Residence Hall Association Senate Minutes
November 14, 2018 at 7:00pm in the Johnstone Center
HWC/RLA: 2 (72), HQ: 1, Hapner: 2, Johnstone: 2, Langford: 2, North: 2 (8 cans), Roskie: 1, South Hedges: 2, Yellowstone: 2

Minutes Approved from November 7th, 2018

RESLIFE Update
Thanksgiving break coming up the dining hall will be open for the majority of break, ASMSU provides shuttle rides for a reasonable price to the airport for winter break more information soon, Professional staff in Arizona for a conference right now ASU, Look out for each other and your peers

RHA Officer Reports
Tech requests, all tech requests must be in by tomorrow afternoon, logo design, next semester planning, if you need help with anything come into see Ash, Executive board compensation legislation, town hall topics, safety programming, working on some post IACHURH projects, we are looking at our strategic plan, governing documents, we are in evaluation season for the executive board, the feedback that we get is very important, ARDs have access to the form. MOR review SWOT analysis, Common ground retreat, safe and inclusive events on campus with training

Advisor Report
Leadership educators conference in December getting ready to go, bring back some cool ideas, starting to plan workshops for professional development, Suggestions for professional development: Public speaking, maintain a professional online presence, Resume, personality,
Which day of the week would be the best time (Mondays, Tuesdays, Thursdays), Later in the evening, incentivize coming with bookstore scholarships, please let Blake know if you have any other ideas

New Business
North Hedges Fund Presentation
Film Festival November 30th deadline submission on the 22nd
Four categories: Bozeman adventures, Community Pride, Bobcats Laughs, Music videos
Themed prize baskets, under the seat prizes, stickers, wristbands, amazing films
$950 total budget
Only asking for the $750
In the future are there going to be more categories?
Looking to expand in the future
Posters are going to be up around the break
Small recital hall

Compensation Legislation
Reevaluating the Compensation package for Executive board
Funds come from the OCM linens program
Having something monthly is very important
Fluctuating depending on linens
Why does RHA get compensated?
We need to provide an opportunity for all students to have the financial ability
to participate in RHA
We want to do good work
These positions take a lot of time
Any changes to compensation will not affect this executive boards

Strategic plan worksheet
We are writing our Strategic plan
We need goals
Broadly define or goals, metrics, to guide our program
We have high turnover in our organization so this is important
Fill out a worksheet

Important Starters
Don’t know that Hall Councils are a thing, someway to get residents aware of our program
Expand our relations with our residents
Timing of the event cross over with convocation, confusing event Bookstore Blowout
Events target the same type of people, need to diversify event
RHA events are specific to large groups of people and aren’t inclusive of more shy people
Not a lot of residents are not aware of what resources are available
People aren’t using resources
People aren’t using the Emotional support resources
We see the same people using the resources, need to introduce the resources available
Making it clear where resources are, what do resources do
How do you get your information about what is happening on campus
Social media, Email, Door tags**, Word of mouth
Roommate Selection process
Work with other advocacy groups on campus
Create an online form for issues for RHA

No senate next week

Adjourned 8:03
The Residence Hall Association of Montana State University

MMB – Executive Board Compensation

Whereas, the Residence Hall Association of Montana State University has grown in recent years with increasing expectations and responsibilities being placed on RHA Executive Board Officers,

Whereas, RHA loses the experience and historical knowledge of student leaders to other compensated opportunities both on and off campus,

Whereas, RHA strives to improve the quality and ongoing growth of the on-campus population through the continued efforts of its members,

Whereas, RHA began compensating it’s Executive Board Officers in 2017 and has seen some success in recruiting and retaining officers,

Whereas, RHA has also lost Executive Board Officers to financial hardship over the past two years and been encouraged to review the compensation package by departing officers.

Let it be resolved that the following be amended under Article VIII Section 5 Part A of the Constitutional By-Laws of the Residence Hall Association of Montana State University - Bozeman:

The Residence Hall Association strives to provide high-quality student leadership to the residents of Montana State University. Students at MSU are under high academic expectations and financial burdens – a fact fully appreciated by RHA. In order to continue to improve and grow the organization, the Residence Hall Association provides compensation to its Executive Board Officers once per semester monthly during the academic year in order to offset the high expectations placed on them by their position responsibilities and academic requirements as students. The responsibilities and expectations placed on the RHA Executive Board officers makes it difficult to balance a large class load and work more than 10-20 hours weekly in addition to their role on campus.

