

Office of Residential Life
Unit Annual Report
2002-03

Personnel

David A. Aronson - Director of Residential Life
Larry Christenson – Assistant Director of Residential Life – Operations
Amy McGovern - Assistant Director of Residential Life - Conferences/Staff
Patricia Hein, Executive Admin. Specialist, Residential Life
Rose Thompson, Principal Admin. Specialist, Residential Life
Tim Oswald - Hall Director, Independence Hall (Fall semester, 2002)
Paul Buzinec – Hall Director, Independence Hall (Spring semester, 2003)
Matt Beckendorf - Hall Director, Clayton A. Gay Hall
Gordon Harstad - Building and Grounds Worker
Helen Kolden - Building and Grounds Worker
Arthur Kunde - Building and Grounds Worker
Ron Kussatz – Building and Grounds Worker
Virginia Schmidgall - Building and Grounds Worker
Kay Storck - Building and Grounds Worker
Ann Marie Vangstad - Building and Grounds Worker
Jeremy Sasek (2/29/01-present)
Troy Kolden (10/21/02-12/02)
(See appendix for undergraduate Residential Life staff)

Purpose

The Office of Residential Life is responsible for maintaining a quality living environment for on campus students by enhancing opportunities for individual growth in the residence hall setting by effectively managing physical facilities.

Function

- A. To administer a residence hall complex, consisting of five residence halls, and an apartment complex, and hire, train and supervise staff for these areas.
- B. To help plan, supervise and support educational, cultural, recreational, and social programs of an extracurricular and co-curricular nature consistent with the needs of residence hall students and compatible with overall campus programming.
- C. To intervene and handle crisis situations that occur in the residence halls and act as a referral source for students with problems of a personal, academic, or social nature.
- D. To provide students with opportunities to develop interpersonal skills, the capacity for leadership, tolerance and appreciation of cultural and individual difference, and accept responsibility for their own actions.
- E. To plan and coordinate future needs in renovation, replacement, and new construction; to initiate on-going maintenance and maintain acceptable standards of physical safety and security.
- F. To provide comprehensive training and technical support for residence hall staff.

- G. To provide budget and programming assistance, leadership training and advice to residence hall governments and staff.
- H. To enhance the professional growth and subsequent performance of staff through participation in and contributions relevant to professional organizations.
- I. To coordinate, in conjunction with other offices, housing needs for summer conferences. To assist in meeting the University's commitment to serve a broad constituency and to help promote the unique environment UMM has to offer.

Evaluation

A. Staff

We again had some staff changes for 2002-2003. All four of the student hall directors were new to their positions in 2002-2003. Matt Beckendorf returned for his fourth year as Clayton A. Gay Hall Director for 2002-2003 and resigned in June, 2003 to take a position at the University of Kansas. Tim Oswald was hired to be the Independence Hall Director for Fall 2002 and Paul Buzinec served as Independence Hall Director for spring semester.

A selection process for the Independence Hall Director and an anticipated opening for the Gay Hall Director position took place over Spring Semester. Dave Aronson attended the Oshkosh Placement Exchange to recruit candidates. T.J. Ross was selected for the Independence Hall Director. After Matt Beckendorf resigned, Karen Morlock was hired for the Gay Hall Director for 2003-2004.

B. Program

Residential Life experienced a very productive year but the opening numbers declined from 97.8% to 92.7% occupancy. For the fourteenth year the *Student Life Handbook* was produced and delivered to faculty and students. In the spring of 2003 the decision was made that this would be the last year a hard copy would be produced. In the future it would be featured on the web. Also, in 2002-2003 the web format of the handbook was changed so that most of the entries were links to other office websites so that Residential Life staff would not need to generate the text. The only remaining smoking areas were Blakely, Spooner and the apartments. In 2003-2004 the apartments will be the only remaining smoking area.

