence Life has increased the percentage of private rooms from 10% to 15% of the total number of rooms in each residence hall for the Fall 2002 semester.

F. **Use of Evaluation Results:**
   > Housing and Residence Life will continue to evaluate the need for private rooms.
   > Housing and Residence Life will continue when feasible to use private rooms as a means to retain residents.
A. **Goal # 5:**
   > Improve the compensation for our resident assistants by giving a room, board, and laundry scholarship.

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 make the compensation for resident assistants equitable to similar positions at other institutions of higher learning, therefore creating a fairer compensation package for DSU resident assistants.

D. **Evaluation Procedure(s):**
   > After a series of meetings with the Housing and Residence Life staff to discuss the resident assistant compensation, a recommendation would be made to the Director of Housing and Residence Life to seek approval for a room, board, and laundry scholarship for all resident assistants.

   > Seek administrative approval for a room, board, and laundry scholarship for all resident assistants.

E. **Actual Results of Evaluation:**
   > Administrative approval has not been granted at this time due to budgetary concerns.

F. **Use of Evaluation Results:**
   > Housing and Residence Life will continue to pursue approval for a room, board, and laundry scholarship for all resident assistants.

   > Housing and Residence Life will continue to study the feasibility of a change in the student staff compensation package.
V. Unit Budget Plan

> Housing and Residence Life is not requesting any changes in our budget for 2002-2003.
VI. New Goals for 2002-2003:

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

B. Continue to seek approval for the renovation of Clark and Longino Halls at the Court of Governors.

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

C. Continue to seek approval for a room, board, and laundry scholarship for resident assistants.

D. Eliminate the fifty dollar room deposit and institute a pre-payment that would apply to room, board, and laundry fees.