

# Graduate and Family Housing (GFH) Advisory Committee | MINUTES

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**Meeting date | time** 1/13/2020 3:00 PM

**Meeting location:** HDH Barrett Room

<b>Type of meeting:</b>	GFH Advisory Committee	<b>Attendees:</b>
<b>Co-Chairs:</b>	Jana Severson Rachel Flanagan (Interim)	<b>GSA Student Reps</b> Viona Deconinck Burgundy Fletcher Adriana Tosun
<b>Note taker:</b>	Tricia McKenzie (Committee Administrator)	<b>Graduate Staff Reps</b> Marybeth Ward Hana Haddad Ariana Mueller Burton Ober
		<b>HDH Ex-Officio Staff</b> Malia Mahi Tricia Mckenzie (secretary)
		<b>Ex-Officio</b> Breana Clark Valerie Saiag

## AGENDA

1. Introductions
2. Charge Distribution
3. Review Agenda
4. Bylaws update distribution for review
5. Online appeals training
6. Review (3) outstanding appeals
7. Begin training on operations topics

*\*\*Any unfinished agenda items will carry to next meeting.*

## Opening Comments:

Seeing quorum met, Jana called the meeting to order at 3:10 PM.

Jana welcomed new members. Meeting began with introductions. Jana introduced Rachel Flanagan as interim co-chair while the search for a permanent student co-chair continues. All attendees went around the room introducing themselves and their role on the committee/on campus.

Jana instructed all members to contact Tricia, Committee Administrator, for any issues with access to Appeals Online System and BOX online database.

## Charge Distribution (Jana Severson)

Jana distributed the Charge of the Committee to all members present and reviewed with the group, highlighting the arms of appeals and the budget as two important functions of the committee. Jana introduced the roles of all members listed in the current committee.

Valerie commented that two student reps were missing from the list of Graduate Student Reps.

Jana replied that her most recent emails did not indicate their appointment and would follow up on this after the meeting.

Valerie asked what changes have been made from the previous charge.

Jana replied the only change to the current charge is the name of the committee as well as listing the ex-officio positions. Jana explained the differing role of ex-officio members as non-voting members.

There were no objections to the Committee Charge.

### **Review of the Agenda (Jana Severson)**

Jana reviewed the agenda and added that there was a request to discuss viewing access for ex-officio members on the online appeals system. There were no other additions or amendments from the committee.

### **By-laws Updates (Jana Severson)**

Jana distributed the proposed Bylaws with to all members with all changes and updates in red for convenience. Jana explained that for bylaw changes to take place they must be distributed at least a week before changes are made. Jana read through the bylaws aloud to review collectively with all members as a group.

Jana asked Rachel to clarify GSA's one-year appointment process.

Rachel stated the dates of service are expected from Nov 1 through Oct 31, 2020 with the expectation that a member can stay on, but we will check in each year to see if member wants to continue in the next year. The same process would apply to GFH Advisory Committee.

Rachel asked if every appeal that was not approved by the office is forwarded to the committee.

Jana answered, typically yes, unless the appeal is not appealable – for example, building modifications, code, policies listed in rental agreement (unless there are unique or extenuating circumstances) are not eligible for appeal. Jana highlighted GFH efforts moving forward to better communicate to residents what is occurring at the GFHAC meetings. Examples included hosting meeting minutes on HDH website and including GFHAC updates in monthly newsletters.

Rachel clarified that one important change is that only appeals that do not receive the online voting majority or noted as "Defer to Meeting" will be discussed during the in-person meeting. Votes that meet majority of voting online without a request for "Defer to Meeting" will not be included in meeting agenda.

Burgundy asked if an appeal can be denied online as well, or if that would only include voting in favor of the student.

Jana confirmed this includes both approvals and denials with 2/3 majority for online voting.

Valerie asked for clarification if 2/3 vote counts total voting members or quorum.

Jana replied total voting members, not quorum. Jana further explained that to meet quorum in meetings, there must be at least 1 co-chair present, 2 staff members, and 3 student members.

Bylaws to be made available through the Box.

Valerie asked to discuss viewing rights for ex-officio members at this time.

Jana tabled the discussion to later in the meeting following appeals review.

### **Appeals Training (Tricia McKenzie)**

Tricia presented with an overview of the appeals process as well as the online voting system.

Presentation materials to be uploaded to the Box and made available online.

## Appeals:

### Appeal # 1602

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- Burgundy motioned to propose granting resident through 6/15/2021 in their current housing unit.
  - Hana seconded the motion.
  - Rachel called for objections.
    - Motion carried with no objections.
    - Decision: APPROVED

### Appeal # 1630

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- Hana motioned to vote.
  - Marybeth motioned to vote.
- Burgundy motioned to amend the proposal granting resident through 6/15/2021 in their current housing unit.
  - Rachel called for objections.
    - Motion carried with no objections.
    - Decision: APPROVED

Members to review final pending appeal online before next meeting. Several members commented on issues accessing all 3 appeals, Tricia and Malia to check on access online.

## Final remarks:

Jana returned to the pending item of Valerie's request for ex-officio, non-voting members to have viewing access for appeals forwarded to the committee.

- Burgundy motioned for ex-officio members to have viewer access to appeals system online.
  - Rachel called for objections.
    - Approved with no objections. Tricia to add access for Breana, Sushil, and Valerie.

Meeting adjourned around 4:58 PM, all unfinished agenda items to carry over to next meeting. Next meeting scheduled for Monday, 1/27/2020 at 3:00PM.