The purpose of the House Corporation Summit is to engage house corporation volunteers with training content that will enhance their confidence to fulfill their position responsibilities, while also feeling connected to the values of Delta Gamma.
Business Partners

These Business Partners will be available for a networking opportunity during lunch on Saturday!
House Corporation Summit Schedule

Unless otherwise denoted as a “Breakout Session,” sessions are intended for all attendees.

FRIDAY, SEPTEMBER 28

1 p.m. Registration Desk Opens
4:30 p.m. Welcome Reception
6:30 - 7:30 p.m. Welcome Dinner

SATURDAY, SEPTEMBER 29

7:30 - 8:30 a.m. Breakfast
8:30 - 9:30 a.m. Breakout Session 1
9:45 - 10:45 a.m. General Session 1
10:45 - 11 a.m. Networking Break
11 a.m. - 12 p.m. Breakout Session 2
12 - 1:15 p.m. Lunch
12 - 1:15 p.m. Business Partner Fair
1:30 - 2:30 p.m. Breakout Session 3
2:45 - 3:45 p.m. Breakout Session 4
3:45 - 4:15 p.m. Comfort Break
House Corporation Summit Schedule

SATURDAY, SEPTEMBER 29 continued...

4:15 - 5:15 p.m.  Breakout Session 5
See page 8 for session details.

5:30 - 6:30 p.m.  Networking Reception
Franklin Ballroom C/D

6:30 - 8:30 p.m.  Dinner and General Session 2
Franklin Ballroom C/D
Keynote speaker Jessica Gendron Williams, CEO of Phired Up Productions, will help us to better understand the generation of college students living in Delta Gamma housing.

SUNDAY, SEPTEMBER 30
*Please check out of your room and bring your luggage to Ohio B before breakfast for storage.

7:30 - 8:15 a.m.  Breakfast
Franklin Ballroom C/D

8:15 - 9:30 a.m.  General Session 3
Cindy Stellhorn
Franklin Ballroom C/D
Join us for “A Journey or a Destination?” where we will explore risk management trends for housing and employment and see new resources being developed to help you manage chapter housing.

9:45 - 10:45 a.m.  Breakout Session 6
See page 8 for session details.

10:45 - 12 p.m.  Closing and General Q&A
Franklin Ballroom C/D

12 - 12:15 p.m.  Boxed Lunches and Departures
Please check your bus assignment to know which bus to board.

1 p.m.  Tours of Executive Offices (EO)
If you registered for a tour of EO, they will begin at 1 p.m.
Breakout Session 1  
Saturday 8:30 a.m. - 9:30 a.m.

**Role Clarity for House Corporation Presidents**  
Cassandra Caron, Regional Housing Specialist (RHS) for Region 8  
**Olentangy A**

This session will explore the roles and responsibilities of house corporation presidents.

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**Role Clarity for House Corporation Treasurers**  
Debra (Debbie) Jones Osburne, RHS for Region 3  
**Olentangy B**

This session will explore the roles and responsibilities of house corporation treasurers.

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**Role Clarity for House Corporation Employment Committee Chairmen**  
Teresa Stahl and Paula Gaub, Office of Housing HR business partners  
**Ohio B**

This session will explore the roles and responsibilities of employment committee chairmen.

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Breakout Session 2  
Saturday 11 a.m. - 12 p.m.

**Understanding Housing Policies**  
Nicole (Nikki) Comstock Johnson, Fraternity Director: Housing Development and Keri Hieneman, Fraternity Director: Housing Resources  
**Olentangy A**

This session will explore relevant housing policies and why they exist.  
*Recommended for officers of housed chapters.*

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**Cultivating Sisterhood in Unconventional Spaces**  
Jessica Blevins, Office of Housing FMC/LLC specialist  
**Ohio B**

When most people think of a sorority, they think of a large, palatial house with columns out front. What they don’t know is that most of Delta Gamma’s chapters are not housed in Delta Gamma-owned properties. This session will explore creating community in chapter spaces that are university-owned or rented and, in some circumstances, are only used as a lounge or meeting space.  
*Recommended for officers of suites/lodges.*
Breakout Session 3  
Saturday 1:30 p.m. - 2:30 p.m.

