

Afternoon, Annie,

Just a little bit in preparation for our first meeting of spring, I wanted to alert you to a couple of consideration topics for when we meet:

1) Window Tinting and/or Covering for the Ridge Residence Halls

- a. We have identified rooms throughout the Ridge to sample test
- b. While window tinting might be considered a satisfactory "daylight" alternative, the reverse science is true during the night.
- c. Instead, Terence will work with our FDCB colleagues for testing a window covering solution that works from the bottom of windows upward. This alternative promises more daylight into the room with improved safety by preventing individuals outside from looking in.

2) Responses Regarding Status Of RAs Stated Workplace Concerns

**RESIDENT ADVISOR'S "LIST OF DEMANDS" (Spring 2017)**

**STATUS REPORT: March 12, 2018**

**1. Compensation**

- a. Raise the compensation for Resident Advisers, to accurately reflect the total number of hours we work and the rigor of our duties.

*Status: Completed. The bi-weekly stipend has been increased (approximately doubled).*

- b. Compensate Resident Advisers for the time it takes to complete required training.

*Status: Completed. Fall training prior to opening and ongoing in service training is being compensated on an hourly basis not to exceed \$1,320. Also, pre-fall training schedule adjusted to keep each day's training to 8 hours or fewer.*

- c. Allow Resident Advisers to collect their earnings for working over term breaks before school is resumed.

*Status: Cannot be completed. University policy requires compensation to be processed per timesheet and payroll guidelines. Typically the paycheck is received one to two weeks after submittal of timesheet. That payday may or may not occur after the beginning of the Winter or Spring terms. It is not permissible to compensate for work prior to the completion of that work.*

- a. Allow for flexibility within the Resident Adviser meal plan.

*Status: Completed. RA compensation is based on the 125 meal plan. The RA may also choose the 100 meal plan. If they do, the price difference is credited to their student account.*

## **2. Training**

- a. Remove Spring class from the Resident Advisor requirements

**Status: Completed and communicated.**

- b. Revise current training content to include education on social justice issues taught by professionals who specialize in having conversations surrounding identity.

**Status: Ongoing.** Pre-fall training began this, and ongoing in-service training: both mandatory and optional components, has been and will be offered. Dr. Joy Wiggins and Dr. Alex Czopp were brought in during January and February 2018 to address strategies for having conversations surrounding identity

- c. Provide adequate and timely training to Resident Advisers who are hired in the middle of the academic year.

**Status: Ongoing.**

## **3. Security**

- a. Install an external gate around Highland Hall to minimize the access people have to it and reduce the risk of trespassers.

**Status: Not completed.** This project continues to be reviewed as part of the longer-term plan for housing facility renovations, which include safety and security components.

- b. Address ongoing building concerns which threaten the health and safety of both residents and Resident advisers.

**Status: Ongoing.** Some residential communities, e.g. in the Ridgeway area, have undertaken walk-arounds with University staff to identify areas of concern. Those have been tabulated and some fixes are in process, others under review.

## **4. Duties**

- a. Standardize the required duties of Resident Advisers despite the variation in community size.

**Status: Completed.** Expectations for implementing 1-on-1 conversations are no longer based on a system-wide fixed percentage; each staff establishes those goals based on each area's particular challenges. Training addresses procedures for attending to care and conduct issues in a consistent manner. On-call rounds are

being combined by some communities (e.g. Mathes-Nash) to better distribute the load.

- b. Allow Resident Advisers to hold off campus jobs and positions in extracurricular activities without having to ask permission.

Status: Completed and communicated. This has always existed. The expectation has been clarified to ensure that communication between RA and RD occurs to ensure that extracurricular activities and off-campus employment does not impinge on the RA job expectations and/or performance.

- c. Reevaluate the end-of- and start-of-quarter responsibilities implemented by University Residences.

Status: Re: Qtr Start: REM theme bulletin boards are now centrally developed. Re: Qtr End: Supervisory consistency is reviewed at ResLife team meeting. Re: Term break coverage: Resident Director will assess and communicate with student staff prior to the end of the academic break or term, the optimal number of staff to adequately address administrative tasks associated with occupancy and assignments, key inventory and assessment of building facilities.

## 5. Social Equity and Inclusion

- a. The immediate implementation of religious tolerance and accommodations within University Residences

Status: Student staff are encouraged to communicate with direct supervisors to discuss and coordinate absence from work in observance of a religious holidays and observances. Flexibility supporting the preparation of University Residences system for the campus residential living experience of residential students is supported and encouraged.

