

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

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Meeting date | Time 3/6/2023 11:00 AM

Meeting Location: Exchange & Zoom

<b>Type of meeting:</b>	GFH advisory Committee	<b>Attendees:</b>	
<b>Co-Chairs:</b>	Rebecca Otten Kristin Leadbetter	<b>In person:</b>	Theus, Daniela Silva, Kimber Salas, Michael Kopalle, Hema
<b>Note taker:</b>	Madeline Makings	<b>Zoom:</b>	Bretado, Gilbert Quenga, Kameo Ramiez, Betty Clark, Breana Hargate, Sally

## AGENDA

Quorum was not met. Meeting began at 11:05AM with the sharing of the agenda by Kristin.

### Old Business:

- Meeting minutes and agenda cannot be approved today
- Approve minutes for 1/23/2023, 2/6/2023, Town Hall: 2/8/2023 via email to approve

### Updates

- Composting Project (Michael)
  - o Update
- EH&S Inspections (Michael)
- License Plate Recognition (Michael)
- GFH Program Guidelines (Rebecca Otten)
  - o Please review before meeting (see attached)
- Qualtrics Survey Suggestion Box (Kristin)

### Post Town Hall Discussion

- Please read through meeting minutes in preparation for this discussion

### Open Floor & Call for Agenda Items

## MEETING MINUTES:

### Old Business:

- Approve agenda with speaking about meeting minutes
  - o Quorum
- Approve meeting minutes from 1/23/2023
  - o Quorum

### Updates

- Composting Project
  - o Mallory shared that the project is ready to go. Will come with a proposal soon.
- EH&S Inspections

- Mesa Office is moving forward with 1 month notice, Mesa EH&S inspections begin 4/10/2023 so it would be sent out this week. In addition there will be a 2 week notice, a 1 month notice and NOE's. There will be community fliers and display in offices.
  - Notices will be sent via EMMA to create a standard for OMS/Mesa notices.
  - EH&S has expressed keeping pace and making sure to get to all units scheduled promptly and quickly.
  - Who will be entering:
    - EH&S will look for sanitation and health concerns.
    - GFH Staff Member – Patio & Balcony Inspections
    - Alarm Tech – smoke alarms
- Residents are responsible for posting for approved animals. Other helpful links can also be found in the email notices which will be sent to GFHAC for review. Qualtrics will be used to collect data for GFH buildings that have patios/balconies, this will be followed up by individually by GFH Staff and reinspection as needed.
- Masking is not required by EH&S or any staff to enter units. GFH Staff will handle complaints on a case by case basis.
- **License Plate Recognition**
  - Parking & Transportation is looking to incorporate this process in GFH. It would allow vehicles to be scanned by a car based on license plate. This would be based on citation giving. Currently not part of the implementation yet, when we have more information we will pass it along. The intent is to get rid of the physical parking permit.
  - Concern: There have been a few times where someone's car would be in the shop.
  - Currently working on a process, possibly using Mercury to log in and upload that information. Trying to make it as easy as possible for residents. If an error does come up it may be possible to go in and waive the possible incoming fees.
  - Question: What was the need for the program in the first place?
    - It was a parking request, saved labor hours to enforce the parking rules. One of the primary goals is to eliminate permits, become more efficient.
    - Suggestion: They still have a thick plastic permit for temporary permits. As sometimes the form is more difficult to fill out.
- **GFH Program Guidelines**
  - Updated to remove the requirement of providing tax documentation. Once everyone reviews we are ready for this to be published on our website.
  - What does a supporting document like this look like?
    - Nothing would be asked for initially other than resident confirming they have a dependent. Depending on frequency we can evaluate the formality and determine if we need to request supporting documentation. We are going to go case by case and not require anything at first.
    - If there aren't any concerns we will update this on our website.
- **Qualtrics Survey/Suggestion Box**
  - This survey is now on Qualtrics and ready to go. Only need to add a QR code.
  - If you would like this on the website where would you like it to be located?
    - Possibly on the slider on the front page, possibly the resources page.
  - It would be great to post it in the elevators and hallways for the housing locations.

### **Post Town Hall Discussion**

- Suggestion made to advertise earlier and to provide a process for residents to send questions in advance.
- Appeal topic was brought up and noted that requested changes were made.
- Expressed interest in appointing a Living Learning Community Member as part of this committee.
- Lack of programs during Black History Month
  - HDH did host events and that info was shared with the resident
  - Phoenix program incorporation, ATOD

- No current process for GRAD, if there is an interest with student health, we can reconnect to have it on the application process.
- Followed up with Curbside Bites on adding a black owned business food truck. There was one that did not show up and cannot return until Fall due to Curbside Bite's guidelines.
- Learning Points: advertising sooner, set up a registration with the ability to submit questions beforehand, also possibly do a giveaway.

#### **Open Floor & Call for Agenda Items**

- Daniela is working on adding community room photos to the website.
- We are waiting for IT on the waitlist, hoping to have an update mid-March.
- Updating the pet policy to make it uniform as well as continuing the conversation on a safe space for animals to run around and play. Kristin will work on this proposal. By unifying it across the board to become more proactive for the safety for residents and their pets.
  - Although dogs/cats are the most popular it would also be beneficial to include other types of animals/pets that needs to be included as general guidelines.
  - Possibility to add the OSD director to a meeting to discuss.
- Lease agreements and term limits, to be worked on by Kristin & Hema.

#### **Final remarks:**

Meeting adjourned at 11:58PM.