Again, there was a low number of disciplinary reports in the residence halls. In general, the residence hall staff and RAs and RDs were able to deal with the minor infractions. We did have a few unusual personal situations to deal with including psychological problems, sexual assault and suicide threats. There were a minimal number of alcohol problems but an increased number of harassment reports. A significant number of students attending hall programs reflect a positive perception of the residence hall community.

The Student Behavior Committee was organized early in fall semester, and an introductory training session was held on November 5, 2002, to review responsibilities. Dave Aronson again served as secretary for the committee and Jon Anderson was the faculty chairperson. One incident went to a full hearing. Some cases had the potential to be brought to the committee but were dealt with by campus police, the chairperson and secretary and administratively within Residential Life.

The recycling program in the residence halls was continued in 2002-03. The total amount of recycling for the residence halls and apartments for the 1996/97, 1997/98, 1998/99, 1999/2000, 2000/2001, 2001/2002 and 2002/03 academic years is as follows:

2002/2003	3115 lbs-Aluminum
2001/2002	2429 lbs-Aluminum
2000/2001	1754 lbs-Aluminum
1999/2000	2751 lbs-Aluminum
1998/99	13,790 lbs
1997/98	14,510 lbs
1996/97	15,181 lbs

This program depends heavily on students volunteering to recycle. In previous years, a system of estimating was utilized for the total of recycled materials. In the last four years only the weight of aluminum has been reported. Our method of measuring recycling depends on estimates and may inaccurately reflect these amounts.

This was the fourth year of the semester system and the residence halls opened on Thursday, August 22, 2002. Orientation occurred Thursday through Saturday with classes beginning on Monday. This year was also the fifth year of a "block" meal plan option with more opportunities to eat at Turtle Mountain Cafe at off hours. A traditional 19 "all you can eat" plan was retained for students who preferred that option. Sodexo continued for their second year as the campus food service contractor for 2002-2003.

The "meet and confer" meetings that were implemented in 2000-2001 (with bargaining unit employees, Human Resources staff and the union business agent in an effort to resolve any employment concerns) were continued. The "retention interview" process initiated in the fall semester 1999-2000 was continued in 2002-2003. Each RA interviewed most of their residents and all first-year students. The intent was to identify problem areas and help students succeed. We encouraged retention of students to the residence halls through marketing bulletin boards (a competition between staffs). Additionally, a creative postcard was sent to the parents of all residence hall students highlighting the benefits of living on campus. Residence hall staff continued to track appropriate violations for the Clery report.

This was the eighth year that students could choose to have their personal computer in their room connected to RESNET. In 1996-97 over 200 students connected to the system more than doubling the number on line the first year. In 1997-98, 360 registered for the service. In 1998-99 this grew to 447 and in 1999-2000 this grew to 559. In 2000-2001 the number grew to 650, grew again in 2001-2002 to 750, and was again 750 in 2002-2003. Since there were fewer students in the halls, the percentage of students on RESNET grew from 80% to 85% of the students on campus. In 2001-2002, 111 students signed up for cable service in the residence halls. All 72 apartments are connected as part of their housing contract.

In 1992-93, the Freshman Year Experience Committee raised the issue regarding the number of students staying on campus over the weekends but had no data to support the general feeling that many students leave. Since that time, resident advisors have been asked to complete a count of residents here on weekends on his/her weekly report. The staff does the best they can to provide the numbers but there is an element of estimating. The results are:

2002-03	-55 % of the students stayed on weekends
2001-02	-59% of the students stayed on weekends
2000-01	- 62% of the students stayed on weekends
1999-00	- 57% of the students stayed on weekends. (semester conversion)
1998-99	- 60% of the students stayed on weekends.
1997-98	- 67% of the students stayed on weekends.
1996-97	- 72% of the students stayed on weekends. (a harsh winter may have been a factor)
1995-96	- 67% of the students stayed on weekends.
1994-95	- 62% of the students stayed on weekends.
1993-94	- 69% of the students stayed on weekends.

