

Graduate & Family Housing (GFH) Advisory Committee | MINUTES

Meeting date | Time 1/23/2023 11:00 AM

Meeting Location: Exchange & Zoom

Type of meeting: Co-Chairs: Note taker:	GFH advisory Committee Rebecca Otten Kristin Leadbetter Madeline Makings	Attendees: In person: Zoom:	 Theus, Daniela Salas, Michael Silva, Kimber Kopalle, Hema Turner, Ross Quenga, Kameo Bretado, Gilbert Garcia, Ximena Clark, Breana Yang, Angeline Hartgate, Sally
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AGENDA

Quorum was met. Meeting began at 11:00AM with the sharing of the agenda by Kristin.

Agenda:

Old Business:

- Approve Agenda for today
- Approve minutes for 1/09/2023

Updates

- Composting Project
 - o Invite to next meeting – 2/8 for updates
- Waitlist Process
 - o Invite IT for Feb. Meeting

New Business

- Winter Quarter Town Hall
 - o Set for Wed, Feb 8th 6-7PM via Zoom
 - o Flyer design and distribution
- GFH Transparency
 - o Google Form SAMPLE
- GFH Family Definition (Ross)
 - o Update from Students with Dependents meeting

Open Floor & Call for Agenda Items

Meeting Minutes:

Old Business:

- Approve agenda with speaking about meeting minutes
 - o Motion to approve the agenda
 - o First motion Ximena
 - o Second Motion Ross
 - o Motion carried
- Meeting Minutes:

- Question Rebecca: What details do we include in the meeting minutes, it is very detailed, is that what we want to continue doing?
- Comment Ross: Anything we vote and agree on should be included. If the conversation is relevant then keep track.
- Comment Kristin: Putting the details of the longer conversations and our own history, using the minutes as a resource.
- Comment Ximena: Conflicted, balance of having everything and giving a summary.
- Comment Ross: We could enable the chat transcript, it could capture the general information.
- Comment Kristin: Breaking up the meeting minutes to follow the agenda. Enable the Closed Captioning.
- Moving forward will provide more of a summary in the meeting minutes moving forward
- No recording, transcript will be provided and placed into the box.
- Motion to approve meeting minutes from 1/9/2023
 - o Motion by Ross
 - o Seconded by Hema
 - o Motion Carried

Announcements/Updates

- **Composting Project**
 - o Michael reached out to Mallory for an updated project proposal
 - o Michael will invite them to the next meeting.
- **Waitlist Process:**
 - o Michael is working on getting a more solid date. Still waiting on their availability to attend a GFHAC meeting in February.
 - o Rebecca also followed up with IT as they are a partner of HDH. They have everything scoped out, they understand that GFHAC is looking for a demonstration. There will be a delay but will push to have a demo as soon as possible.
 - o The expectation is still possible to have the new waitlist to be used during Fall 2023.

New Business:

- **Winter Quarter Town Hall**
 - o Set for Wed, Feb 8th 6-7PM via Zoom
 - o Flyer design and distribution
 - o Hemenais is not yet finished with the flier but will send this out by the end of the day today, please send feedback accordingly
 - o Individual offices in GFH can post and email accordingly
 - o Collectively agreed to send the Town Hall information separate from the newsletter, email notification to be sent on January 31st and February 6th.
 - GFH team will work on this
 - o Next agenda should include information on how to run the Town Hall
- **GFH Transparency**
 - o Google Form SAMPLE – Suggestion Box
 - o Kristin shared the screen of the options to the GFH Suggestion Box.
 - Suggestion to add an area to include a Maximo work order
 - Manage the student expectations when this has been submitted.
 - Whatever messages come in go to Kristin and Rebecca, possibly the GM's.
 - After it is up and running, Kristin & the GM's would be co-owners to receive the responses.
 - Ross suggested to make the responses logged to prove how we resolved issues through this platform.
 - Where should this live?
 - On the resources page or elsewhere? GFH will look into adding it to the website and making a QR code.
- **GFH Family Definition (Ross)**

- Update from Students with Dependents meeting
 - Ross attended the meeting and they had not discussed this language before. Overall used to the definition of dependent meaning resident with child. Provided the draft to this team to provide any feedback on the document provided.
 - GFH is working on making changes to this document, when approved GFH will post this document and then make changes as they are more inclusive later on.
- Hema Motioned to move to open floor
 - Seconded by Ross
 - Motion Carried

Open Floor:

- Remaining Student Experience Proposals (Ross) – screen share with written proposals
 - Annual Wear & Tear Proposal
 - Only includes EH&S inspections, suggestion to add regular maintenance inspection verbiage.
 - Possible CA interest to hold a cleaning help guide for residents
 - Rebecca reached out to Martin about EH&S inspections and when they will be occurring this year, 2023
 - What are next steps?
 - Information included on the website first. Come to the next meeting with updates.
- Arena elevator was broken for a few days, emailed Mesa Nueva, needed any communication to go out to the residents.
 - It depends if it is a weekend or not. During the weekday, our offices would post notices, email & follow up with maintenance. If it is on a weekend the process differs, may need to utilize the on call team.
- How does the communication usually happen with certain notifications if an elevator is down or trash room is full.
 - GFH does try and email focused the communication that is affected by it.
 - Exact numbers to call as a suggestion in elevators if they are down.
 - Email blasts are helpful
 - UCSD has a page called [Status.ucsd.edu](https://status.ucsd.edu) and you can see what tech issues are happening on campus. A possible suggestion would be to have a webpage with details on the issue.
 - GFH will follow up on this

Final remarks:

- Motion to adjourn by Ross
- Seconded by Hema

Meeting ended at 12:01PM.