- b. Trainings on, and enforcement and implementation of, gender-inclusive policies and languages, as well as adding additional gender inclusive housing options

Status: Gender inclusive housing options continue to be offered based on stated interest from residents. Additional spaces were added to Higginson and Fairhaven. Staff training committee: ongoing topic research for the list of in-service training. A Resident Director has been tasked to research current practices regarding Gender Inclusive Housing. September 20, 2017 during Fall training, Langley from EOO provided an hour of LGBTQ Inclusive Environments training and RD Tomoko Matsui conducted a training on micro aggression and inclusive language.

- c. Recognize and take steps to fix accessibility issues within residence halls

Status: Ongoing. Responses to individual residents' accessibility needs are handled on a case-by-case basis. Wholesale changes within each residential facility are under review

as part of the longer-term plan for housing facility renovations, which include accessibility components.

- d. Immediately cease problematic and tokenizing tendencies in University Residences in trainings, programming, recruitment, and advertisements

Status: The practice of paying Individuals for pictures began in 2003 and was ceased effective April 2017 including recruitment from ESC. Department policies are open to continuous review and adjustment.

- e. Offer an alternative to the Identity Wheel program from REM 2

Status: Completed. The winter quarter REM cycle has been retitled to be "identity exploration", and the focus expanded to address identity on a spectrum from individual to social. The experiential exercise, formerly the "identity wheel" has been changed to the more familiar and generic exercises of "personal coat of arms" and "heart map".

- f. Stop prioritizing male-identifying Resident Advisers for hiring when it is not necessary to do so

Status: Completed and Ongoing. There are gendered spaces in our communities which will necessitate the hiring of male-identified staff. If vacancies occur, spaces will attempt to be filled by a male-identified staff member, but alternatively we will also examine if it is possible to fill this space with a non-male identified staff member. We have changed RA room assignments this year to facilitate hiring a female-identified staff member in place of a male-identified room. Diversity of staff will always be a consideration during hiring.

- g. Develop a departmental policy that reflects and acknowledges that oppressive behavior exists and works actively against these behaviors in residents by providing departmental avenues for access to conversations combating oppression

Status: Don't know what this specifically references since no specific commitment was made for 2017 or beyond. However, in addition to September 2017 trainings, we provided additional training and exposure to social justice and multicultural opportunities and/or speakers during fall 2017 and winter 2018 quarters.

## 6. Communication

- a. Implement a feedback system where Resident Advisers can submit comments and concerns without having to go through their Resident Director

Status: Ongoing. Student staff will be reminded that resident advisors may submit comments and concerns to their assistant director, associate director, director, or their RA council representative.

- b. Create an evaluation system wherein residents can comment on issues in the residence halls that they do not feel comfortable bringing to their Resident Advisers

Status: Ongoing. Students may also raise questions or comment on issues with their resident director or assistant director. The annual quality of life survey offers opportunity to express opinions or concerns.

- c. Develop and implement policies that prioritize communicating with Resident Advisers about the on goings in their communities and any concerns they may have

Status: Ongoing process. Resident Directors are instructed to share and communicate information as long as it does not compromise student confidentiality. In addition, there have been changes to our electronic communication processes to allow Resident Directors to share this information confidentially with appropriate staff. The recent addition of the three full-time Area Administrators should add additional consistency as they work with resident directors.

- d. Establish a timeline for midyear RA hires and increase transparency about the midyear RA hiring process

Status: Mid-year RA hires are made as needed since they arise on an unplanned basis. Hires are made consistent with WWU office of student employment guidelines. The hireable pool is tapped first. If a vacancy occurs near or after the end of Winter quarter new RA applicants already in the selection process can be considered. An updated procedure is under development to be invoked when those resources are not available.

## **7. Personnel and Management**

- a. Allow Resident Advisers and students-at-large to serve on all hiring committees for positions within University Residences

Status: Completed. University Residences searches - via each search's coordinating committee or via an interview panel(s), typically include students. Because the RA work schedule is restricted to an average of 19 hours per week, RAs meet with their RDs to review time availability relative to their regular position requirements.

- b. Establish a formal committee, that is accountable to students and positions outside of University Residences, designed to deal with issues concerning University Residences and allow Resident Advisers and students-at-large to serve on it

Status: Completed. An RA council, consisting of an RA representative from each residential staff, has been formed and meets quarter with the director of University Residences. RA representatives are selected by their peers.

- c. Standardize treatment of residents when it comes to Incident Reports and subsequent disciplinary action

Status: The incident reporting system and subsequent disciplinary action continue to be based on campus living standards communicated to all residents. RD and RA training covers policies, policy enforcement, incident response, and follow-up sanctioning.

- d. Immediately dismiss professional and classified staff that emotionally, mentally, and/or physically abuse or intimidate students and Resident Advisers

Status: Consistent with campus policy, disciplinary procedures pertaining to professional and classified staff continue to be handled per policies and procedures outlined in their respective employee handbooks.