We had limited conferences and groups stay on-campus during the summer of 2002. Groups staying extended periods of time included summer school students and Gateway students. Groups staying one or two weeks included Swim Camp and Summer Scholars. Shorter stays included the Alpha Rocket Camp. The Gateway project continued to bring promising minority students to campus for five weeks in July and August. New student registration remains as a drive-in program with no new students staying overnight in the residence halls. The UMM football, volleyball and soccer teams were also accommodated in August as early arrivals prior to the academic year. In addition, a number of overnight guests were accommodated.

1. Residential Life Renovations

A new roof for the apartment complex was the major construction project in the summer of 2002. Foss Associates of Fargo designed the project and Greenberg Roofing of Fargo installed the roof. We also completed the replacement of the kitchen cabinets in the apartments by installing new cabinet units in the remaining fifty-one apartments. New front entrance doors to each complex were installed and new back doors were installed on all 72 apartments.

In Independence Hall the RD apartment was remodeled to add a second bedroom and to remove the small office and create a new office in the old mailroom. A new vending area was created in the main lobby with a new wall concealing the area. Kevin Flicker was contracted to have his spring semester tile-making class create a tile art piece for this wall. The main lobby was refurbished with new flooring, carpet and new lounge furniture.

The Gay Hall RD apartment was also remodeled to add a second bedroom. The kitchen cabinets were also refinished. The window caulking project was completed for Gay Hall and the drain for the new entry was replaced to accommodate a heavier flow of water than originally anticipated. Other projects included new cabinets and remodeling of the Blakely common kitchen, replacement of the large hot water heater in Pine with an instantaneous heater and a new floor in the mechanical room in Pine. Showerheads and faucets were replaced with restrictive flow devices in all of the apartments and residence halls with the exception of Gay Hall. This was a significant water conservation effort and initial evaluation indicates less water use. Pressure was maintained at the showerheads and no significant complaints from students developed as a result of the change.

In June of 2002 the governor vetoed appropriations providing support for fire protection for Gay, Pine and Spooner Halls. Thus, these projects, which had been anticipated for the summer of 2003, were postponed. In June of 2003 we learned this appropriation was passed and planning will continue in anticipation of doing these fire protection projects in the summer of 2004.

2. Residence Hall Staff

Fall training began August 5 with a week's training for the residence directors and continued for two weeks for the resident advisors. The staff again went to Luther Crest Bible Camp in Alexandria for a one-night retreat during training. Topics discussed during training included residence hall management, programming, conflict resolution, community development, diversity, sexual assault, crisis management, peer helping skills, drugs and alcohol, and team building. Our fall training again included programs specifically on diversity and cross-cultural communication. Special emphasis was also placed on the responsibility of university staff to report any sexual harassment or assault incidents. Throughout the year, in-services were provided for the staff on a variety of topics including diversity issues, stress management and life skills. For the fourth year, Residential Life supported a Multicultural Student Leadership retreat on January 17-19, 2003. Various Residential Life staff attended this retreat along with hall government representatives. Faculty, staff and other student leaders from various organizations also attended. The Assistant Director served on the Vision Committee (planning committee). We implemented a hall government retreat at the Fergus Falls environmental center and initiated monthly meetings of hall government presidents. Residential Life again participated in supporting the eleventh annual "Hearing All the Voices Week" which has become Pride Week. In partnership with Sodexo food services and during Pride Week, the residence halls competed to raise money and gather food for the Stevens County Food Shelf. The winners earned the opportunity to slide down a jello-goo slide on the campus mall. The Director and Assistant Directors were incentive participants who participated in the jello-goo slide when enough funds/food were collected. The jello-goo slide was rainbow colored in honor of pride week. Staff was also encouraged to participate in such events as Black History Week, Cultural Heritage Week, Women's Week, Convocations Series, etc. The Diversity Peer Educators (DPEs) again conducted programs in the residence halls.

We continued for a fourth year the monthly all-staff meeting on the first Monday of each month. Staff recognition awards were presented each month to deserving RAs and occasionally to staff from other departments who were supportive of Residential Life in some particular way. Generally, each monthly meeting included an invited guest from some other department.

