DELTA STATE UNIVERSITY: ANNUAL REPORT
for the Calendar Year 2002-2003
and Budget Request 2003-2004

I. Unit Title: Housing and Residence Life
Unit Administrator: Elsie Lynn Ervin

II. Date and Information for department:

<table>
<thead>
<tr>
<th>Year</th>
<th>#new applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>1999</td>
<td>210</td>
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<tr>
<td>2000</td>
<td>211</td>
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<tr>
<td>2001</td>
<td>222</td>
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<tr>
<td>2002</td>
<td>148</td>
</tr>
<tr>
<td>2003</td>
<td>157</td>
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</tbody>
</table>

(as of March 15th)

Resident for:

Fall (9-15-02 room report) 2001 2002 2003
1251 1132

Spring (2-1-03 room report) 1138 1094 987

Summer (1st and 2nd terms combined) 264 192

III. Personnel:

Noteworthy activities and accomplishments

- Julie Jackson served as President of the Mississippi Association of Housing Officers from February 2002 until February 2003.
- Elsie Lynn Ervin and Julie Jackson attended the annual conference for the Mississippi Association of Housing Officers.
- Elsie Lynn Ervin served as the chair of the Incentives and Recognition Committee of the Administrative Staff Council through January 2003.
- Tyrone Jackson serves on the Newsletter Committee of the Administrative Staff Council, the Enrollment Management Committee, the Student Services Administration Building Logistics Task Force, Driving Team for Process Reengineering, Athletic Director Search Committee, and Mississippi Delta Service Corps Advisory Committee.
- Mary Jane Ervin and Julie Jackson serve on the Banner Advisory Committee.
- Tyrone Jackson and Julie Jackson serve on the Student Affairs Newsletter Committee.
- Elsie Lynn Ervin was chosen as the State Advisor to the Southeastern Panhellenic Conference for 2004.
- For SACS Accreditation: Elsie Lynn Ervin serves as the Student Affairs representative on the Library and Student Services committee, and Tyrone Jackson and Julie Jackson serve on the Quality Enhancement Plan Committee.
- Elsie Lynn Ervin serves on the University Emergency Response Team.
- Elsie Lynn Ervin and Julie Jackson represented Delta State University at the Southeastern Association of Housing Officers' Conference in Baton Rouge, Louisiana.
- Julie Jackson and Tyrone Jackson serve on the Student Life Task Force.
- Elsie Lynn Ervin serves on the All Campus Card Task Force and subcommittees of Vendor Selection and the Meal Plan Options.
New position(s) requested, with justification
➢ None

Recommended change of status (such as promotion/tenure/change in responsibility)
➢ None
IV. Department Goals for 2002-2003

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

E. Actual Results of Evaluation:
> Because the renovation for Clark and Longino have not been approved, there has been no action taken on replacing hardware and door mechanisms.

> The previous recommendations from a door-specialist regarding Ward Hall and Cleveland Hall exit doors have not been acted upon at this time.

> The All Campus Card Task Force is studying the security mechanisms for needed replacements for the implementation of the All Campus Card System.

F. Use of Evaluation Results:
> The listing of security needs will continually be updated by Housing personnel, and requests for Clark and Longino will be made on the approval of the renovation project.

> 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).

> Recommendations for the replacement of residence hall doors and door hardware from the All Campus Card Task Force will be made to the Cabinet for approval.
(Department Goals for 2002-2003 continued)

A. **Goal # 2:**
   > Continue to seek approval for the renovation of Clark and Longino Halls at 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 third phase of the renovation project for Clark and Longino 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 third phase of the renovation.

   > Construction would begin on the project to be completed by an undetermined date.

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

E. **Actual Results of the Evaluation:**
   > A series of meetings have been held between the architectural firm of Johnson, Bailey, Henderson, and McNeel and university administrators to revise the previous plans and to formulate additional plans for renovation of the Pavilion and exterior of the Court of Governors.

   > The Vice President for Finance is seeking approval for funding the third phase of the renovation project.
IV. (Department Goals for 2002-2003 continued)

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 2002-2003 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.
(Department Goals for 2002-2003 continued)

A. Goal # 4:
   > Continue to seek approval for a room, board, and laundry scholarship for 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:
   > 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.

   > Housing Staff members have expressed a concern about this type of compensation due to the university’s scholarship policy and Financial Aid restrictions.

F. Use of Evaluation Results:
   > Housing and Residence Life will continue to pursue a better compensation package for resident assistants than the use of college work study and regular student employment funds.

   > Housing and Residence Life will continue to study the feasibility of a change in the student staff compensation package.
(Department Goals for 2002-2003 continued)

A. **Goal # 5:**
   > Eliminate the $50 room deposit and institute a prepayment that would apply to room, board, and laundry fees.

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:**
   > To have students who are more committed to their request for Housing by making a prepayment that will apply to the overall cost of room, board, and laundry.

   > To provide a service that is more efficient by eliminating the room deposit account and consolidating all Housing fees into one student account. Charges for damages and fines for violating policies will also be assessed to the same account.

   > To eliminate the forfeiture and repayment of deposits.

D. **Evaluation Procedure(s):**
   > Housing and Residence Life has surveyed a number of institutions who have implemented this process and consider it a success.

   > The Housing and Residence Life staff as well as the Bursar’ Office staff have agreed that this would be an increase in efficiency in the bookkeeping of students’ account.

   > The residence hall students would become more financially responsible for their student accounts.

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 prepayment versus a deposit policy.
## 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>
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**Justification:**

* The proposed increases are needed to cover the increased cost of room, board, and laundry for ten 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>
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<td>26,208</td>
<td>24,696</td>
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</tbody>
</table>

**Justification:**

* The proposed budget requests are needed to comply with the directive from University Accounting concerning Telephone Local Service accounts.
VI. New Goals for 2003-2004:

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.

D. Provide in-service training for the student, custodial, office and professional staff in our department.

E. Survey our residents to assess their satisfaction with Housing & Residence Life services.

F. Continue to pursue approval for a prepayment versus a deposit policy for room reservations.