Chapter President Guide

Office of Sorority & Fraternity Life

Cornell University

Administrative

Roster

* To [Update Rosters](https://coop.scl.cornell.edu/coop), Chapter Presidenhttps://www.consentedcornell.net/contactts and VP Finance should have access to edit using the link provided.
* [New Members](http://membership.greeks.cornell.edu) should complete the information at the link to be added to the organization Roster.

[CampusGroups](https://cornell.campusgroups.com/SFL/club_signup)

Total Membership Development Plan: Link Forthcoming

Newsletter OFSL Website Submission/Updates: Link Forthcoming

[Recognition Policy](https://scl.cornell.edu/sites/scl/files/documents/F%26SRecognition%20PolicyAMENDED5-22-15-VD.pdf)

[Certificate of Insurance Requirement](https://scl.cornell.edu/sites/scl/files/documents/OSFL%20Certificates%20of%20Insurance%20ProcessKSMM%20-%20revised%206.8%20v.3.pdf)

* [Example](https://scl.cornell.edu/sites/scl/files/documents/OSFL-coi-%20sample.pdf)

Required Trainings

* Sexual Violence Prevention (Campus Groups)
* [Cayuga Watchers](https://docs.google.com/forms/d/e/1FAIpQLSfyGTIbc7-xtIFpBbGvyJV-W-Wah7gheZRaCIIAD_WQZjF-2Q/viewform) (likely Zoom for Fall 2020)
* [Consent Ed](https://www.consentedcornell.net/contact) For New Members(likely Zoom for Fall 2020)

Calendar (Campus Groups)

Something about notifying OSFL as soon as anything happens

Policies

**Cornell University Code of Conduct**

* All students are expected to adhere to the [University Code of Conduct](https://www.dfa.cornell.edu/policy/policies/campus-code-conduct).

**Recognition Policy**

* The [Recognition Policy](https://scl.cornell.edu/sites/scl/files/documents/F%26SRecognition%20PolicyAMENDED5-22-15-VD.pdf) constitutes the University procedure for the conferral or withdrawal of recognition of fraternities and sororities. It applies to all social fraternities and sororities,whether residential or non-residential.

**Expectations for Membership**

* Students at Cornell University are expected to conduct themselves in a manner supportive of the educational mission of the institution. Integrity, respect for the person and property of others and a commitment to intellectual and personal growth in a diverse population are values deemed fundamental to membership in this University community. The [Expectations for Membership](https://scl.cornell.edu/sites/scl/files/documents/Expectations%20for%20Membership-VD.pdf) are basic expectations for sorority and fraternity members at Cornell.

**Policy 6.4**

* Cornell University is committed to providing a safe, inclusive, and respectful learning, living, and working environment for its students, faculty, and staff. To this end, through Cornell University [Policy 6.4](https://www.dfa.cornell.edu/policy/policies/prohibited-bias-discrimination-harassment-sexual-misconduct), the university provides means to address bias, discrimination, harassment, and sexual and related misconduct.

**Risk Management & Social Event Policy**

* The current social event policy for fraternities and sororities at Cornell University. The full [Risk Management & Social Event Policy](https://scl.cornell.edu/sites/scl/files/documents/Risk%20Management%20and%20Social%20Event%20Policy%202020%201.21.2020%20Final-VD.pdf) details the most updated version of this set of policies.

Finance

Tri-Council Budget (will be linked here when available)

For information related to the Bursar process, contact Dale Williams

[Sciarabba Walker & Co., LLP](https://swcllp.com/services/financial-services-for-fraternities-sororities/)

For updates to fees listed on the [OSFL Website](https://scl.cornell.edu/get-involved/sorority-fraternity-life/community/join/costs-sororities-fraternities), contact Patty Case

Judicial

**Informal Resolution Process**

is an opportunity for the Vice President Judicial of the applicable council, in partnership with an OSFL staff member, to discuss the allegations of minor violations with the chapter leadership and come to an agreed upon outcome if the chapter is found responsible and accepts responsibility

**Greek Judicial Board Process**

is composed of members representing the three Governing Councils (IFC, MGFC, PHC) as advised by the Director, or designee. The Greek Judicial Board considers alleged council violations, event management violation, or other allegations that, should the chapter be found responsible, would not warrant the consideration of withdrawal of recognition.

