

AILG Plenary Meeting Minutes

Wednesday, 20 September 2017 | MIT Student Center | Meeting called to order at 7:30 am by Akil Middleton

In Attendance

FSILGs attending: Alpha Chi Omega, Alpha Delta Phi, Alpha Phi, Beta Theta Pi, Chi Phi, Delta Kappa Epsilon, Epsilon Theta, Fenway House, Kappa Sigma, Lambda Chi Alpha, Phi Beta Epsilon, Phi Delta Theta, Phi Kappa Sigma, Phi Kappa Theta, Pi Lambda Phi, Pi Kappa Alpha, Sigma Alpha Epsilon, Sigma Nu, Sigma Phi Epsilon, Student House, Tau Epsilon Phi, Theta Chi, Theta Tau, Theta Xi, Zeta Beta Tau, Zeta Psi

FSILGs not attending: Alpha Epsilon Phi, Alpha Epsilon Pi, Alpha Tau Omega, Delta Phi Epsilon, Delta Tau Delta, Kappa Alpha Theta, Nu Delta, Number Six Club, Phi Sigma Kappa, Pi Beta Phi, Sigma Chi, Sigma Kappa, Theta Delta Chi, WILG

AILG Board: Akil Middleton, Pam Gannon, Eric Cigan, Steve Baker, Cecilia Stuopis

MIT Administration and Other Guests: Judith Robinson, Dennis Collins, Bob Ferrara (TC) (DSL); Brad Badgley, Liz Jason, Julie Rothaar-Sanders (FSILG Office); Bill Colehower, Taya Dixon, Chris Heenan (MIT Dept. of Facilities); Austin Ashe, Kim Hunter (AP) (MIT Alumni Association); Scott Klemm, Oscar Argueta (FCI); Charlie Frick (Greek Giving)

Undergraduates: Ayomide Fatunde (Panhel), Erin Main (ET), Daniel Yahalomi (TT), Jeremy Bogle (TT), Joshua Scherrer (SPE)

Welcome and Introductions

AILG Chair Akil Middleton welcomed the attendees to the new academic year and started off a round of introductions.

Treasurer's Report (Eric Cigan)

AILG Treasurer Eric Cigan presented the AILG's current (year-to-date) Balance Sheet and Income Statement. He reported that finances are following budgeted projections, as detailed in the presented handout. Eric noted that the AILG ended AY2017 with a \$185 surplus.

FSILG Office Update (Brad Badgley and Judy Robinson)

FSILG Office Director and Associate Dean Brad Badgley reminded all organizations to apply for DSL's GRA subsidy; he noted that organizations may either apply for fall only or for fall and spring semesters in one bill.

Brad reported on formal recruitment and a minor incident that occurred at Phi Delta Theta. Brad noted that avoiding crowds outside the door during parties is an important lesson learned from the event.

Senior Associate Dean for Student Life Judy Robinson reported on the recent activities of MIT's Hazing Prevention Education Committee (HPEC), noting that HPEC is being reinvigorated this year. MIT has also signed on to join the National Hazing Prevention Consortium for the next two years.

Student Council Reports

Panhel President Ayo Fatunde reported on Panhel's recent activities: Panhel recruited 168 new members this year and held a diversity workshop. Ayo reported that DPE and KAT are now accepting non-binary gender members, and Panhel is working to expand opportunities at other chapters.

FSILG Office Assistant Director Liz Jason reported on IFC recruitment: IFC recruitment numbers are not final, but rush week is believed to have gone well for most chapters. She stated that final recruitment numbers will be reported next week.

Julie Rothaar-Sanders reported that LGC recruitment went well, but final numbers are not yet available. She reported that Kristin Corvino is joining the FSILG Office team as LGC advisor.

Facilities Condition Assessment (Judy Robinson, Bob Ferrara)

Senior Associate Dean for Student Life Judy Robinson presented the goals of the upcoming comprehensive facilities assessment of FSILGs. The intent of the assessment is to determine the needs for each building and to create a plan for capital improvements in an accessible format.

