First Quad Meeting Agenda Fall 2015 Semester

Welcome
1. Icebreaker Activity - Allow each resident to introduce himself and herself to each other.
2. Gather Cellphone Numbers - Inform residents about our social standards of communicating with each other to support each other rather than to process noise violations and other problems.

Activities
1. RA Community Building Plan - Explain plan ideas and how residents may offer suggestions for Community Builder activities.
2. Village Hall Program & Event Programs - Present known dates, times, locations, and the various ways we will advertise all activities. Below are our Planned Program Dates:
   - Sep. 24th, 8pm-10pm
   - Oct. 29th, 8pm-10pm (Big Hall Program)
   - Nov. 20th, 6pm-8pm
   - Dec. 8th, 7pm-9pm

More Information

The ThomasES Commons - contents include: the Village hall office, 24/hr laundry room (accessible from Village residents’ IDs), restrooms, and beautiful a Lounge with board games, 2 high-definition TVs, Cable & DirecTV with movie & sports channels. The Lounge can be reserved from our website.

Courtesy Hours - 24 hours a day, 7 days a week. Residents are expected to lower TV and music levels during quiet hours and to respect other residents whenever they are alerted at any time.

Quiet Hours - Sun-Thurs, 11pm-8am and Fri & Sat, 1am-12 noon.

Noise Issues Sanctions:
- First noise complaint per apartment during courtesy hours = verbal warning
- First confirmed noise violation during quiet hours = official written warning per suite
- Second noise violation during quiet hours per resident = official written warning per suite
- Subsequent noise complaint or violation per suite = referral to the office of student conduct

Guest Policy - Guests are not permitted for more than three nights per 7 day period. Any campus visitor who is on-campus after 10pm MUST have a guest agreement or guest pass. Guests without guest agreements may be required to leave campus and the situation will be documented by Public Safety. Residents whose guests violate this and/or other College policies may face disciplinary action. Discuss guest policy expectations, including automatic suitemate agreement, which allows for guests without the need for suitemates’ signatures.

Open Room Change Period - Request are being accepted now and are due by 11:59 PM on Sun 9/13. Decision responses will be placed in requesters’ campus mailboxes by 11:59 PM on Thur 9/17.

Smoking policy - Smoking is prohibited inside all residences and buildings on campus and within 25 feet of any building. Reasons? Hookahs are prohibited from being inside of any building on campus.
Prohibited Items - Refer to the Guide to Community Living for a complete list of prohibited items at Ramapo College. Some common violations include: Pets, personal refrigerators, candles, hookahs, incense, recalled products, decorative materials such as banners, drapes, tapestries, beads and anything that covers more than 10% of the aggregate area of walls and ceilings.

Alcohol Policy - The Office of Residence Life designates some residences of Laurel (certain suites on the 7th and 8th floors only) and some apartments in the Village as alcohol-allowed housing. Students and staff can be made aware of each designation by the alcohol-allowed housing agreement that must be posted in each suite or apartment that has been designated alcohol-allowed, which permits alcoholic beverages to be in the housing assignment. For the current list of alcohol-allowed assignments, students can access this information from the Village Website: https://www.ramapo.edu/reslife/village/.

Open alcoholic beverage containers are prohibited outside, in the state of NJ, residents will be documented and face disciplinary action for each alcohol policy violations, with no warnings. Games that promote excessive drinking are prohibited. All alcohol policy violations may result in disciplinary action, including the loss of alcohol allowed housing privileges, fines that begin at $200 for the first offence throughout a student's time at Ramapo College, and even loss of on-campus housing is possible. Refer to the Guide to Community Living and the Student Handbook for all policy detail.

RA Duty - Village RA Staff will be on duty overnight, conducting rounds in the area and being available to assist residents. RAs enforce College policy by documenting possible policy violations they observe. RAs will request identification from students and visitors when deemed appropriate. Failure to provide ID upon the request of a College official, including an RA, will result in disciplinary action and increased sanctions. The charge is failure to comply, which often results in at least a $100 fine for a first offense.

