

## What to Expect....Suitemate Meeting Outline

- A full-time professional Residence Life staff member will facilitate or guide the suite meeting. SRAs and RAs will not lead suitemate meetings.
- The staff member will:
  - talk about why it is important to address, discuss and resolve conflict and confirm that residents need to actively participate in the process.
  - explain how the meeting will be conducted – this includes setting out ground rules so that the meeting is productive.
  - explain why a suite meeting has been called.
  - work with the suitemates to determine the issue(s) that need to be resolved. As appropriate, the suitemates will be given an opportunity to respectfully explain their perspective.
  - talk with the suitemates to clearly identify behaviour/actions that are not acceptable under the Residence Community Standards.
  - work with the suitemates to develop a revised Suitemate Agreement with solutions to resolve the issues that were identified.
  - clarify the potential consequences should the reported issues continue and what to do if new issues arise.
- The residents will:
  - agree to the Suitemate Meeting Ground Rules and follow these guidelines during the meeting.
  - be expected to take ownership of their behaviour/actions that may have contributed to the reported issue(s).
  - take responsibility to abide by the revised Suitemate Agreement.
  - acknowledge that by participating in the suitemate meeting it does not mean that a room transfer will be approved.

## Suitemate Meeting Ground Rules

- We agree to take turns speaking and not interrupt each other.
- We will use 'I' statements and we will not talk for other people
- We agree to be open to the perspective of others.
- We agree to listen respectfully and sincerely so we can try to understand the other person's needs and interests.
- We recognize that, even if we do not agree with it, each of us is entitled to our own perspective
- We agree to not blame, attack or insult and we will ask questions in a respectful way for the purposes of gaining clarity.
- We agree to make a sincere effort to refrain from being argumentative and we will not vent that includes not repeating a point made by another person.
- We will not dwell on things that did not work in the past, but instead will focus on the future we would like to create.
- We will respectfully speak up if something is not working for us.
- We agree that if we are off-topic that the facilitator will re-focus our efforts so we can come to a resolution.
- We agree that a resolution will require compromise