All organizations are expected to participate in the program, at a one-time cost of \$7,500 per organization. MIT and the AILG Facilities Committee will be available to assist in interpreting the reports and developing a capital plan to address the findings.

DSL Senior Director Bob Ferrara noted that the findings will not be shared publicly, but may be seen by the AILG Accreditation Committee as part of the accreditation process, the AILG Facilities Committee, DSL, and MIT Facilities staff.

Judy asked that any organizations that want to go early in the process notify the Building Safety Facilitator.

Questions and Discussion:

- The timeframe for the project was discussed. A vendor will be brought on board in mid-October and will be complete all assessments by the end of the current academic year.
- AILG Building Safety Facilitator Tom Stohlman reported that the visits to the property will take about a half day and that the chapter will have to prepare some information in advance.
- A question was asked whether there a plan for repeating this survey at some time in future. Bob Ferrara noted that a full assessment should not be required for at least 20 years, but at every accreditation visit, the organization's progress on identified concerns will be reviewed.
- In response to a question, Bob clarified that the assessed cost will be assessed per organization, regardless of whether they own one or two structures.
- Concern was expressed about timing of the billing given that some organizations have already set budgets for the year. Bob reported that DSL would work with chapters to manage any billing / payment concerns.
- Bob noted that the \$7,500 cost is about one-third of the total, with DSL and IRDF absorbing the other two-thirds.

AILG Goals for 2017-18 (Akil Middleton and Pam Gannon)

AILG Chair Akil Middleton reviewed the AILG board's goal-setting process this year. AILG Vice Chair Pam then presented the agreed goals:

- Increase the number of community alumni volunteers.
 - Recruit new younger alumni
 - Develop tools for remote participation
 - Conduct a volunteer orientation session

- Revisit and Complete the Member Support Program
 - Assisting groups that may be struggling in one or more areas of operation
- Increase interaction with faculty
 - Conduct a faculty focus group
 - Engage with the Heads of House
 - Engage with new faculty members to educate them about FSILGs
- Produce an Annual Community Benefits Report
 - Focus on benefits that our community provided to the larger community.
- Engage with MITAA to strengthen the AILG's Affinity Group status with the Association
 - Complete the formal relationship
 - Get FSILG/AILG features into MITAA's communications
- Complete the DSL/FSILG Relationship Agreement

There was brief discussion around Harvard University's recently promulgated policy to ban single-gender student social clubs and organizations. Steve Baker noted that because of Harvard's prominence, this action has caused great concern in the Greek world.

Update on the West Campus Village (Steve Baker, Bob Ferrara)

AILG Secretary Steve Baker announced the kick-off of Phase II of the West Campus Village planning effort and summarized the planned organizational structure. The effort will be managed by a Steering Committee composed of AILG volunteers and senior DSL and administration staff; the work will be performed by three Working Groups: Community Building, charged with outreach to community stakeholders and encouraging participation; Village Design, charged with working with DSL and Campus Planning staff to develop an architectural program and potential site(s) for the village; and Financial Modeling, charged with developing several financial and management templates that will allow all organizations that wish to participate to be able to do so, regardless of their current financial condition.

Bob Ferrara noted that the intent is to create a new destination on the west campus and a vibrant part of the campus community.

Steve and Bob both reiterated that participation in the village is voluntary, and that about 8 organizations have expressed some level of interest in the concept.

Primer on the Accreditation Program (John Covert)

AILG Accreditation Coordinator John Covert explained the function of the AILG Accreditation Committee and goals of the AILG Accreditation program, emphasizing the importance of developing and sharing best practices among the community. He noted that reservations are not grades, and should not be seen as negative outcomes of the review process. He reported that the use of the rubric will be altered to make it less like grading and more collaborative.

John reported that 11 groups are being reviewed this fall on three Saturdays.

