

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

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Meeting date | Time 5/1/2023 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>	Silva, Kimber
<b>Note taker:</b>	Madeline Makings	<b>Zoom:</b>	Bretado, Gilbert Theus, Daniela Brownstone, Steven Quenga, Kameo Garcia, Ximena Turner, Ross Kopalle, Hema Ramirez, Betty

## AGENDA

### Welcome

### Old Business:

- Meeting minutes and agenda approval
- Approve minutes for 4/17/2023

### Updates

- Waitlist Process
- Community Room Photos
- Fitness Room Survey
- License Plate Recognition (LPR) Program

### New Business:

- Recruitment – Associate Director of GFH (Rebecca)
- Housing Handbook/Noise Concerns (Ross)
- Spring Town Hall – Wednesday (5/3) (Kristin)
  - o Registration/Submitted Questions
  - o Suggestion Box

### Open Floor & Call for Agenda Items

## MEETING MINUTES:

### Old Business:

#### Agenda:

- Motion to approve agenda – Ross Turner
- Ximena Garcia – seconded the motion
  - Motion carried
- Meeting Minutes: 4/17/2023
  - o Motion to approve meeting minutes from 4/17 – Ross Turner
  - o Motion seconded – Hema Kopalle
    - Motion carried

## Updates:

### - Waitlist Process

- Rebecca provided an update in Michael's absence. The staff took another look at the process and sent feedback. The IT group is currently working on the changes and will provide an update accordingly.

### - Community Room Photos (Daniela)

- Photos are on the website. Daniela shared her screen. Photos can be found in Resources on the left-hand side under community rooms to reserve. Daniela explained the process of the scrolling photos which are eligible to reserve.

### - Fitness Room Survey

- The form is almost ready to send out. Kimber has a meeting with Remac later this week and the survey will go out at the end of May.

### - License Plate Recognition (LPR) Program

- Rebecca shared that parking reached out to GFH a while back to switch to the license plate recognition software instead of GFH specific permit. You can request a permit from the office for guests and print it out. You can go into the office and get a temporary permit. Parking is ready to go live June 1. Since all information is already in the system it should not be much of a transition.
  - Ross asked if the privacy plan is going to be followed across campus?
  - Rebecca will check with Parking & Transportation and see if the same policies applied.
  - Steven asked if the guest permit process has been updated since Covid-19.
    - There is currently a process for guest permits, a maximum of 2 weeks.
    - Suggestion to take a moment to explain the guest permit area.
  - What does someone do if the office is closed and they need a guest permit?
    - Kimber shared that parking is enforced from 9am to 4pm on weekdays, not on weekends.

## New Business:

### - Recruitment – Associate Director of GFH (Rebecca)

- Rebecca received 20 applicants, currently working with 3 staff members in HR, Martin Reed and is looking to conduct Zoom interviews with 5-6 candidates. Kristin will be representing GPSA and GFHAC, there is a representative from the Community Assistants, as well as a Graduate Division member and a HR representative. Once that has been determined, the zoom interviews would take place, then an in-person meeting on campus. Tentatively scheduled for the week of May 22<sup>nd</sup>. Rebecca will send the dates and place potential holds. If the candidate is selected, they will need to go through backgrounds and references, looking to have them begin in July 2023.
  - Ross expressed that there has been a concern in the past that
  - Rebecca explained that there are not any internal UCSD applicants. Many have Property Management Experience and Residential Life Experience.
  - Ross: Is there an external company helping with the hiring?
  - UCSD executive recruitment firm to get us this far, the HR team will finish the process with Rebecca.

### - Housing Handbook/Noise Concerns (Ross)

- Ross explained 3 items that cause confusion in the Housing Handbook
  - Laundry Room Hours
    - South/Central Mesa – the doors are not key activated.
    - Rebecca shared that Michael has been working with Lock and Key to put locks on the community room doors.
    - Rebecca stated that there currently are not any laundry room quiet hours.
  - Parking enforcement has different times for different communities, it would be best to go with the general parking enforcement items. Suggested making one line with consistent information.
  - Quiet hour statement that is currently in the Residential Life Community Standards.
- Ross is requesting consistent information throughout the Housing resources for consistency and concise information.

- Parking in the Housing Handbook lists different enforcement times for different communities.
  - GFH would investigate changing all parking enforcement across the board to 4pm.
- **Spring Town Hall – Wednesday (5/3) (Kristin)**
  - **6pm to 7pm**
  - **Registration/Submitted Questions**
    - 25 submissions
    - Kristin summarized, most interested wanted to discuss rent and rent increases. It might be a good reminder to tell residents that it is a 3% increase moving forward? It is up to HDH to bring it up at the townhall.
      - Rebecca will prepare a statement regarding the rent increases. It is not our intention to discuss rent during these meetings.
      - Kristin will share a comment in the beginning of the meeting.
        - Hema suggested having a slide at the beginning that has information regarding rent but allows the team to move on.
        - GFHAC will prepare a slide to include 3% rent moving forward.
      - Rebecca shared that it is helpful that GFHAC does include information regarding the rent, we can share information about the process if everyone is professional.
    - Questions on the waitlist process if someone could update the waitlist process?
      - Ross agreed to share information on the waitlist process.
  - **Suggestion Box**
    - Quite a few complaints, some highlights to share at the Town Hall:
      - Several including noise when next to the pool
      - The gyms
      - Expressed interest in the dog area
      - Mail being unreliable
      - Soundproofing suggestions

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

- Dog fenced area suggestion
  - Kristin suggested area between NW & ECEC
  - Madeline suggested an area behind South Mesa
    - She is going to work with Corey for a potential proposal
- Ergonomic suggestion in furnished units, to follow up next meeting.

#### **Final remarks:**

Motion to adjourn the meeting – Ross Turner

Seconded – Hema Kopalle

Meeting adjourned at 11:56AM.