Let it be further resolved, that the following be amended under Part B of the above section:

1. RHA Executive Board members, including the NRHH President, shall receive maximum $125.00 monthly stipend unless the income made by the previous year’s Residence Hall Linens program is less than $8,000.00.

And, remove clauses 2, 3, and 4.

Let it be further resolved, that the following be amended under Part C of the above section:

1. Compensation money will be designated from the income made by the previous Residence Hall Linens program through On-Campus Marketing. If funds are below $8,000.00, the income will be distributed accordingly for eight positions paid eight months.
2. No more than $8,000.00 will be paid each year without RHA Senate approval.
3. If funds from the Residence Hall Linens program exceed the above amount, the remaining funds will be reallocated to programming.

And, remove clause 4.

Let it be further resolved, that the following be amended under Part D of the above section:

1. Each semester, the RHA Advisor will create a timeline for an evaluation before any Executive Compensation is awarded for the semester. This process will be created in consultation with the RHA President and the Assistant Director of Residence Life.

And, remove clause 4.
And, add the attached RHA Executive Evaluation to the RHA Governing Documents & Policy Book Appendix.

Respectfully submitted by,

Chase Shugart, Vice President, on behalf of the Residence Hall Association Executive Board

Attachments:

RHA Executive Evaluation

Article VIII, Section 5 of the RHA Constitutional By-Laws (version 2018)
Article VIII – RHA Constitutional By-Laws

Section 5  RHA Executive Board Compensation & Accountability

Part A Compensation Overview

The Residence Hall Association strives to provide high-quality student leadership to the residents of Montana State University. Students at MSU are under high academic expectations and financial burdens – a fact fully appreciated by RHA. In order to continue to improve and grow the organization, the Residence Hall Association provides compensation to its Executive Board Officers once per semester in order to offset the high expectations placed on them by their position responsibilities and academic requirements as students.

Part B Compensation Amount

1. RHA Executive Board members, including the NRHH President, shall receive a $250.00 per semester stipend, with the exclusion of the RHA President.
2. If RHA Executive Board members return for subsequent years, their compensation will increase to $300.00 per semester and remain at that amount for the duration of their service on the RHA Executive Board.
3. The RHA President shall receive a $350.00 per semester stipend.
4. If the RHA President is reelected for subsequent years, their compensation will increase to $450.00 per semester and remain at that amount for the duration of their service on the RHA Executive Board.
5. Should the RHA Advisor, with the consultation of the RHA President and/or Assistant Director of Residence Life, determine that an RHA Executive Board member has not met the full expectations as described within the RHA Constitutional By-Laws, the officer in question shall only receive half the compensation amount for that semester. If expectations continue to go unmet, compensation will be withheld entirely and their position on the RHA Executive Board will be subject for review by the RHA Senate.

Part C Compensation Details

1. Compensation money will be designated from the income made by the Residence Hall Linens program through On-Campus Marketing.
2. No more than $5,100.00 will be paid each year ($2,550 per semester) without RHA Senate approval.
3. If funds from the Residence Hall Linens program exceed the above amount, the remaining funds will be held in reserve to serve as reserve compensation funds for future years should the Residence Hall Linens program not meet the minimum amount needed for compensation. The amount in this budgetary line item shall not exceed two (2) years’ worth of compensation ($10,200.00).
4. If the total compensation amount exceeds what is available from the Residence Hall Linens program, Executive Board compensation will be adjusted in $50.00 increments across all compensation levels to account for the decreased income.