Update on D. Reid Weedon Grant Programs (Austin Ashe)

MITAA Assistant Director Austin Ashe summarized the purpose of the D. Reid Weedon Grant program, noting that it is intended to inspire innovative alumni relations programming among the FSILGs. He reviewed the program's activities last year: 23 grant applications were submitted and 16 grants were awarded, totaling almost \$9,000.

Going forward, Austin reported that the awarding committee's goal is to improve and streamline the application process to make it easier for student organizations to apply for grants. He noted that the Fall grant application deadline will be 13 October 2017.

AILG Committee Updates

The following AILG Committees and their activities were briefly introduced:

- **Accreditation** – Herman Marshall, Chair
 - The committee is planning for the fall accreditation cycle. A handout lists the accreditation status of all AILG organizations.
- **Community Relations** – Jim Lattimer, Chair
 - The committee’s major activity is the fall welcome barbecue.
- **Education** – Kim Hunter, Chair
 - The committee supports the AILG’s goal of recruiting and training FSILG volunteers.
 - The committee is currently seeking additional volunteers.
- **Parent Outreach** – Pam Gannon, Chair
 - The committee works with DSL and member organizations to communicate with parents.
 - Big events are family weekends: Orientation, Family Weekend, and CPW.
 - Pam encouraged alumni to urge chapters to hold events during MIT Family Weekend.
- **Facilities** – Patrick McCabe, Chair
 - The committee works with alumni house corporations to ensure properties are safe and licenses are up to date.
 - This year will be surveying houses to learn what services are being subcontracted out.
 - The committee is currently seeking additional volunteers.
- **Finance** – Ernie Sabine, Chair
 - The committee plans to conduct the annual house bill survey.
 - The committee also reviews on-campus and off-campus housing costs, to help member groups set appropriate rents.
 - The committee is currently seeking additional volunteers.
- **Insurance** – Stan Wulf, Chair
 - The committee manages the AILG’s insurance programs
- **Information Technology** – Jessie Stickgold-Sarah, Chair
 - The updated Network Maintenance Program agreement is now complete.
 - The committee is working with IST to address issues with reaching the IST Help Desk.
 - The committee will assist all groups in installing the free VOIP phone numbers.
 - The committee is currently seeking additional volunteers.
- **West Campus Village - Stephen De Falco**
 - The committee leads the WCV effort.

Announcements

- The next AILG Plenary Meeting will be **Wednesday, 8 November at 6:00 pm** in Flowers Dining Room (Maseeh Hall); dinner will be provided.
- The next AILG Board of Directors meeting will be **Thursday, 5 October at 6:30 pm** in W59.
- MIT President Emeritus Paul Gray’s passing was noted; Dr. ray was remembered as a fond friend and alumnus of the FSILG community.
- The Accreditation Committee announced that it is willing to help any organization complete its BDF.
- The FSILG Direct Donor report has been completed for 2017 and is posted on the AILG’s website.

- It was noted that the AILG's website has been updated and contains more content.

Adjournment

The plenary meeting adjourned at 8:52am.

Commonly Used Acronyms

AILG	Association of Independent Living Groups	IFC	Interfraternity Council
BSF	AILG Building Safety Facilitator	ILGs	Independent Living Groups
DSL	MIT Division of Student Life	IRDF	Independent Residence Development Fund
FCI	FSILG Cooperative, Inc.	LGC	Living Group Council
FSILGs	Fraternalities, Sororities and Independent Living Groups	MITAA	MIT Alumni Association
GRA	Graduate Resident Advisor	Panhel	Panhellenic Association
		SLI	Safety, Licensing and Inspection Program