**Sorority & Fraternity Organizational Misconduct Process**

is reserved for the investigation and adjudication of alleged serious misconduct by recognized sororities and fraternities. While there is a finding of responsibility, the SFOM hearing panel may recommend a range of sanctions up to and including withdrawal of university recognition. In doing so, the SFOM panel will consider the chapter's history of misconduct, including any current allegations of misconduct, the overall health of the organization, and the organization's ability to comply with the University and Sorority and Fraternity policies.

Recruitment/Intake

Recruitment & Member Education Plans (Upload to Campus Groups, link coming soon!)

[Bid Signing Form](http://membership.greeks.cornell.edu)

MGFC Intent to Induct Form (Campus Groups Form coming soon!)

Housing

**University Owned Maintenance Concern**

All maintenance concerns are handled by the House Manager. The House Manager will log onto the [facilities website](https://maximo.fs.cornell.edu/kerb/apps/index.cfm/serviceRequests) and submit a maintenance request. Please be aware that all requests take time to process and will be resolved as quickly as possible.

**IFD Permit/COC Permit**

Fraternities or sororities occupying facilities not owned by the University shall certify to the University that there exists a house corporation (which shall sign such certification) which has assumed full responsibility for the physical condition of the facility and compliance with all applicable local codes, regulations and standards for issuance of a Certificate of Compliance. In addition, an officer of the house corporation and the chapter president shall certify that an annual safety inspection has been performed by an organization or person satisfactory to the University and that all violations have been corrected or are in the process of being corrected. Local authority having jurisdiction: Ithaca Fire Department; Village of Cayuga Heights Fire Department and Building Commissioner.

University owned houses have all inspections handled by Cornell. Privately owned houses must work with their landlord (usually alumni association) to schedule a COC inspection with the City of Ithaca and City Housing for a IFD Permit.

**Basic Live In Advisor Requirements/Hiring Live In Advisor**

Each sorority and fraternity must have its own LIA whose primary residence is in

the chapter facility during the academic year, commencing in the 2021-22

academic year.

* The LIA is not employed by Cornell University, but rather by the individual house corporation, alumni corporation, inter/national organization, or a third-party staffing service, as determined by each sorority or fraternity.
* The individual sorority, fraternity, house corporation, alumni corporation, inter/national organization, or a third-party staffing service, as the case may be, is responsible for the hiring, supervision and terms of employment for the LIA.
* Each LIA should have a written job description, approved by the individual house corporation, alumni corporation, or inter/national organization, that details the LIA’s role and responsibilities, including expected interactions with house residents, role in monitoring social events, and how vacations or other absences by the LIA will be addressed.
* The hiring authority should consider conducting a criminal background check before hiring a LIA.
* The local housing corporation and or inter/national organization must provide insurance to protect and cover the LIA, and regularly document that such insurance is in place with the Office of Sorority and Fraternity Life.
* Cornell is not responsible for the actions of the LIA. To the extent that Cornell employees are hired by the individual sorority, fraternity, house corporation, alumni corporation, inter/national organization, or a third-party staffing service in the role of LIA, the LIA position shall be clearly described and understood not to be responsibilities of the LIA conducted within the scope of their Cornell employment.
* Any LIA who is a student at or employed by Cornell University, will be required to meet with the Office of Sorority and Fraternity Life upon commencement of their employment as a LIA and acknowledge in writing their understanding that their employment by the individual sorority, fraternity, house corporation, alumni corporation, inter/national organization, or a third-party staffing service in the role of LIA, is a position with that employer and that the LIA duties are in no way connected with their student status (if the LIA is also a Cornell student) or within the scope of their Cornell employment (if the LIA is also a Cornell employee).
* If the chapter is hiring a student to serve in this role, the student must be at the graduate student level or higher. Undergraduate students may not serve in this role.

**Reporting Live In Advisor**

Each sorority and fraternity must provide the Office of Sorority and Fraternity Life with the name and contact information of the LIA prior to the beginning of each Fall and Spring semesters, and as soon as possible after any change in the incumbent LIA. If the LIA is a student at or employee of Cornell university, this information must be provided as well.

Relationship Building

**Kara Miller McCarty**, Robert G. Engel Director of Sorority & Fraternity Life

Office: WSH 538

Email: ksm39@cornell.edu

Number: (607) 255-2310

Responsibilities: Kara supervises the OSFL staff, helps to plan all programmatic and leadership initiatives for the sorority and fraternity community, is involved in the judicial processes for sororities and fraternities, communicates with sorority and fraternity alumni, and oversees the day-to-day management of sorority and fraternity life.

