

# SORORITY AND FRATERNITY LIFE

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## IMPORTANT PHONE NUMBERS

<b>EMERGENCY</b>	911
<b>COLUMBUS POLICE NON-EMERGENCY</b>	614-645-4545
<b>ASSOCIATE DIRECTOR OF HOUSING</b>	614-688-3287
<b>FMA</b>	614-294-2531

## PEOPLE TO KNOW

**Dr. Kim Monteaux De Freitas**, Director of Sorority & Fraternity Life [defreitas.12@osu.edu](mailto:defreitas.12@osu.edu)

**Teri Cugliari**, Associate Director of Housing for Sorority & Fraternity Life [Cugliari.6@osu.edu](mailto:Cugliari.6@osu.edu)

**Hunter Hartwig**, Assistant Director of Sorority & Fraternity Life, IFC Advisor [Hartwig.24@osu.edu](mailto:Hartwig.24@osu.edu)

**Ashly Horton**, Coordinator of Sorority & Fraternity Life, PHA Advisor [Horton.179@osu.edu](mailto:Horton.179@osu.edu)

**Holly Smither**, Director & Property Manager Fraternity Management Association [holly@fmaosu.com](mailto:holly@fmaosu.com)

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## CAMPUS RESOURCES

*Please click the header to link to additional information for each section*

### [Office of Institutional Equity](#)

- The Office of Institutional Equity exists to help the Ohio State community prevent and respond to all forms of harassment, discrimination and sexual misconduct. This centralized office houses the university's Americans with Disabilities Act (ADA), Affirmative Action and Equal Employment Opportunity (EEO), Protection of Minors, and Title IX functions.

### [Risk and Emergency Management](#)

- Risk and Emergency Management strives to make The Ohio State University a safe place for our students, staff, faculty and visitors to live, work, learn, play and visit.

### [The Office of Student Conduct](#)

- The mission of our office is to protect student rights; help foster a safe and secure educational environment; uphold the standards of the University community; establish accountability for student choices; maintain an equitable and inclusive process that promotes mutual respect; foster ethical standards and critical thinking and decision-making; and assist in the development of students into productive citizens.

### [Counseling and Consultation Services](#)

- We provide individual and group mental health services, psychoeducational prevention and outreach programming to currently enrolled undergraduate, graduate and professional students.

### [Student Advocacy Center](#)

- The Student Advocacy Center is committed to helping students navigate Ohio State's structure and to resolving issues that they encounter at the university. Our purpose is to empower students to overcome obstacles to their growth both inside and outside the classroom. We encourage students to maximize their educational experience and prepare them for involvement in the larger community and for life beyond college.



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## ADDITIONAL RESOURCES

### [Holmes Murphy Insurance](#)

- Holmes Murphy offers this educational information to provoke thoughts and discussion and it should not be viewed as a mandate or requirement. We view part of our role as an insurance and risk management professional to anticipate your needs and educate you in an effort to complement the organization's loss prevention and control efforts, not replace the decision making autonomy of our client organizations. We hope you find this educational piece to be of value and stand ready to discuss it further with you or any of your constituents.

### [Fraternal Law](#)

- Fraternal law offers a free quarterly newsletter, you are encouraged to sign up for this free resource in order to stay current on litigation and legal matters regarding fraternities and sororities.

### [Pennington and Company](#)

- Pennington & Company helps alumni leaders and volunteers within Greek organizations foster growth in both fraternal spirit and operational results. Our monthly Pennington Webinar Series features experts from various areas that impact Greek alumni and their chapters. Not all presenters are from Pennington, but they're all at the top of their fields of expertise.

### [North American Interfraternity Conference](#)

- The North American Interfraternity Conference (NIC) is a trade association representing 58 inter/national men's fraternities. NIC member organizations also represent a diverse range of fraternity men and interfraternal interests, including fraternities founded for leadership and business interests as well as faith-based, multicultural, historically black, and new or emerging fraternities.

### [National Panhellenic Conference](#)

- Made up of 26 women's-only inter/national member organizations, the National Panhellenic Conference (NPC) is the world's largest umbrella organization specifically charged with advancing the sorority experience. Through its advocacy, NPC seeks to enlist nearly 5 million sorority women in its efforts to showcase the transformational power of the sorority experience.

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## **RECOMMENDED BEST PRACTICES**

- Daily walk thru of the house
  - Note and report any of the following
    - Damage
    - Maintain issues
    - Housekeeping concerns
- Weekly or bi-weekly meetings with house manager
  - Recommended topics of discussion
    - On-going damage
    - Maintenance or housekeeping issues
      - Keep them in the loop on timelines
    - Closing for breaks
    - Other issues you may have identified
    - Also note the positives!
- Host two house meetings a semester
  - Opening – Fall Semester
    - Discuss house policies
    - Go over lock outs
    - Discuss how maintenance and housekeeping work
    - Have residents sign any paperwork required by the house corporation
  - Closing – Fall semester
    - Discuss last day to be in the house
    - Cover what the residents need to do, if anything before leaving
      - Check out
      - Unplug items
    - Is anyone leaving the house at break?
    - Will anyone new be coming in to the house after break?
  - Opening – Spring Semester
    - Review house polices
    - Recruitment (especially for women’s groups)
    - Winter weather policies
  - Closing – Spring Semester
    - Move out/ Check out

Please notify SFL if someone is injured at the house or on the property

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## GREEK HOUSING ACADEMICS & TECHNOLOGY GUIDELINES

### STUDY SPACE

*Chapters:* Each chapter shall define a common functional academic space specific to the chapter's facility. Chapters are encouraged to consider flexible spaces to meet a variety of academic needs, including but not limited to, study space, small group meeting space, and classroom space.