Social Gathering Guidelines - No more than 16 people, including the assigned residents and their guests/visitors, are permitted to be in a Village apartment at any given time.

Lockouts - RAs will be available from the Village hall office, 12pm-12am to handle lockouts. Lockouts are no charge during certain time and residents’ student accounts are billed $15 at other times (see list).

FERPA - We do not give out certain personal student info to others, including parents and/or any family members, friends, etc., unless we have written permission to do so in advance, for each specific matter.

Health & Safety Inspections - See the Guide to Community Living for dates. These dates are not advertised outside of the Guide to Community Living. Fall: 9/28/15 - 10/9/15, 11/9/15 - 11/20/15

Apartment Vacancies - Once a week, an RA will be entering all apartments that have unoccupied or unassigned bedrooms (vacancies) to check on the housing unit. These bedrooms are not to be opened or accesses by anyone for any reason at all. If they are opened and/or used for any reason, the residents assigned to the apartment will face disciplinary action.

Emergency and Missing Person Contact Information - Each resident is obligated to provide accurate emergency and missing persons contact information to the College. It should not be a fellow campus resident but someone who can support the resident in emergencies at all times or their missing person contact if they are believed to be missing. Residents do not have to use their parents if they are uncomfortable using them as their emergency contact(s). Residents must inform their residence hall office whenever they need to update this information.
Fire Safety - Village residents are expected to go to their assembly areas when there is a fire alarm activation. Also the state of New Jersey requires at least one unannounced evacuation drill per semester. Wall coverings must be limited to very small amounts!!! NJ State Fire Code states that no personal items are permitted to cover any portion of College residence walls at all. If the College is fined for residents’ violation of any state safety law, the resident(s) will be charged for the fine. NJ State Fire Safety Policy Violations start at $5000.00 per day!

Alert Me Now - Sign-up online if you have not already done so.

Trash and Recycling - Take trash to outside dumpsters. There is a door to door recycling only pickup service provided by student employees who are NOT RAs. Village residents will receive further information via email from the Recycling Coordinator. Recycling does not begin in the Village residences until after those instructions have been communicated via email. Regular trash may never be left outside of the apartment, on or under the stairwell, or anywhere other than inside of the dumpsters. Recyclables may only be left out a few hours before each scheduled pickup time, on the days indicated from the Recycling Coordinator. Violations may result in fines, from $25 per bag of trash.

Renter’s Insurance - A state college such as Ramapo is not responsible for loss, theft, or damage to student property for any reason. It is important for each resident to consider purchasing renter’s insurance and/or seeing if their belongings may be covered under their family’s home owners insurance.

RA Job Applications - May be available online at the Residence Life Website at the end of semester.

Housing Inventory Reports - Residents either already received or will soon receive their inventory form via email from village@ramapo.edu to their Ramapo email address. Each resident has 48 hours to review this report and submit any discrepancies via email only. Please refer to the email with the inventory form attachment for details. If a resident does not receive an inventory report, it is the resident’s responsibility to follow up by contacting the Village hall office via email within 48 hours of checking in.

Email Communication - The Office of Residence Life is asked to send a great deal of emails to resident students. There will be important messages that come directly from the Village hall office. There will also be information sent from other Ramapo departments that we will forward to our residents. Residents will be held accountable for all of the information sent. Usually, these email messages are sent to resident students via the My Ramapo/Luminis groups for each residence hall, building, or residence area. Residents are not permitted to remove themselves from these groups. If a resident is not a member of their residence hall’s group, they must request group membership as soon as possible. Residents are held responsible for joining their hall's Luminis Group for their building or residence area.

Roster Checks (Bed Checks) - Each RA must verify that each resident is in the bedroom assignment that was assigned to them by Residence Life. Be sure to confirm this with your RA, ASAP.