Setting the Direction for the Design/Construction of a New House or Renovation Project  
Mike Hug and Steve Malin, Hug & Associates/Treanor  
Olentangy A

This presentation will provide participants with an understanding of how to approach the design and construction of a new house or renovation project. This will cover: realistic expectations for construction and owner’s costs, design and construction schedules, architectural character of the addition/new house, private (suite) bathrooms versus community bathrooms, sleeping room designs including elevated beds, and how to maximize educational spaces for tax-deductible contributions. This session will give you the tools you need to move.  
*Recommended for officers of housed chapters.*

The Suite Spot: How to Maximize Your Chapter’s Space  
Liz Toombs, Owner, PDR Interiors  
Olentangy B

Owner of PDR Interiors, Liz Toombs, will share tricks of the trade on how to create an impactful space, when you are short on square footage. Using photo examples of real fraternity/sorority projects, she will illustrate how to incorporate Delta Gamma branding pieces and explain good rules of thumb for how to use a space to its full potential.  
*Recommended for officers of suites/lodges.*

Breakout Session 4  
Saturday 2:45 p.m. - 3:45 p.m.

Let’s Think Ahead—Proactively Preparing Your Chapter for Housing Projects and Capital Campaigns  
Tara Reichenberger, Vice President, Pennington & Company  
Olentangy A

Join Pennington & Company for a session that will walk you through each important step to setting up a fundraising effort by setting a realistic timeline, engaging your entire alumnae base, conducting a feasibility study and completing a successful campaign.

Year in the Life of a Delta Gamma Chapter  
Jamie Cook, Executive Offices (EO) assistant director of education and development for training, and Mandy Reymann, director of housing operations  
Olentangy B

The Delta Gamma facility is a busy place year-round. In this session, we will help you understand the ebbs and flows of chapter operations as they pertain to high-traffic times, or other special needs from the facility, in order to best serve the chapter members.

Be Her Champion: Accountability and Care  
Bevin Murphy, EO collegiate development specialist  
Ohio B

Honor Board is Delta Gamma’s official accountability process. This session will teach you about this process, how you may interact with it and how you can be a partner in caring for the members in the chapter facility.
Breakout Session 5
Saturday 4:15 p.m. - 5:15 p.m.

Be Her Champion: Accountability and Care
Bevin Murphy, EO collegiate development specialist
Ohio B

Honor Board is Delta Gamma’s official accountability process. This session will teach you about this process, how you may interact with it and how you can be a partner in caring for the members in the chapter facility.

7 Insights to Supporting the Experience
Woody Ratterman, Managing Partner, CSL Management
Olentangy B

Housing has been at the forefront of the fraternity/sorority industry for several years now thanks in part to the tremendous membership growth of fraternities and sororities, requiring more resources and support from all levels of our organizations. We will reflect on recent industry trends through the lens of CSL’s eight years of work with chapter facilities and provide insights and recommendations for continuing to advance fraternity and sorority housing.

Table Topics
Regional Housing Specialists (RHSs)
Ohio A

This session will be a forum for question asking and idea sharing.

Breakout Session 6
Sunday 9:45 a.m. - 10:45 a.m.

It Takes a Village—Hiring and Managing
Jamie Cook, EO assistant director of education and development for training, and Mandy Reymann, director of housing operations
Olentangy A

Using data gathered by Gallup, this session will explore the best practices in hiring and managing all employees of a house corporation in order to serve the women of the chapter in the most efficient ways.

Student Expectations Steer the University Housing Boom
Sarah Whaley Campbell, Owner and Principal Designer, Whaley Campbell Design
Olentangy B

We are at a turning point within our university communities, where technology and lifestyle are leading the change for more inclusive, functioning and stylized surroundings. We will explore how to stay competitive when trends in special function, offered amenities and styled finishes ultimately drive student living decisions.
## Networking Contact Information

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Delta Gamma Fraternity Organization Chart

Anchor Chart
Office of Housing Staff Directory

**Teresa Stahl**  
*HR and Payroll for Regions 1, 3, 4 & 7*  
FHCHR1@deltagamma.org  
FHCHR3@deltagamma.org  
FHCHR4@deltagamma.org  
FHCHR7@deltagamma.org

**Paula Gaub**  
*HR and Payroll for Regions 2, 5, 6 & 8*  
FHCHR2@deltagamma.org  
FHCHR5@deltagamma.org  
FHCHR6@deltagamma.org  
FHCHR8@deltagamma.org