AILG Plenary Meeting

MIT Student Center – 20 Chimneys

20 September 2017

- 7:00am Breakfast**
- 7:30 Welcome and Introductions**
- 7:35 Treasurer’s Report – Eric Cigan**
- FSILG Office Update – Brad Badgley, et al.**
- Student Council Reports – Rob Binkowski, Ayomide Fatunde, Sasha Rickard**
- 7:50 AILG Retreat and Goals for 2017/18 – Akil Middleton, Pam Gannon**
- 8:00 Update on the FSILG Facilities Assessment project – Judy Robinson**
- 8:20 Update on West Campus Village – Steve Baker**
- 8:30 Primer on Accreditation – John Covert**
- 8:40 Overview of Weedon Award and Grant programs – Austin Ashe**
- 8:45 Reintroduction of AILG Committees**
- 8:55 Announcements**
- Next Board meeting: Oct 5, 2017 at 6:30pm (dinner at 6pm) in W59
 - FCI annual meeting: October 18 at the Alumni Association
 - MIT Family Weekend: October 27-29
 - Next Plenary: November 8, 2017 at **7pm (dinner at 6:30pm)** in Flowers Dining Room, Maseeh Hall

Adjourn by 9:00am

MISSION OF THE AILG

The Association of Independent Living Groups at MIT (AILG) will:

- Assist our member FSILGs to teach values and life skills that are complementary to the MIT educational curriculum.
- Be a presence at MIT, to represent and be a voice for the FSILG system and its alumni.
- Provide tools to improve our FSILG member groups.
- Promote diversity of choice of residence for students within the FSILG community.
- Promote FSILG group responsibility and accountability



AILG Committee Contacts/Updates

20 September 2017

Accreditation Committee (Herman Marshall, hermanmarshall@alum.mit.edu)

- Looking for visiting committee volunteers for the fall semester

Community Relations Committee (Jim Latimer, jlatimer@alum.mit.edu)

- Successful 3rd Annual Neighborhood Welcome BBQ held at Alpha Phi on 8/30

Education Committee (Kim Hunter, kimlesly@mit.edu)

Facilities Committee (Patrick McCabe, mccabepatrick@yahoo.com)

Finance Committee (Ernie Sabine, esabine@alum.mit.edu)

Information Technology Committee (Jessie Stickgold-Sarah, jmss@mit.edu)

- If any chapters have issues with wireless connectivity anywhere in the house, please contact us as ailg-it@mit.edu

Insurance Committee (Stan Wulf, sawulf@enters.com)

Parent Outreach Committee (Pam Gannon, pmgannon@alum.mit.edu)

- MIT Family Weekend is October 27-29: Please encourage your chapters to hold an event for parents and to register with the MIT Parents Association (Mary Casey: mkcasey@mit.edu; Austin Ashe: aaashe@mit.edu)
- MIT Parent Orientation was held on August 27-28: FSILG programs were very successful; we developed a new handout (*Fraternities, Sororities & Independent Living Groups @ MIT - FAQs for Parents*)
- Thanks to all the alums who participated in the DSL Welcome Brunch

West Campus Village (Stephen DeFalco, stephen.defalco@cranecurrency.com)

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Association of Independent Living Groups, Inc.
Balance Sheet
As of September 19, 2017

	<u>Sep 19, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Bank Accounts	
1010 · Checking Account	85,072.78
Total 1000 · Bank Accounts	<u>85,072.78</u>
Total Checking/Savings	85,072.78
Accounts Receivable	
1200 · Accounts Receivable	52,700.00
Total Accounts Receivable	<u>52,700.00</u>
Other Current Assets	
1300 · FCI Working Capital Dep...	6,000.00
Total Other Current Assets	<u>6,000.00</u>
Total Current Assets	<u>143,772.78</u>
TOTAL ASSETS	<u>143,772.78</u>
LIABILITIES & EQUITY	
Equity	
32000 · Unrestricted Net Assets	34,773.78
Net Income	108,999.00
Total Equity	<u>143,772.78</u>
TOTAL LIABILITIES & EQUITY	<u>143,772.78</u>

Association of Independent Living Groups, Inc.

