

Graduate & Family Housing (GFH) Advisory Committee | MINUTES

Meeting date | Time 6/17/2020 10:45 AM

Meeting Location: Zoom

Type of meeting: Co-Chairs: Note taker:	GFH Advisory Committee Jana Severson Rachel Flanagan (interim) Linda Ta Gaviola (Committee Coordinator)	Attendees: Fletcher, Burgundy Brueggemann, Sven Ascui, Gabriel Ward, Marybeth Haddad, Hana Dayss, Chris Mahi, Malia Montano, Ivonne Yanchulova, Petia
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AGENDA

Quorum met. Meeting began at 10:51 AM with Rachel going over the agenda and asking for comment/adjustments to meeting agenda.

Agenda Items:

1. Meeting Minutes
2. Appeals
3. Office of Student Disability
4. HDH & County Financial Situation
5. Open Forum

Comments:

- Agenda Items Approved

Meeting Minutes Approval:

- Sven commented on two sections of meeting minutes from 03.09.2020. Sven recalls that the guest speaker was denied to make a comment by Jana due to the full agenda and Jana's concern not to provide new insight given prior students' input. Then, Sven ceded his speaking time to the guest speaker. Lastly, regarding the question of programming that Coca-Cola contributes to the budget but does not cover 100% of the programming cost and a substantial amount is coming from rents.
- Jana clarifies that she did not deny any guest speaker to speak, more so expressed concerns about time of the full agenda.
- Adriana motion to amend the verbiage in meeting minutes 03.09.2020 to state below:
 - o "Jana expressed concern about time because of the full agenda, and because she was worried that the comment would not provide new insight given prior students' input. Sven ceded his speaking time to the guest speaker in order to guarantee she would not be denied her time."
 - o Motion approved.
- Rachel clarifies the response from Hemlata states "programming's funding partly comes from Coca Cola Sponsorship."
- Changes will be made to 03.09.2020 minutes before uploading minutes to public.

- Rachel motion to approve the previous meeting minutes as a slate
 - o Adriana seconded the motion
 - o Decision: with 0 Objections the motion is approved

Appeals

Appeal # 2846

- Adriana motioned to vote.
 - o Marybeth seconded the motion.
 - Approve: 5 , Denied: 0, Abstained: 0
 - Decision: Approved

Appeal # 2852

- Marybeth motioned to vote.
 - o Adriana seconded the motion.
 - Approve: 3 , Denied: 2, Abstained: 0
 - Decision: Approved

Appeal # 2854

- Marybeth motioned to vote.
 - o Sven seconded the motion.
 - Approve: 5 , Denied:0 , Abstained: 0
 - Decision: Approved

Appeal # 2897

- Marybeth motioned to vote.
 - o Hana seconded the motion.
 - Approve: 6 , Denied: 0 , Abstained: 0
 - Decision: Approved to a year

Appeal # 2906

- Marybeth motioned to vote.
 - o Adriana and Sven seconded the motion.
 - Approve: 6 , Denied: 0 , Abstained: 0
 - Decision: Approved

Appeal # 2905

- Marybeth motioned to vote.
 - o Sven seconded the motion.
 - Approve: 6, Denied: 0, Abstained: 0
 - Decision: Approved

Appeal # 3856

- Marybeth motioned to vote.
 - o Sven seconded the motion.
 - Approve: 6, Denied: 0, Abstained: 0
 - Decision: Approved

Appeal # 2894, 3857, 2865, 2879, 2870

- Gabriel motioned to vote remaining appeals as a slate.
 - o Sven seconded the motion.