One of our goals was to implement a wellness-type model for programming for our eighth year. Through the use of this programming model, we had strived to promote a commitment to multicultural community. The 2002-2003 programming went well with 577 programs presented or coordinated as follows: 253 Social, 18 Spiritual, 45 Physical, 55 Intellectual, 29 Environmental, 38 Emotional, 54 Ethical/Moral, 16 Career/Life Planning and 69 Cultural. In the fall of 2002 the halls again sponsored "trick or can" and collected about 2,200 pounds of food for the food shelf. In April, Independence Hall again sponsored a ping pong marathon one weekend and raised money to support Habitat for Humanity. Some additional innovative projects occurred on 2002-2003. The residents of all the halls contributed money to show appreciation to all of the custodians and before holiday break, the custodians were given a limo ride around Morris ending at the LaFave House. The RDs and Residential Life professional staff served a formal dinner. Independence Hall residents sponsored a tree planting near Independence in memory of Independence Hall custodian Ron Kussatz's father.

The residence hall staff and living environment were again evaluated by the students near the end of fall semester. A brief summary is included showing a percentage of students who responded with strongly agree or agree. The synopsis includes comparisons for 1997, 1998, 1999, 2000, 2001 and 2002. As has been typical in the past, the students indicated a high degree of satisfaction with the residence halls and the performance of the RAs on the floors.

Residence Hall Survey Information

	<u>'97</u>	<u>'98</u>	<u>'99</u>	<u>'00</u>	<u>'01</u>	<u>'02</u>
My RA spends an adequate amount of time on the floor	94%	87%	92%	89%	89%	98%
My RA and I have made an attempt to establish a positive relationship	97%	92%	92%	95%	93%	98%
My RA is respected by residents	95%	91%	92%	93%	94%	98%
My RA encourages activities which promote unity among residents	95%	91%	95%	95%	96%	98%
There is a friendly atmosphere on my floor	92%	92%	90%	91%	92%	97%
Living in the residence hall has been an enjoyable experience for me	94%	94%	91%	92%	94%	97%

RA selection in 2002-03 (for 2003-04) went smoothly. We again utilized the carousel for round one. Approximately 90 students attended the information nights. An info night was held at the Minority Resource Lounge and applications were available at MSP to encourage minority applicants. The pool of candidates stabilized. The continuation of retention interviews contributed to stable numbers of applicants. During retention interviews, RAs asked residents if they were interested in the RA position. The selection committee wrote notes to each of those students informing them of the selection process. We hired 14 new RAs, which included 5 females and 9 males. Four of the new RAs and one returning staff member are minority students (2 Hispanic, 1 African American, 1 Bi-Racial (African & Native American) and 1 Asian). The "student trainer" position was continued for the second year in 2002-2003 and worked with RAs and students to do training relating to diversity. A new approach will be used in future years where the RD on Independence supervises this position to better integrate the individual into a staff team.

All of the student RDs and professional RDs will be new to their positions for 2003-04. The student RDs helped conduct three spring training sessions for the 2003-04 staff team.

The Residential Life staff was again active in participating in conferences and workshops to enhance their performance. The Director, one Assistant Director, two professional Hall Directors, and three student RDs participated in the annual conference of the regional Upper Midwest Association of College and University Housing Officers (UMR-ACUHO) at St. Paul, MN. Lucia Valencia Briseno, Blakely Student RD, received the undergraduate conference waiver. The Director co-presented (with Robert Thompson and Dave Stringfield) "Planning for Fire Suppression Systems: A Burning Issue." The staff remained professionally active. The Director served on the Comprehensive Training Committee and the returning professional hall directors served on the Financial Advisory Committee.

