

Welcome to the
TRIAD



It's going to be a
GREAT year!

Welcome Home! 😊

Angie, Denika, and Ashley—that's us—want to make sure that you have the best year possible. So, we devised this little book to introduce you to the **TRIAD** and all that goes with it. In here you will find the answers to almost any question you can come up with—or at least the person to go to get the answer.

Angie Hobkirk is the Associate Resident Director (ARD) of Ford Hall.

Denika Wilson is the Associate Resident Director (ARD) of McKinney Hall.

Ashley Davis is the Associate Resident Director (ARD) of Weller Hall.

And we are here for you!!! Our doors are always open, so please come with any questions, concerns or just to stop by and say hey! We welcome you to the **TRIAD** and eagerly anticipate a fun and exciting year.

Yours in **TRIAD** Spirit,
Angie, Denika, and Ashley



Introduction

The **TRIAD**, which consists of Ford, McKinney, and Weller Halls, are each small, 2-winged buildings that are home to about 150 co-ed residents (each). Each has two wings, one for females, and one for males. On each floor there is a resident assistant, or RA, who is ready and willing to help you with questions or problems you face as you live here in the **TRIAD**. In addition to the RAs, each building also has an Associate Resident Director ready to assist you in any way they can.

TRIAD Mission

Each hall will facilitate an environment conducive to academic persistence, personal responsibility and social connectedness. Students will be introduced to a diverse community of individuals, a variety of resources and opportunities, and the skills necessary to achieve success.

Fall 2008 Residential Life Staff

Associate Resident Directors- Each hall has its own Associate Resident Director (ARD)—a professional member of the Housing and Dining Staff, working towards a Masters degree. Each ARD in the **TRIAD** is responsible for supervising the Resident Assistant (RA) staff, handling discipline, advising hall council, and overseeing the general running of the building. They are also available if you have a problem or question or just want to talk.

Associate Resident Directors

Ford:	Angie Hobkirk	(ARD)	581-2015
McKinney:	Denika Wilson	(ARD)	581-5431
Weller:	Ashley Davis	(ARD)	581-3796

Resident Assistants- An RA is a student who is responsible for planning activities for the floor. They are also available if you need help, have a problem or question, to build community, to enforce policies, and act as a university resource. There is one RA per floor.

Resident Assistants

Ford

1 East	(112)	Cicely Wilson	581-2061
2 East	(212)	Tia Micks	581-3162
1 West	(161)	Nick Savitzky	581-2861
2 West	(243)	Juston Curry	581-3659

McKinney

1 North	(119)	Raquel Gantt	581-2270
2 North	(203)	Megan Thatcher	581-2970
1 South	(151)	Nate Leitner	581-2669
2 South	(235)	Adam Schneider	581-3468

Weller

1 East	(120)	Lindsey Niles	581-2294
2 East	(203)	Sarah Greenwald	581-2993
1 West	(150)	Chris Lewis	581-2596
2 West	(234)	Corey Norton	581-3394

TRIAD Front desk 581-2878

Things To Know As You Move In:

Room Assessment & Responsibility

When you check in, you need to review your “Room Assessment & Responsibility” sheet. This sheet should list the general condition of your room. Make sure that any room damages are listed on the sheet. Return this sheet to your RA promptly!

When you check out of your room, you may be asked to pay for damages to the room that is not listed on the sheet. It is important to be detailed in your initial assessment of the room.

Furniture

All furniture present in your room at check-in must stay in your room at all times. Miscellaneous furniture found in lounges will be removed and residents will be responsible for replacement costs. You may not remove beds, chairs, lamps, or any furniture from

prepaid calling card, you must still use this number, however, the charges will not show on your bill. Do not give others access to your PIN, as you will be responsible for any long distance charges. You must dial 1 and then the complete 10-digit number (areas needed). Additionally, your phone line comes with call waiting and speed dialing. Voice mail and Caller ID are other services available on your phone line. Please consult the Telecommunications Office at 581-5951 for more information.

Employment Opportunities

One of the best perks with living in University Housing is the ability to have a PAID job right here at home. Here are some common ways you can make some cash while you live here in the **TRIAD**.

Desk Assistant

The people that work at the desk are responsible for working several hours per week, in addition to some weekend time each month. The duties of this position include checking out equipment, sorting mail, answering the phone, making change, and most importantly, acting as a resource for our residents and guests. Inquire with the Complex Secretary about this employment opportunity.

Night Assistant

The Night Assistants serve as a resource for residents and as extra security in the early morning hours each night. The rotating shifts allow for anywhere between 5-20 hours of work per week. The position is paid and may have immediate openings. If you are a night owl, pick up an application at the front desk.

Dining Services

Dining Service is looking for enthusiastic, hard working people to work for them in a variety of paid positions with flexible hours. If you are interested, contact Dining Service for an application.

campus. There is one conveniently located in the McKinney Hall lobby. If you have difficulty with the operation of this machine, you can ask for help at the Front Desk.

Copy Machine

Everyone has access to the copy machine located in McKinney on the other side of the front desk. The cost for each copy is \$.05. You must use your Panther Card with this copier. Should you have any problems with the copy machine, consult the Front Desk.

Laundry Facilities

In the basement of each hall, there is a laundry room with 4 washers and 4 dryers for student use. Residents may use any of these laundry facilities at a cost of \$1.25 to wash. The dryers are free! Washing machines use only the Panther Card. Ford hall has a handicapped accessible washing machine located on the first floor in the main lobby. If you should need to use this facility, we encourage you to talk with Angie to get the keys.