**Laurie Ruggles**  
*Accounts Payable for Regions 4 & 8*  
FHCPayables4@deltagamma.org  
FHCPayables8@deltagamma.org

**Sharon Deringer**  
*Accounts Payable for Regions 2, 3 & 7*  
FHCPayables2@deltagamma.org  
FHCPayables3@deltagamma.org  
FHCPayables7@deltagamma.org

**Jennifer Temple**  
*Accounts Payable for Regions 1, 5 & 6*  
FHCPayables1@deltagamma.org  
FHCPayables5@deltagamma.org  
FHCPayables6@deltagamma.org

**Bertie Day**  
*Chapter Billing (monthly invoices and chapter expenses)*  
FHCTaxes@deltagamma.org  
Bertie@deltagamma.org

**Jessica Blevins**  
*FMC/LLC groups with no house corporations*  
Jessica@deltagamma.org

**Lauren Jones**  
*Credit card inquiries*  
FHCReports@deltagamma.org

**Mandy Reymann**  
*Overall housing questions (policies, budgets, board operations)*  
MandyR@deltagamma.org
Delta Gamma Housing Policies 2018

Safety/Security/Delta Gamma Property
All Delta Gamma housing must be locked 24 hours a day.

Alcoholic Beverages/Delta Gamma Property
No alcoholic beverages may be served or stored on Delta Gamma property. Note: Property is defined as houses, apartments, lodges, suites, dorms, dorm floors and meeting rooms. This includes yards, driveways, sidewalks, and parking lots owned, rented, leased or designated for Delta Gamma use by house corporations or chapters.

Candles/Open Flame
Open flames/candles may not be used in chapter facilities.

Fire Drills
Regular fire drills are required in all Delta Gamma chapter houses, one to be held in each academic term. The first one of the year is to be under the direction of the local Fire Chief or their representative and should include instruction in the use of fire extinguisher equipment.

Firearms/Delta Gamma Property
The possession and/or use of firearms or explosive devices of any kind within the confines and premises of Delta Gamma property is expressly forbidden. Note: Property is defined as houses, apartments, lodges, suites, dorms, dorm floors, annexes, and meeting rooms. This includes yards, driveways, sidewalks, and parking lots owned, rented, leased, or designated for Delta Gamma use by house corporations or chapters. That includes any motor vehicles on the premises.

Illegal Drugs/ Delta Gamma Property
Illegal drugs as defined by state or federal law, including medically prescribed marijuana or prescription marijuana, may not be stored or used on Delta Gamma Property. Note- Property is defined as houses, apartments, lodges, suites, dorms, dorm floor, annexes, and meeting rooms. This includes yards, driveways, sidewalks, and parking lots owned, rented, leased or designated for Delta Gamma use by house corporations or chapters.

Service Animals
Delta Gamma house corporations prohibit animals and pets on the chapter property, including the house and grounds. Service animals in use are permitted on chapter property, subject to the oversight of the chapter management team and the House Corporation. Service animals include guide dogs, signal dogs, or other animals individually trained to do work or perform tasks for the benefit of an individual with a disability. Only one service animal in training at a time is allowed to be on chapter property. Waivers to this policy may be granted by the Council.

House Director/Resident Assistant
All Delta Gamma owned or leased living units shall have a live in house director unless a Resident Assistant is provided by the university. Chapters with limited residency may be granted a waiver from the Treasurer. The House Director/Resident Assistant shall live in the house seven nights per week while women are residing in the house. In case of the House Director’s absence for any reason, a satisfactory substitute approved by the House Corporation Board or the Employment Committee will be provided by the House Director.
**Housing/Guests – Employees**

No one may live in a Delta Gamma facility who is not an employee of the house corporation or a collegiate chapter member who has a signed room agreement with the collegiate chapter. Non-Delta Gammas may not be overnight guests while the members are in residence. When school is not in session and there are no live-in members present, the house director may have guests with the permission of the Regional Housing Specialist and the House Corporation President. All children under 18 visiting an employee must be accompanied by a legal guardian or house corporation employee at all times. Delta Gamma members without signed room agreements, may stay overnight with the permission of the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator and the ATC or House Corporation President.