3. Housing Occupancy

The official freshman enrollment was 532 for the fall of 1995, 550 for the fall of 1996, 495 for the fall of 1997, 549 for the fall of 1998, 457 for the fall of 1999, 474 for the fall of 2000 and 480 for the fall of 2001 and 477 for the fall of 2002. The residence hall occupancy declined from 943 the previous year to 886 in the fall of 2002. Part of the decline may be explained by a return to the old method of requiring four students for every apartment during spring sign up in 2002. As a result, not all of the apartments were rented and we opened in the fall of 2002 with 11 empty apartments. This was unprecedented. Since the apartments were available, housing was asked to provide three apartments at no charge to three assistant coaches for the year. Changes were made in the sign-up process in the spring of 2003 to allow students to sign up in groups of three or four for the apartments and perhaps groups of two if necessary. Some additional marketing schemes were also utilized to encourage students to return to the residence halls. We did have an increased number of students plan to return to the halls for the fall of 2003.

Summary

The 2002-2003 academic year was a busy and productive year for Residential Life. There were some staff difficulties with the Independence Hall Director and this caused considerable stress for several staff members, especially during the fall semester. Overall, the staff performed very well. We were disappointed that we had to postpone the fire protection for Gay, Pine and Spooner for another year. The fact that the legislature did provide some funds for life safety in June 2003 is a promising precedent and should bode well for the future. Plans for these projects will be finalized in 2003-04 with anticipated construction in the summer of 2004. Sodexo began their second year as the new food service contractor in 2002-03. Room and board rates increased in 2002-03 by about 3.2 percent. The summer of 2003 saw significant staffing changes in Residential Life for the academic year 2003-04, some as the result of budget cuts. Plans will progress in 2003-04 to attempt to resolve the fire protection issues, review future housing needs and directions.

Major Changes Recommended/Plans for 2003-2004

- A. Continue the development of a schedule to install sprinkling systems for fire safety in all the residence halls. Consult with Plant Services and contract an architectural firm to develop plans for additional sprinkling and life safety equipment and review the priority list and timing of these major projects.
- B. Develop plans to install a new fire protection system in Pine Hall and upgrade Spooner including sprinklers, new alarms and smoke detectors. Develop plans to install a new fire protection system in Gay Hall including sprinklers, new alarms and smoke detectors. Also, include plans for upgrading the domestic water system and the possibility of twelve additional bathrooms and showers.
- C. Continue to consult with asset management to determine how much money remains in the RH-4 reserve and prepare documents to demonstrate money spent in the apartments so this money could be accessed to supplement the general reserve.
- D. Continue the replacement of Independence stairwell window panels begun in 1996.
- E. Continue to refine and utilize the RD/RA manuals.
- F. Consult with Plant Services and the Computing Services to develop an on-line work order system.
- G. Continue to modernize the lighting systems in the residence halls to include energy efficient fluorescent fixtures.
- H. Review capital expenditure requirements in the residence halls; include such items as carpeting, room and lounge furniture, drapery, and lighting fixture requirements. Also, consult with Plant Services to develop a projection of long-range major renovation requirements in the residence halls.
- I. Develop plans for efficient use of the hazardous waste/storage building.
- J. Continue to review plans to improve disability access to the residence halls. Begin reviewing the possibility of elevator access to a residence hall.
- K. Continue to improve response to student psychological problems in the residence halls and develop cooperation with other campus resources.
- L. Develop the division of responsibilities necessitated by the structural changes with an Assistant Vice Chancellor for Student Life and an Associate Director of Residential Life.
- M. Continue to expand efforts to educate students regarding sexual violence.
- N. Continue to address diversity issues for staff and residents. Continue expanding efforts to educate students regarding racial and ethnic harassment

- O. Review the enrollment projections and residence hall space and determine if a marketing strategy needs to be improved to ensure high occupancy in the residence halls. Coordinate this effort with Admissions and other offices. Continue the development of a Residential Life web page to provide information to a broader constituency. Revisit with Admissions regarding the possibility of differential based need for financial aid depending on whether a student lives on or off campus. This could provide an incentive for staying on campus.
- P. Consult with Admissions and Computing Services to refine and improve the housing application procedures.
- Q. Increase the amount of students applying for RA positions.
- R. Continue to improve the professional development opportunities for the Residential Life staff.

