First Wing Meeting Agenda

Tell residents they can find the Pathfinder online!

1. Icebreaker & Introductions
2. Role of the RA
   a. Support, resource, information
   b. RA on Duty
   c. Other RA’s in the hall
3. Role of the RLC
   a. Support, resource
   b. Conduct
4. Hall Resources
   a. Kitchen, Computer labs, laundry, sundeck, patio/grill, TV lounge
5. Front Desk Resources
   a. Reserve spaces in hall
   b. Check out supplies
   c. Lock out keys
   d. Desk Coordinator
6. Maintenance – Work Order Process
   a. Use front desk
   b. Get to know maintenance person
7. Cleaning Services
   a. Expectations of residents (bathrooms, lounges, etc)
   b. Get to know cleaning staff
   c. After hours
8. Roommate Contract- break into roommates, have single rooms match up (RLC will provide forms)
   a. 9-911
   b. 6707 - Security
   c. Fire alarms
   d. Alcohol/Health related incidents
10. Safety Information
    a. Safety brochure
    b. Keys and ID cards
    c. Community specific- door propping, etc
    d. "Renter’s Insurance"
11. Policies
    a. Review entire Pathfinder
    b. Lock out keys
12. Conduct/Incident Reports
    a. Explain incident reports- everything is documented
    b. Explain sanctions (Examples); encourage to make appt with RLC if they have questions
    c. Cooperate with staff!!!
13. Damage/Vandalism
    a. Common area damage billing process
    b. Venues to report vandals- IR’s, email, call RLC
14. Programming
    a. Needs Assessment/Inventory
    b. Wing Funds
    c. Hall Advisory Council

First Year Areas: Hand out copies of what will be discussed so they can think about it before the next meeting.

15. Community Agreement: Commitment to the Community- Develop a contract consisting of:
    • Community expectations beyond Pathfinder: bathroom use, cleaning up common areas, program attendance/development, quiet hours (follow the form)
    • How we will hold each other accountable
    • Wing meetings each block to revisit- how we will communicate, what time we want them
    • Role of the RA
    • Everyone’s signature