*University:* The University will assist chapters in identifying flexible furniture and furnishings and will provide consultation in the design of spaces.

### STUDENT DESKS

*Chapters:* Chapters will provide at least one desk per bedroom /dayroom. Chapters may petition for approval for alternatives to a non-traditional desk.

### FACULTY ADVISOR MEETING

*Chapters:* Chapters will designate appropriate space for one on one meetings between students and the faculty advisor for the Second-Year Transformational Program.

*University:* The University will provide faculty advisors to the second-year students in compliance with the Second-Year Transformational Program.

### INFORMATION TECHNOLOGY

*Chapters:* The facility shall provide or have a reasonable plan to provide current information technology resources that support the academic experience.

*University:* The University will work proactively with chapters towards obtaining the latest technologies for the chapter facilities and overall student community.

### ALTERNATIVE HOUSING

*University:* The University will provide housing for second-year students who do not live in chapter facilities.

## GREEK HOUSING LIVE-IN/FACILITY ADVISOR GUIDELINES

### LIVE-IN ADVISOR

*Chapters:* Each chapter must have a live-in advisor or equivalent position. Each chapter will create a University approved job description for this individual. It is recommended that this individual be at least one year removed from their undergraduate experience. Graduate and professional students are eligible to fill this role.

*University:* The University will provide templates and consultation for the development of live-in advisor's job description. The University will also provide multiple opportunities for training and education for the live-in advisors living in the chapter facilities in order to fulfill the annual training requirement for live-in advisors.

### HIRING PROCESS

*University:* The University will provide a centralized hiring process for live-in advisors. Chapters may recommend eligible candidates to participate in this process.

*Note: There are special circumstances where a live-in advisor may not be accommodated within a given facility. In these cases, the chapter must provide an alternate solution that works for the chapter and is approved by the University and the Greek Community Association.*

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## APPENDIX: ACADEMICS & TECHNOLOGY RECOMMENDATIONS

### ELECTRICAL UPDATES

*Chapters:* Chapters should consider electrical updates during renovations that provide the ability to support the current technology demands of residents (e.g. computers, TVs, cosmetic appliances, etc.)

## APPENDIX: SAFETY & SECURITY RECOMMENDATIONS

### CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN

The property should encourage patrons to enter through a common entrance, especially after hours. Fencing, signage, and access to facility should be clearly defined to exterior observer when visitor is transitioning from public to privately owned spaces. Exterior property, including trash and recycling areas, should be maintained and orderly, free of litter and graffiti, denoting that occupants care about the maintenance and upkeep of the property. Landscaping should be maintained lower than 3 feet and above 6-8 feet, limiting places of concealment and not blocking existing lighting.

### KEY CONTROL POLICY

*Chapters:* Chapters will keep a master copy of keys with an alumni advisor, member of the House Corporation or the live-in advisor. If the chapter chooses a keyless security system, the system must have a battery backup or ensure the device has power at all times, to allow for continuous access control to the facility. If the chapter chooses to have a key system, it will be beneficial to utilize a key watcher or lock box system to ensure the keys cannot be misplaced, lost or released to unauthorized individuals.

### FIRE SAFETY

*Chapters:* The facility should have two methods of egress on floors with bedrooms. A sprinkler system should be installed in the chapter facility if a

renovation dictates the necessity for this safety measure.

If the chapter utilizes a wireless smoke detection system, several requirements must be met:

- A. All devices communicate back to a central panel for system/supervisory monitoring of those devices as well as providing building-wide notification.
- B. Systems must meet NFPA72 (or particular sections of it) and be UL listed
- C. Central panel must report off site to a central monitoring station for alarms

### DAMAGE ASSESSMENT

*Chapters:* The chapter alumni advisory board, collegiate officers or House Corporation should conduct an analysis to determine damages incurred during the leasing term, assess the need for repair and inventory all property prior to starting a new leasing term with new residents.

### SUMMER LEASES

*Chapters:* It is encouraged to have a separate, summer living contract for members and non-members if the facility will be open and used during the May or summer terms.

### HIRED STAFF

*Chapters:* Background checks can be requested for independently hired staff, such as live-in advisors and chefs. Contact [HR-BackgroundChecks@osu.edu](mailto:HR-BackgroundChecks@osu.edu) if you need assistance finding a company. If such a service is requested, it may be beneficial to work with the organization's Headquarters and legal team to put this stipulation in an employment contract.

### ALCOHOL POLICY AND EXEMPTION

*Chapters:* Chapters may apply for an exemption to the alcohol standard for specific, special events (e.g. parents, alumni, etc.) approved at least 30 days in advance of the event. Exemptions are based on demonstrated past and planned risk reduction and must be signed off by the owner of the property.