Lounges

Each floor in the **TRIAD** buildings has two small lounges. Every floor has a small lounge near its front entrance with couches and tables- perfect for socializing or studying! The first floors all have kitchens near the back of the floor. Please keep these areas clean and accessible for all residents to use, or the privilege can be taken away.

Room Telephone

Each room has a phone jack. The live phone lines is NOT located with your Ethernet and cable connections, it is a separate phone jack. From this phone line you may make free campus and local calls. You must dial the complete 7-digit number for all calls, on or off campus. Dialing 9 is not needed when dialing on or off campus. The PIN you were issued at check in will allow you to make long distance calls. The charges you make using your PIN will be billed to you each month. When using an 800 number or a

the room! University furniture originally in the lounges must stay in the lounges.

Internet Connection (Ethernet)

Each room has two separate Ethernet ports. If your computer is equipped with a compatible 10-100 LAN Ethernet card and you have a Category 6 (CAT 6) cable, you should be able to access the Internet 24-hours a day. If you need to purchase a Category 6 cable, you may do so at the Front Desk (located in McKinney Hall). Sandee Ibbotson, Hall Secretary, is primarily responsible for the sale and distribution of Ethernet cables and information. If you have problems with making your connection, please contact her at the Front desk.

Microwaves and Refrigerators

You may have a microwave in your room if it is 800 Watts or less. You may have a refrigerator in your room as long as it is 5 cubic feet or less. These items must be plugged into a power strip with a built in fuse or circuit breaker. (It cannot be a power strip—it is imperative that there is a fuse breaker on it.)

Activity Fee

Upon check-in you paid a \$20.00 Hall Activity Fee. Your fee is then budgeted and used by each of the three Hall Councils to provide programming to residents, buy supplies for the Front Desk such as movies, magazines, cooking equipment and more (see section on Front Desk). This one time fee covers an array of programming and other benefits available to residents of your hall all year long! If you have questions about the Activity fee please see the director of your building.

Hall Council

Are you looking for a way to get more involved during your time here at Eastern? Hall Council is one of the best ways for you to start to make your mark. Hall Council is the governing board for your residence hall. The purpose of Hall Council is to foster hall-wide community, discuss hall issues, provide feedback to the Housing

Staff, and, of course, to have fun! The council has an Executive Board, comprised of several positions, such as President, Vice President, Secretary, Treasurer, Historian, and several Residence Hall Association (RHA) Representatives. We are still looking for individuals to fill some of these positions. If you are interested in making a difference, Hall Council is a great place to start. Even if you don't want to be an Executive Officer, you can have various levels of involvement, and you are always welcome to participate. Look for posters describing hall council or talk with your RA. Don't let this exciting opportunity pass you by!

TRIAD Front Desk

The main purpose of the Complex Front Desk is to serve the residents of the **TRIAD**, and visitors who have questions. The desk is staffed by the Complex Secretary and Desk Assistants who are ready to help you. The desk offers a variety of services to meet the needs of the residents, including equipment check-out, sorting mail, and handling student packages, making change, providing telephone numbers and answering campus questions, submission or tracking of maintenance requests, and providing a friendly face for residents and guest. The desk is open 9am-12am Monday-Saturday, and 10am-12am on Sundays.

Equipment Check-Out

The **TRIAD** Front Desk has many items available for residents to check out. Unless otherwise noted, there is no fee for these items, as long as items are returned within 24 hours. Residents must show picture ID and leave their Activity Card (issued during check-in after paying \$20 Activity Free) while they have the item(s) checked out. Giving your Activity Card to someone else to use is misuse of your card and your desk privileges could be terminated. The number of items that may be checked out to one resident at the same time may be limited. Again, you **MUST** live in the **TRIAD** to check-out these items:

- VCR (free unless returned late)
- DVD Player (free unless returned late)
- Cooking equipment (pots, pans, utensils, bowls etc.)

- Sports Equipment (basketballs, footballs, frisbee, tennis racket and balls)
- Board games and cards
- Vacuums
- Moving carts
- Foosball (Fee: 25¢ for every 15 minutes of play)
- Pool Equipment (Fee: 25¢ for every 15 minutes of play)

Mail

Mailboxes are located as you first enter McKinney and can be opened with your room key. Stamps may be purchased and outgoing mail can be sent from the **TRIAD** Front Desk. The mailing address is as follows (please be aware that without this complete address mail could be delayed or lost):

<u>Ford Hall</u>	<u>McKinney Hall</u>	<u>Weller Hall</u>
Your Name	Your Name	Your Name
### Ford Hall	### McKinney Hall	### Weller Hall
1867 4th Street	1907 4th Street	1921 4th Street
Charleston, IL	Charleston, IL	Charleston, IL
61920	61920	61920

Maintenance Requests

Should you find a problem with the condition of your room or some part of your floor you may report to a staff member (RA or ARD), the front desk, or online by using our online work request system that can be accessed through each hall's homepage. The **TRIAD** Secretary will track your request to ensure the appropriate people have handled it. **DO NOT** attempt repairs yourself. Only the appropriate University personnel may make repairs to your room. Should the repair not be handled in a timely fashion, please let the Complex Secretary know so that its status can be checked for you.

Services In The TRIAD

Cash to Card Machine

In order to add money to your Panther Card you must use Cash to Card Machines. These are located in various places though out