A. Appendix

A. Student Life Student Staff

Residential Life Student Staff

Lucia Valencia-Briseno - Residence Director, Blakely Hall
Stacy Theis - Resident Advisor, Blakely Hall
Kevin Kearns - Resident Advisor, Blakely Hall (8/26/02-12/1/02)
Joel Blaha – Resident Advisor, Blakely Hall (Spring Semester)
Ann Standafer - Residence Director, Pine Hall
Peter Kirwin - Resident Advisor, Pine Hall
Sara Nowak - Resident Advisor, Pine Hall
Tara Marquardt - Resident Advisor, Pine Hall
D.J. Hilley - Residence Director, Spooner Hall
Anne Williams - Resident Advisor, Spooner Hall
George Joyer - Resident Advisor, Spooner Hall
Karen Morlock - Resident Advisor, Spooner Hall
Sara Lam, Resident Advisor, Clayton A. Gay Hall
Amanda Woodle - Resident Advisor, Clayton A. Gay Hall
Dave Borgerding - Resident Advisor, Clayton A. Gay Hall
Jackie Elvehjem - Resident Advisor, Clayton A. Gay Hall
Sarah Sorenson - Resident Advisor, Clayton A. Gay Hall
Brandon Winters - Resident Advisor, Clayton A. Gay Hall
Katherine Johnson - Resident Advisor, Clayton A. Gay Hall
Melissa Swenson - Resident Advisor, Independence Hall
Danielle Thibodo - Resident Advisor, Independence Hall
Ben Mathews - Resident Advisor, Independence Hall
Sam Poegel - Resident Advisor, Independence Hall
Whitney Anderson - Resident Advisor, Independence Hall
Rebecca Johnson - Resident Advisor, Independence Hall
Paul Buzinec - Resident Advisor, Independence Hall (RA Fall Semester, RD Spring Semester)
Brittany Thurber (Spring Semester)
Sara Campbell - Resident Advisor, Independence Hall
Rachel Beckman - Resident Advisor, Independence Hall
Erin Tracy - Resident Advisor, Independence Hall
Jennifer Huselid - Resident Advisor, Independence Hall
Elicia Kouba - Residence Director, RH4 Apartments
Katherine Nelson - Resident Advisor, RH4 Apartments
Sandra Castro - Resident Advisor, RH4 Apartments
Bradley McBeath - Resident Advisor, RH4 Apartments
Daniel Opoku-Frempong - Resident Advisor, RH4 Apartments

B. Physical Facilities Improvements – 2002-03

Apartments:

Project #	Description	Subtotal	Total Amt.
4973	Replace all back doors to the apts.		36,632
5637	Roof project 2001-02: replace apt. roofs in summer 02		
	Foss Associates	17,109	
	Building Permit and Fees	2,472	
	Greenberg Roofing, Fargo	268006	287,587
5543	Apts. stairwells: light fixtures – replace 36 single lamp fixtures with Lithonia #lb-232-120GEB fixtures		3,090
	Morris Lumber: 51 kitchen cabinets/countertops for Apt. kitchens	49,470	
	Larry Pearson/Leo Berlinger/Mark Osborn Installation Cost	12,480	
	52 Broan Hoods for apt. kitchens	5,148	
5745	Apts. – electrical and plumbing associated with replacing kitchen cabinets and sinks in 10-50 apts.	27,485	94,583
5752	Replace exterior front doors/hardware and patch the frames		26,394

Gay Hall

Project #	Description	Subtotal	Total Amt.
4964	Splice out neutral wire on all multi-wire branch circuits and install new duplex receptacles		5626
5481	Gay II: Caulk exterior joints		31,782
5713	Complete asbestos and lead survey		8,497
5746	Construct an additional bedroom and fix kitchen (refinished cabinets) for the Gay Hall RD Apt.	11,181	
	Athens Oak Bedroom set for Gay Hall RD Apt.	1,436	
	Wente's Furn./blinds for Gay RD Apt.	213	12,830
5822	Rework main entrance drain		1098