Part D RHA Executive Board Member Accountability

1. Each semester, the RHA Advisor will create a timeline for an evaluation before any Executive Compensation is awarded for that semester. This process will be created in consultation with the RHA President and the Assistant Director of Residence Life.
2. The evaluation process will include a self-evaluation and a meeting with the RHA Advisor to review officer expectations and the respective position’s responsibilities as detailed in these Constitutional By-Laws.
3. At the discretion of the RHA Advisor, individual Hall Council members, including the RHA Senators, can submit public comment on the RHA Executive Officer performance. These comments will be submitted directly to the RHA Advisor for review.
4. The self-evaluation will be available for review at the beginning of each academic year and added to the RHA Governing Documents & Policy Book Appendix without amending vote.
# Student Leadership Evaluation

Residence Hall Association  
Montana State University

**Name of Student:**  
[Click here to enter text.]

**Date:**  
[Click here to enter a date.]

**Semester/Year:**  
[Click here to enter text.]

**Evaluation Ratings:**

<table>
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<tr>
<th>Rating</th>
<th>Description</th>
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<tbody>
<tr>
<td>Above Satisfactory (AS)</td>
<td>Frequently exceeds expectations; demonstrates high standards through practice.</td>
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<tr>
<td>Satisfactory (S)</td>
<td>Performance meets standards; demonstrates acceptable levels of competence.</td>
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<td>Needs Improvement (NI)</td>
<td>Does not completely meet standards; minor improvements are necessary.</td>
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<td>Unsatisfactory (U)</td>
<td>Fails to meet acceptable standards; demonstrates an inability to exercise potential; improvement is imperative to functioning effectively in the position.</td>
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<td>Insufficient Information (I)</td>
<td>No basis for evaluation; limited observation/perception.</td>
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**Assess using the following designation:**

- Student Leader = S
- Advisor = A

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### Administration & Communication

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<tr>
<td>Meets deadlines and communicates needs to team for support as necessary.</td>
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<td>Asks appropriate questions to increase understanding of situation, task, and position requirements.</td>
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<td>Exhibits clear and concise verbal and written communication.</td>
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<td>Is self-directed and takes initiative.</td>
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<td>Attends and actively participates in all meetings as appropriate.</td>
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<td>Maintains advertised office hours.</td>
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### Community Development & Leadership

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<tr>
<td>Meets expectations in accordance with position description as detailed in the RHA Constitutional By-Laws.</td>
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<td>Create a safe and welcoming environment where others can share ideas and feel represented.</td>
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<td>Promotes a sense of respect for others within the community.</td>
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<td>Identify needs and concerns of residents living within the residence halls and acts to represent them.</td>
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<td>Actively works to improve the student experience of residents at Montana State University.</td>
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### Team Rapport

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<td>Interpersonal skills (able to work with others, appropriate tone, approachability).</td>
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<td>Builds appropriate relationships with others in Residence Life and Hall Council/RHA.</td>
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<td>Able to both receive and give appropriate feedback.</td>
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<td>Is punctual to meetings with both the team and residents.</td>
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### Professionalism

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<td>Able to balance academics, personal life, and job responsibilities.</td>
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<td>Presents an overall positive attitude and is flexible in approach to RHA responsibilities.</td>
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<td>Takes responsibility for actions and learns from past events.</td>
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<td>Positively represents the student experience and the Residence Hall Association.</td>
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### Overall

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<td>Overall Performance in RHA Executive Position</td>
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Narrative of Leadership Performance

Notable areas of strength:

Areas needing improvement:

Accomplishments this semester:

Goals for next semester:

Additional comments:

Executive Signature: ____________________________  Date: ____________

Advisor Signature: ____________________________  Date: ____________
**Strategic Plan Questionnaire**

**What is a strategic plan and why does RHA want one?** A strategic plan is a way to outline broad organizational goals, identify pathways to achieve those goals, and create metrics of evaluating the success of those goals. RHA would like to create guiding documents that help propel the organization forward as students move through the organization.

Circle Organization:  
- Hall Council  
- ResLife Senior Staff  
- Resident Adviser  
- Other

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<tr>
<th>Connect</th>
<th>Engage</th>
<th>Advocate</th>
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<td>How do you connect with individual residents through programming, including active and passive programming?</td>
<td>How can RHA engage with students who are not interested in typical programming?</td>
<td>What are advocacy issues that residents are passionate about and how can we better address those issues.</td>
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If you could change anything about RHA programming (Bookstore Blowout, Museum of the Rockies After Dark, Bingo), what would you change?  
In your experience, do students recognize and utilize the resources that are available to assist in their academic, social, and emotional success?  
What are advocacy issues that residents are passionate about and how can we better address those issues.