**Dee Hawks**, Assistant Director of Sorority & Fraternity Life and Panhellenic Advisor

Office: WSH 537

Email: drh239@cornell.edu

Number: (607) 255-3346

Responsibilities: Dee is responsible for advising the Panhellenic Council and assists the 13 member organizations in their planning, development, and coordination of various programs and initiatives.

**Ricky Boche**, Assistant Director of Sorority & Fraternity Life and Multicultural Greek & Fraternal Council Advisor

Office: WSH 533

Email: ehb76@cornell.edu

Number: (607) 255-9389

Responsibilities: Ricky is responsible for advising the Multicultural Greek and Fraternal Council and assists the 10 member chapters in their planning, development, and coordination of various programs and initiatives. He also will assist with intake and retention efforts of chapters.

**Lee May**, Assistant Director of Sorority & Fraternity Life and Interfraternity Advisor

Office: WSH 539

Email: lm834@cornell.edu

Number: (607) 255-2876

Responsibilities: Lee is responsible for advising the Interfraternity Council and assists the 30 member chapters in their planning, development and coordination of various programs and initiatives.

**Dale Williams**, Assistant Director of Sorority & Fraternity Life and Facilities & Finance Specialist

Office: WSH 532

Email: dlw5@cornell.edu

Number: (607) 254-5014

Responsibilities: Dale collaborates with student and alumni leadership on budgeting, capital planning, and financial management of university-owned chapter houses.

**Patty Case**, Program Coordinator of Sorority & Fraternity Life

Office: WSH 536

Email: pac25@cornell.edu

Number: (607) 255-5430

Responsibilities: Patty provides support to the Director, the Greek Judicial Board, and the Fraternity and Sorority Advisory Council. She advises, trains, and supports student leaders and alumni on memberships, scholarships, finances, and budget. She also manages the Office website and communication postings.

**IFC President,** Terence Burke

**MGFC President,** Uche Chukwukere

**PHC President,** Grace Hageman

**Order of Omega President,** Name?

Cornell Contact Information

**Jenny Loeffleman**, Assistant Vice President

Office: WSH 207

Email: jjl369@cornell.edu

Number: (607) 254-8571

Responsibilities: Jenny supervises the Directors of OSFL, Campus Activities, New Student Programs, and Public Service Center

**Brandon Dawson**, Lead Sorority and Fraternity Life Investigator

Office: WSH 5

Email: bd399@cornell.edu

Number: (607) 255-5853

Responsibilities: Brandon provides support to the Office of Sorority and Fraternity Life by investigating any SFOM level judicial matters that occur in the community. He gathers evidence and presents it at hearings.

**Karli Buday**, Interim Director of Campus Activities

Office: WSH 523

Email: ksb95@cornell.edu

Number: (607) 255-1242

Responsibilities: Karli had direct oversight to Senior Days, Senior Convocation, The Class Council Bus Program, Class Councils, Zinck’s Senior Society, and the CUTonight Commission. In addition, Karli supported the Residential Life Professional Staff Committee and led the department in professional staffing.

**Joe Scaffido**, Director, Campus Events Conference and Event Services

Office: RPCC 206/WSH

Email: jss44@cornell.edu

Number: (607) 255-6290

Responsibilities: Assistance with large event planning or coordination with large campus events.

**Tim Marchell**, Director, Skorton Center for Health Initiatives

Office: Cornell Health Level 6

Email: tcm9@cornell.edu

Number: (607) 255-4782

Responsibilities:

**Laura Santacrose**, Assistant Director, Skorton Center for Health Initiatives

Office: Cornell Health Level 6

Email: lbs65@cornell.edu

Number: (607) 255-4782

Responsibilities:

**Catherine Thrasher-Carroll**, Mental Health Promotion Program Director, Skorton Center for Health Initiatives

Office: Cornell Health Level 6

Email: ct265@cornell.edu

Number: (607) 255-8255

Responsibilities:

**Laura Weiss**, Sexual Violence Prevention Program Coordinator / Victim Advocate

Office: Cornell Health Level 6

Email: lbw26@cornell.edu

Number: (607) 255-4782

Responsibilities:

**Mia Ferraina**, Career Coach

Office: Barnes 103

Email: mf772@cornell.edu

Number: (607) 254-5394

Responsibilities: Non-profit, government, education, sustainability, and Gap Year

**Mike Bishop**, Director, Student Leadership

Office: Cornell Hub, Kennedy Hall

Email: bishop@cornell.edu

Number: (607) 255-0169

Responsibilities: focusing on supporting students in integrating their community engagement and leadership development, as well as cultivating a vibrant network of leadership educators at Cornell