- Approve: 6, Denied: 0, Abstained: 0
- Decision: Approved to one year

Office of Student Disability (OSD): Ivonne Montano HDH Liaison with OSD

- The process with OSD begins with students either going through Ivonne Montano a HDH liaison with OSD or directly to OSD office to begin the process for receiving accommodations. Ivonne works with the students before and after she receives the letter for accommodations approved from OSD. Students are placed on a waitlist for an appointment with the OSD office. Depending on the time of the year, determines how quickly a student can get an appointment with OSD or renewal of their accommodations. All paperwork needed to be filled out before scheduling an appointment with OSD is available online. With all forms ready before meeting with OSD can elevate the process for students in receiving a decision letter from OSD. Accommodations expire every year, Ivonne will reach out to students with accommodations in April before the school year ends in June. If a renewal for accommodation is needed, this gives the students ample of time to get the process started for the renewal of accommodations. OSD is the only office to review the medical documents given from the students as well as provide the letter for the students to present to housing for accommodations needed. In addition, OSD reviews every case individually.
- Question: Sven asked if there is any specific guidelines online on the processes for how OSD comes to a decision for each case.
 - Ivonne clarifies that there are guidelines available for students to review. Every week OSD will meet together to review every case to reach a decision for requested accommodation. Many delays from OSD accommodations is due to pending documents needed for review.
- Question: Jana asked Ivonne if she is aware of any general guidelines that OSD follows/ looks for when making a decision or is it a unique case by case situation.
 - Ivonne responded it mainly a case by case situation, some accommodations requires more conversations.
- Question: Adriana asked how the accommodations that are approved made aware to housing
 - Ivonne clarifies that OSD approves the accommodation request and send the letter out to the student but OSD doesn't have the approval to let housing know as it is a medical process. However, it is the responsibility for the students when upon receiving the letter to provide to housing.
- Question: Sven asked the consistency for OSD when making decisions for accommodations when reviewing as a group
 - Ivonne clarifies that since it is review as a group, it is as consistent as it can possible be considering medical conditions are not always consistent.
- Comment: Ivonne commented that a common question she encounter often is about an Emotional Support Animal (ESA) accommodations and clarified that all UC's are asking all students needing an ESA to provide proof of attendance to therapy and that the animal is provides proper supports to the person.

HDH & County Financial Situation:

- Jana discusses information requested from the previous meeting such as County's agreement terms with Campus Real Estate for one of the Nuevo East building as well as the rates.
 - The agreement term with County is to lease 1 building for 3 months. The compensation through the Real estate agreement was their mortgage payment and the utilities used in that building, it is roughly about \$300,000. They will not be renewing the agreement with Campus.
- Question: Sven asked what were the months of the lease agreement and would like to know the numbers of how much revenue would have been if that building was occupied by students and not county.
 - Jana clarifies that the lease began in April 2020 and will end in June 2020. Jana mentions that she does not have that number but can provide a month's revenue for the space that is currently occupied by the county as providing the numbers if students were living there would be hypothetically right now. Building was provided early to County – would not have been leased at that time to students.
- Comment: Sven argued hypothetically that if the county paid as much as students would otherwise, it would ethically inappropriate given the financial power of the county versus that of students.
 - Jana clarifies that County is covering the costs of servicing the buildings not HDH

- Question: Gabriel asked for clarification on with whom the lease agreement with county is with as well as which budget is the funds allocated.
 - o Jana reiterates from previous meeting that County'-s agreement is with Campus Real Estate and that the funds that the County provides will then come to HDH.

Open Forum:

- Question: Gabriel asked for clarification on the situation regarding the firing of 136 HDH employees
 - o Jana clarifies that there were no termination of employment with HDH but a temporary lay-off will occur starting July 1 due to 90% of summer business will be inactive and there is not enough workload to justify the expenses. For example, there is only one conference group and a consolidation of summer students to one college. A notice was given on Monday 6/15/2020 regarding the temporary lay-off and it is expected that all temporary lay-off employees to return back to work on September 8, 2020. During this time, temporary lay-off employees are able to collect unemployment. Jana clarifies that Graduate and Family Housing is fully operational since there is a substantial amount of workload. In addition HDH was able to redeploy some on campus employees to Graduate and Family Housing during this time. A hiring freeze has also been in place since March.
- Question: Burgundy asked if the amenities at HDH will be opening up based off of what the County is projecting.
 - o Jana clarifies that reopening all areas with COVID-19 is a process. Each amenity type requires a form to be completed and submitted and reviewed various by EOC and EH&S department before approval of reopening by the area VC. Chris Dayss is in charge of submitting the form to open the amenities.
 - o Chris reiterates that each process is different for each amenity and to be patient with the process and planning for the reopening.
- Question: Burgundy asked that it is safe to say that and be known that the process for reopening the amenities is in the works
 - o Chris clarifies yes, the process for reopening amenities is in the works.
- Question: Burgundy asked about the progress of the new rental rates this year.
 - o Jana clarifies that they are still waiting on campus leadership to let them know the final decision.
- Comment: Rachel commented that she heard from the Chancellor that in general the spending will be decreased by 4% and a task force has been put together to evaluate on how to do that. Currently, the task force is doing it for the EVC which has a probability that the primary focus is on academic affairs and where spending needs to happen which will come form the CFO office.
- Sven motion to base all conversations about the waitlist to exclude the relocation numbers and only on the numbers of new students moving in.
 - o Second Marybeth
 - o Decision: Approved.

Meeting adjourned around 12: 04PM. Next meeting will be determined via Email.