**Housing/Guests – Members**

To live in a Delta Gamma residential facility, a collegiate member must have a signed room agreement. Delta Gamma members without signed room agreements, may stay overnight with the permission of the Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator and the ATC or House Corporation President. Delta Gamma residential facilities are for member use. The frequency of overnight guests is assumed to be random, for special events only, and not for regular or multiple use by the same guest. Therefore, overnight guests are discouraged. Exceptions to facility being closed to visitors shall be made through the Bylaws and Standing Rules approval process with the approval of the Advisory Team Chairman and Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator.

**Housing/Non-Members/Visitors**

In Delta Gamma chapter housing, non-members/visitors are only allowed in private areas for maintenance, repair or transport/haulage. Private areas are defined as bedrooms, sleeping quarters, porches, bathrooms and any other rooms in the vicinity of the designated private areas. Exceptions may be made through the Bylaws and Standing rule approval process with the approval of the Advisory Team Chairman and Regional Collegiate Specialist/Council Appointed Coordinator/New Chapter Coordinator.
We know that being a Delta Gamma employment committee member can be very time consuming and uncomfortable depending on your professional background. Finding talent is one thing, keeping them and developing them into effective/efficient employees is another. In this ever changing, litigious climate, employment committee members need experience and training to avoid lawsuits and encourage a strong, independent, and team focused work atmosphere. The employee management service may be an option for you.

What’s included:

• Produce/locate/conduct employee training on:
  • Your house
  • Safety
  • Technology
  • Chapter risk management policies
  • Working with vendors
• Performance reviews
• Disciplinary actions
• Terminations
• Negotiate contract renewal
• Propose wage increases
• Interview potential employees (with EC feedback)
  • Recruiting service is included with the exception of related expenses and travel
• Consultation on complex employee issues of all types

FHC Employee Management Service can help employees meet House Corporation expectations. With over 25 years of Human Resources experience, we can reduce our volunteer’s time commitment and the costly effects of workers compensation claims or litigious actions against the house corporation.

Annual Fees

• 1 employee - $1,800
• 2-5 employees - $2,700
• 6+ employees - $3,000
• Any requested travel of our HR professionals will be an additional charge
We know that being a Delta Gamma employment committee member can be very time consuming and uncomfortable depending on your professional background. Finding talent is one thing, keeping them and developing them into effective/efficient employees is another. In this ever changing, litigious climate, employment committee members need experience and training to avoid lawsuits and encourage a strong, independent, and team focused work atmosphere. The employee management service may be an option for you.

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• Consultation on complex employee issues of all types

FHC Employee Management Service can help employees meet House Corporation expectations. With over 30 years of Human Resources experience, we can reduce our volunteer’s time commitment and the costly effects of workers compensation claims or litigious actions against the house corporation.

Annual Fees
• 1 employee - $1,500
• 2-5 employees - $2,400
• 6+ employees - $2,700
• Any requested travel of our HR professionals will be an additional charge

making your job easier by managing your human resources
We know that being a Delta Gamma House Corporation volunteer can mean wearing many hats, which can consume a great deal of your time. We also know that “good help is hard to find” and even hard to find when you are balancing your Delta Gamma role with a job, a family and other personal commitments. With that in mind, we are pleased to continue our placement service to help you efficiently and effectively fill positions.

What’s Included:

- Facilitation, coordination and implementation of consistent hiring processes.
- Coordination with the House Corporation Employment Committee to create job descriptions and recruitment plans.
- Advertising of openings on the Delta Gamma website, social media sites, job boards, professional organizations and other position appropriate websites.
- Pre-screening of all candidates, verification of previous employment and reference checks.
- Criminal background checks
- Compensation advice and offer letter preparation

Through FHC, you will have access to a network of industry contacts, association memberships, alumnae associations, university resources, websites and staff with more than 30 years of combined Human Resources experience. All of this will help ensure your House Corporation has a pool of qualified candidates to draw on when you begin your search. FHC will extensively interview and select two final candidates that are well qualified for your particular house on your unique campus. At that time, your House Corporation Employment Committee will only need to interview the final candidates to identify the best fit for your house.

Fees

- 7% of candidate’s annual salary
- No deposit or upfront costs
- Recruitment travel expenses prior to final interview are included.
- Any requested travel of our HR professionals will be an additional charge.
- Travel costs for final candidate interview(s) are additional

** Use of the Employee Management Service will result in lower fees.

making your job easier by managing your human resources