09/19/17

Profit & Loss Budget vs. Actual

Accrual Basis

July 2017 through June 2018

	<u>Jul '17 - Jun ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
4100 · Education	2,500.00	2,500.00	0.00	100.0%
4200 · Accreditation	13,200.00	13,200.00	0.00	100.0%
4300 · Facilities	83,150.00	83,150.00	0.00	100.0%
4500 · AILG Member Dues	19,500.00	19,500.00	0.00	100.0%
Total Income	118,350.00	118,350.00	0.00	100.0%
Expense				
5600 · Community Relations Expe...	0.00	500.00	-500.00	0.0%
5100 · Education Expense	0.00	2,500.00	-2,500.00	0.0%
5200 · Accreditation Expense	0.00	15,700.00	-15,700.00	0.0%
5300 · Facilities Expense	8,571.00	83,200.00	-74,629.00	10.3%
5500 · Legislative & Administrative	780.00	15,850.00	-15,070.00	4.9%
Total Expense	9,351.00	117,750.00	-108,399.00	7.9%
Net Income	108,999.00	600.00	108,399.00	18,166.5%



AILG 2017-2018 Goals

1. Increase the number of AILG and FSILG volunteers

- Conduct a recruitment event for younger alumni
- Develop tools for remote participation by volunteers
- Conduct a new volunteer orientation session

2. Complete/revisit the Member Support Program

3. Increase community interaction with faculty

- Conduct a faculty focus group
- Engage with current and potential Heads of House
- Engage with new faculty members

4. In partnership with the FSILG Office, produce an annual Community Benefits report.

5. Engage with MITAA to strengthen the AILG's affinity group status

- Complete the MITAA formal affinity group process
- Get an FSILG/AILG feature in the MITAA website, Alumni Newsletter, Slice of MIT, Parents' Association Newsletter
- Connect with MIT Communications team to get an FSILG/AILG feature on the MIT home page

6. Complete and adopt the Relationship Agreement

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FSILG Facilities Assessment

The purpose of this project is to advance a shared understanding the needs for physical renewal of FSILGs to ensure they remain a vital and vibrant element of the MIT community.

After a successful pilot this summer with Delta Tau Delta, Sigma Kappa, and the No. 6 Club, the goal is to extend this effort to the entire FSILG community during this academic year. Each FSILG will receive a report that prioritizes core systems deficiencies and needs and projects cost for renewal that will inform near and long-term planning and budgeting for each FSILG.

All FSILGs housing students are expected to participate, and contribute \$7,500 per organization towards the cost of the assessment. This information would form the basis of the physical conditions section of the peer review by the AILG Accreditation Committee. The AILG Facilities will also be a resource for all FSILGs.

FSILGs may also use the report as important information for a fundraising campaign, with which MIT, DSL, and the AILG Finance Committee can assist as requested. There will a spring 2018 fundraising seminar based of what people have learned.

Please see the reverse side on the limitations of access to FSILG Facilities Condition Assessment data. This was developed in consultation with stakeholders including the AILG Board, the FSILG Cooperative Inc, the AILG Facilities and Accreditation Committees, the FSILG Office, DSL, and the MIT Department of Facilities.

**For questions, please contact either:
Tom Stohlman '76, tstolhman@alum.mit.edu or
Bob Ferrara '67 bobferrara@alum.mit.edu**

<http://ailg.mit.edu/fsilg-facilities-assessment>

2017-18 Facilities Assessment Project

Goals of Project:

- Good, safe housing for all MIT students
- Address deferred facilities maintenance
- Provide accessible, useful facilities condition information to FSILGs to focus attention and resources
- Develop AILG and MIT capacity to advise & support FSILGs on capital renewal and fundraising

Lessons from a Successful Summer Pilot:

- The 3 pilot vendors were all very capable
- The process works very well with engaged house corporations

Key Parameters: Facilities Assessment Project

1. All FSILGs housing students should participate
2. \$7,500 one-time cost per organization
3. FSILGs should identify areas of concern, share services history
4. AILG and MIT are available to advise on immediate and longer term planning
5. Facilities Assessment report review are part of normal AILG Accreditation process
6. Reports are privileged, available only to specific people for stated purposes

Facilities Condition Assessment Data Access

All FSILG Facilities Assessment Data is considered private, as is all material in the Accreditation Basic Data Form (except section A). It should never be disclosed publicly and should only be shared within the specific groups below for the reasons given.