Independence Hall

Project #	Description	Subtotal	Total Amt.
5811	Ceiling Tile Abatement in RD Apt.(279-1145 maint. Budget)	1,865	
5702	Asbestos testing for RD remodeling project (279-1145 maint. Budget)	4,530	
5709	RD Apt. Bedroom & Mailroom remodel	25,197	
	RD Apt. Bedroom Carpet	1,573	33,165
5710	Main Lobby Refurbishing – remodel main lobby and pool room area	15,787	
	Ravnik design fee for Indy Lobby	2,400	
	Charge for art project tiles for lobby entrance/Kevin Flicker	300	
	Wieland Furniture for Indy Hall Lobby area	7,728	
	Sauder furniture for Indy Hall Lobby area	3,465	29,680
5714	Complete asbestos and lead survey		620
5723	Order/replace shower control valves. There are 20 control valves in common bathrooms and 27 inc. the RD apt. and guest and handicap rooms		6,920

Pine Hall

Project #	Description	Subtotal	Total Amt.
5812	Asbestos abatement in Mechanical Room	7,929	
5722	Replace hot water heater with instantaneous heater, new concrete floor	24,272	32,201
5712	Asbestos & Lead Survey		5,002

Blakely Hall

Project #	Description	Subtotal	Total Amt.
5749	Paint exterior windows and overhangs		15,012
5974	Asbestos abatement of flooring, etc. in basement kitchen #20		3,122
5975	Remodel kitchen and install new cabinets, electrical outlets, lighting, flooring, etc.		7,863
5715	Complete lead survey (asbestos survey already done)		661

Project #	Description	Subtotal	Cost
	Blinds for Indy Office and Blakely Lounge		772
	1 Kenwood TK-370G handheld radio for Asst Dir.		513
	1 Mattress for Apt. RD		390
	2 HON Comfortask chairs/Indy & Gay RD's offices		276
	1 Canon Bubble Jet Printer for Asst. Director-Facilities/Operations		150
	Blinds for Indy Office/Blakely Lounge		772
	Ottertall Energy Services/NovAqua		15,190
	1 Sharp EC-7311 Tank vacuum for Gay Hall Custodians		129
	4 Sharp EC-TU2603 Upright Vacuums (Storage)		712
	1 Sharp Vacuum and extension for Blakely Hall		191
	1 Micromatic 14E Scrubber for Indy		1800
	Cable improvements		1006
	Ottertall Energy Services/NovAqua -- replace showerheads and bathroom faucets in all residence halls and apts. (except Gay Hall) with conservation restricted flow devices		15,186
	Grand Total		679,452

C. Summary of Residence Hall Occupancy

Occupancy By Month – 2002-03

Month	Capacity	Occupancy	% Occupancy To Capacity	% Occupancy To Available	Room changes (Male/Female)	
September	1024	891	87.0	92.4	6	6
October	1024	886	86.5	92.7	19	11
November	1024	886	86.5	93.3	2	13
December	1024	884	86.3	94.0	23	39
January	1024	787	76.9	89.8	10	15
February	1024	780	76.2	90.8	6	6
March	1024	777	75.9	90.5	0	2
April	1024	777	75.9	90.5	0	1
May	1024	777	75.9	90.5	0	0

Departures – 2002-03

Month	Gender		Off-Campus Housing	Canceled	Transfer/ Graduation	Other	Total
	Male	Female					
September	2	2	0	4	0	0	4
October	1	1	0	2	0	0	2
November	0	2	1	1	0	0	2
December	45	72	58	10	24	25	117
January	8	12	8	4	2	6	20
February	0	2	0	1	0	1	2
March	3	1	2	2	0	0	4
April	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0