

# Associated Residential Community Housing (ARCH) Advisory Committee | MINUTES

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**Meeting date | time** 5/17/2017 1:00 PM

**Meeting location:** Eucalyptus Point

<b>Type of meeting:</b> ARCH Advisory Committee	<b>Attendees:</b>
<b>Facilitator:</b> Cory Stevenson	Malia Mahi
<b>Note taker:</b> Leticia Ruelas	Ramona Ferreira
	Daniel Jacobsen
	Laura Chipman
	Zihan Xu
	Mayra Estrada
	Mary Beth Ward
	Matthew Wills
	Kim Ciero
	Sonja Steinbrech
	Cory Stevenson

## AGENDA

The meeting began at 1:05 PM

Cory announced Daniel will no longer attend meetings as Sophia will be returning next week 5/24/17.

### Appeal # 987

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- Mary Beth motioned to vote on the appeal.
  - Dan seconded the motion.
    - Appeal decision: denied
    - Votes: 0 approve – 6 deny – 0 abstain

### Appeal # 1001

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- Mary Beth motioned to vote on the appeal.
  - Matt seconded the motion.
    - Appeal decision: Denied
    - Votes: approve – 6 deny – 2 abstain

## Appeal # 921

- Will continue to be tabled to obtain more information.

### Mesa Nueva updates

- Ramona stated there are 750 leased studios out of 850. She also stated there will be transitional housing potentially on campus.
  - Cory asked Ramona to explain what transitional housing was.
  - Ramona answered that housing would be provided for those that will be living at Mesa Nueva and would need housing during the summer.
  - Mary Beth asked if the 750 have contracts and prepayment.
  - Ramona mentioned she believed it was confirmed, but not all made the deposit.
  - Zihan stated her friend submitted an application and received an email about the prepayment and explained the process her friend went through.
- Matt asked if furniture can be removed if they have their own stuff.
  - Ramona answered no, the intention is to provide furnished units
  - Kim mentioned housing wouldn't necessarily know if the furniture was removed or if students temporarily took it to storage to move their items into the unit.
  - Ramona mentioned housing would find out annually during the EH&S inspection.
  - Matt rephrased the question and asked if people can opt out of having furniture.
  - Ramona answered no. She also mentioned studios were designed to solve the problem for international students, so students only had to bring their clothes and personal items. Lastly she mentioned they were designed for people to live on their own, but there are also other opportunities with the 1, 2 and 3 bedrooms.
  - Cory stated he didn't like the C table as it did not fold and took up space.
  - Ramona mentioned there isn't a space by the bed to put items and the table could help students. She gave examples and stated it's a fully furnished apartment in La Jolla with high quality items for \$750 a month.

### Sublease updates

- Cory asked what the subleasing policy and sublease process are.
  - Malia mentioned in the summer its affiliates, but this year residents have been told single undergrads cannot sublease. Undergrads have their own summer program on campus and graduate housing is not equipped to house undergraduate needs as in the past the offices have had issues with undergraduate students. She also stated there are a lot of people they can sublease to as it can be any type of affiliate such as someone doing business, doing research, working on campus, visiting scholars, visiting grad students.
  - Cory asked what the issues have been in the past.
  - Ramona and Malia stated there have been medical problems, domestic problems, parties, damages and more.
  - Daniel answered grad housing does not have policing.
    - Malia mentioned grad housing doesn't not have RA's and no one is knocking on doors.
    - Daniel mentioned grad housing has CA's, but a CA expects everyone to be able to handle themselves.
    - Malia answered CA's are not trained for emergencies as they handle programming and community building.
- Mary Beth asked if it was possible to sublease the Mesa Nueva room if the student got a contract for a room, but won't be moving in until September.
  - Malia responded yes, and mentioned a lot of student do that. Lastly, she mentioned it is all on the webpage portal.

- Mary Beth asked if housing can fix the sublease portal.
- Malia answered there is an IT ticket, but doesn't know how far it is in their cue as she is not in charge of it.
- Malia rephrased the question for Mary Beth to make sure she understood what Mary Beth was asking and then confirmed student can sublease for that month as long as they submit the proper documentation.
- Ramona mentioned the real purpose for the documents is for safety reasons. She explained when the fire happened at North Mesa lot of students were subleases and housing didn't have many on record.
- Malia clarified for the regular academic year students need to be an eligible graduate student to sublease.
- Matt asked if a student would maintained housing if they took an absence for a quarter to go abroad and wanted to sublease.
  - Malia answered yes as long as they let housing know.
  - Malia mentioned at the Rita a problem that came up was roommates not approving the sublease.
- Matt mentioned he looked into the sublease portal in the past and it seemed as the portal didn't have anything in it. He asked if it was because it's not being used.
  - Ramona said probably. She stated housing doesn't go in to put anything as it's for the residents.
  - Dan asked if housing managed any part of the sublease or if the portal was some sort of craigslist.
  - Ramona answered it's like craigslist as it's to match system.
  - Laura stated students need to be creative with the dates.
  - Malia stated it seems like they fixed the dates. Gave examples from the webpage.
- Cory asked what the two forms needed were.
  - Malia answered a sublease form and proof of affiliation to the university.
- Mayra asked Leticia to provide the sublease link in the minutes.
  - Leticia will post on the minutes
    - <https://hdh.ucsd.edu/archsublease/>
- Cory asked how often a sublease request was denied.
  - Malia answered she couldn't think of any. She mentioned she was not aware of a specific situation unless they haven't fulfilled the criteria.
- Cory asked the members if there were any other questions.