Entity	Access to:	Justification	Contact
FSILG Alumni House Corporation	Their own FSILG	This is their data. Can share with undergraduate leadership.	Alumni Corp.
AILG Accreditation Review Team and Accreditation Coordinator	FSILG being reviewed	Facilities assessment is an integral part of the Accreditation peer review and support process. Need to review facilities condition and progress.	John Covert
AILG Board (as Accreditation Reviewers only in executive session)	Specific FSILG reports - in oversight role for Accreditation reviews	Need to ensure correctness of any final Accreditation report if any reservations are included.	Akil Middleton
IRDF Alumni Boards	FSILG applying for IRDF funds	May require as part of IRDF grant or loan application	Scott Klemm
AILG Facilities Committee	Any FSILG	Needed for comprehensive review of FSILG community facilities, and advice to FSILG House Corporations and Accreditation review teams.	Pat McCabe
FSILG Office	Any FSILG	Needed for overall chapter support.	Brad Badgley
AILG Building Safety Facilitator	Any FSILG	Needed for chapter support for building inspection issues	Tom Stohlman
FSILG Cooperative, Inc.	Any FSILG	Needed for overall chapter support and also to advise FSILGs applying for an IRDF grant or loan.	Scott Klemm
DSL Administration	Any FSILG	Responsibility for overall health of FSILG community and for certifying Institute Approved housing. .	Bob Ferrara
MIT Facilities	System	Must administer system and ensure access by appropriate parties.	Bill Colehower

Update on MIT phone service for FSILGs

Part 1: Free help getting started

This is a REMINDER that the MITnet service to your house arranged by the AILG-IT committee includes two phone numbers. There is no charge for this phone service. One number is assigned to the undergraduates and the other to the alumni/ae. The AILG-IT committee forsees an orderly and gradual transition to making these numbers the “official” phone numbers for your organizations, and they are intended to be listed as permanent numbers with vendors, parents, and university and city officials. Each of these numbers can be configured via a web interface to forward to one or to several other phone numbers and can also be configured to accept voicemail. Optionally, you may purchase a physical VoIP phone to install near a network jack at your house. A physical phone is not required to take advantage of the forwarding and voicemail services.

Details are at ailg.mit.edu/fsilg-voip-information, and the numbers are listed in a table on the page ailg.mit.edu/about/contact.

If you desire assistance getting started, any member of the AILG-IT committee will be glad to assist you.

Part 2: Assistance transferring legacy phone numbers

If you have a legacy phone number which you would like to keep in service, you have options. As a best practice, you will usually want a call to either the new number or the legacy number to reach the same destination. One option: using the forwarding service described above, you can program the MIT number to forward to your legacy number, but unless your legacy number has the sophisticated features of the MIT Sylanro phone system, this may not be the best option. A better option in most cases will be to forward your legacy number to the MIT number.

We have “field-tested” this with one of our organizations, and were able to retain the “historic” KEnmore numbers while reducing a monthly charge of over \$400 for the legacy service to \$2.77 per month plus 1.2¢/minute for incoming calls, of which there are typically less than \$1 per month. The entire cost of hiring a consultant to do this including the expected monthly service cost for most of the year was completely recouped in less than one month.

You are free to make your own arrangements for the necessary service to route your existing number to the MIT number and take advantage of similar savings. However, John Covert did this for our field-test organization and does this professionally for a number of small businesses and one very large international radio news network.

Details of his offer are at ailg.covert.org/voip.txt.

In closing

All the members of the AILG-IT committee (especially David Lawrence and John Covert) are available as volunteers to offer free assistance as described in “Part 1” as well as with deciding whether you wish to engage a consultant for assistance as described in “Part 2.”