## Website

- Cory stated there are always complaints about the website. He mentioned the most common questions he gets as a chair are normally in regard to the website as sometimes things don't make sense or are hard to find. He suggested he would like to create a subcommittee that would work with housing to update the website sooner.
  - Kim mentioned IT consists of a team of about 5 people.
  - Cory mentioned IT has an army of people.
  - Ramona stated there have been some improvements since the topic was last brought up. She also stated Ron Joyce is the person that has been working on the webpage, but is also inundated with reviewing designs for Nueva West and having everything running for Mesa Nueva. She stated it will still take some time to get to it.
- Cory asked how important this topic is. He asked what the members would like to recommend and if they would like a subcommittee to be created
  - Ramona asked if this was in the purview of the committee.
  - Daniel mentioned it was in the purview to say it could be better.
  - Member all agreed it could be better.
  - Daniel asked for someone to show him a university webpage that was good.
  - Cory mentioned it was in the purview of the committee to make recommendations.
- Ramona mentioned the other thing that is happening is that a consultant is reviewing everything to have everything consistent.
  - Cory request the consultant's report gets sent to the committee.

- Kimberly stated the HDH page cannot be individually changed as it is a whole brand that needs to be approved by the whole housing.
- Malia mentioned the undergraduate page is organized like the graduate page.
- Kimberly asked if there was a search bar.
- Mali responded there is a search in the main HDH webpage.
- Ramona went to webpage and demonstrated.
- Mayra mentioned grad students have a new admitted page and asked if the sublease page could be linked to the new admitted page as many students won't be able to move in until September and want to sublease their space.
- Kimberly stated all agree that the website can be approved.
  - Cory stated it is obvious that the webpage needs improvement and asked members what needs improvement or change, what's the importance on the changes and how to go about the changes.
  - Kimberly mentioned IT won't work with a group.
  - Ramona suggested if there is a group in the committee that can identify what would be better and what's missing.
  - Cory would like a direct connection to whoever is designing the website.
  - Kimberly would like for someone to check if it's in the purview for the committee to form a group and improve the website. She stated the committee is an advising group that can advise it needs updating. Lastly she stated ARCHAC committee is not the committee to change the webpage and explained the process she takes when she needs an IT project in her department.
  - Cory responded to her not to worry about such jurisdiction things. He mentioned the question is what the committee wants to advise. Lastly, he mentioned if the recommendation was outside the jurisdiction of the committee, Mark would suggest another way.
  - Kim recommended that this group agrees many improvements need to be made to the webpage and that a committee be formed with representation from housing, students and IT.
  - Mayra mentioned the committee already have a to do list
  - Cory mentioned he recommended a subcommittee so the committee didn't have to work on the webpage.
- Cory reminded the members Kimberly had made a motion
  - Members asked for Kimberly to repeat it.
  - Kim recommended that this group agrees many improvements need to be made to the webpage and that a committee be formed with representation from housing, students and IT.
    - Mary Beth seconded
    - Mayra amended it: for it to happen after fall or in October.
    - Cory asked for the timeframe to be separated.
    - Members voted on Kimberly's first recommendation
      - Denied: 4
      - Favor: 4
  - Mayra suggested an assessment be done first. Before creating a whole other committee.
    - Laura stated she 100 percent agreed.
    - Mayra mentioned the committee hasn't taken the time to look to see if links don't work and asses.
    - Daniel mentioned the committee can at least say what needs to be changed. He mentioned it would make more sense for the committee to make up a list of what needs to be changed before going to IT.
    - Ramona stated a member had commented they liked the idea of how Mesa Nueva looks. She mentioned that's where the focus is. Her guess is the website will continue to evolve with West Mesa. In that evolution there will be the opportunity to make the site more user friendly.
    - Malia asked if a subcommittee needed to be created or if it could be someone who is passionate about webpages.
    - Cory stated the reason for the subcommittee is for them to focus on the webpage and create an obligation for them to do their job.

- Cory voted no, and broke the tie. Recommended the committee look over the website and have thoughts on what works and what doesn't.
  - Laura asked Cory to make a document for everyone to add their input.
  - Cory answered he would create a Google Doc.
- Matt mentioned he didn't see this topic in the to-do list, when the to-do list is very long.
  - Cory responded the to-do list changes with events and questions.
  - Matt responded the committee should deal with the things from the beginning of the quarter.

Meeting adjourned 2:00 PM. The next meeting will be on Wednesday, May 24, 2017, in the Eucalyptus Point Large Conference room at 1:00 PM.