

Graduate & Family Housing (GFH) Advisory Committee | MINUTES

Meeting date | Time 1/9/2023 10:00 AM

Meeting Location: Exchange & Zoom

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

AGENDA

Quorum was met. Meeting began at 10:00AM with the sharing of the agenda by Kristin.

Agenda:

Old Business:

- Approve Agenda for today
- Approve minutes for 12/12/2022

Future Planning

- Winter Quarter Town Hall
 - o Set recurring dates
- Bi-weekly meetings
 - o Per our bylaws, we need to be meeting biweekly, not monthly
 - o Request from HDH: New meeting day/time
- GFH Transparency
 - o Website/Newsletter Updates
 - o Google Form for residents to submit suggestions, concerns, etc.

Announcements/Updates:

- Composting Project (Michael)
- Waitlist Process (Michael)

New Business:

- Presentation – GFH Student Experience (Ross)
 - o See documents: Annual Wear & Tear, Family Definition & GFH Term Limit

Meeting Minutes:

Old Business:

- Approve Agenda for today
- Comment Ross: Motion to approve meeting minutes with a minor adjustment to change the meeting minutes from November.
- Comment Ximena: Second the motion
- Comment Kristin: Who manages these minutes?

- Comment Madeline: I do

Future Planning:

- Comment Kristin: We need to set up a reoccurring Town Hall.
- Comment Rebecca: I agree, I only ask that we revisit this when there is a new AD if it does not work with their schedule.
- Comment Ross: Do we anticipate a new AD in the next 5 weeks?
- Comment Rebecca: No, so this would work.
- Comment Kristin: Suggesting the week of February 6, which night would work best for people? Wednesday Night? I don't want it to be too late, thoughts on 6pm? 7-8pm?
- Comment Hema: Hybrid option – 6-7 would work
- Comment Kristin: Wednesday, February 8, from 6 to 7pm for the town hall. If possible we should include this in the newsletter with sign up information. When we set up the zoom link maybe have a waiting room and handle it that way.
- Comment Kristin: Moving on to our biweekly meetings. We also have a request from HDH for a new meeting time.
- Comment Hemena: Wanted to circle back on advertising the townhall. In the newsletter it would be fantastic. It would be good to print it out and put it in the elevators. Physical fliers around GFH.
- Comment Rebecca: We possibly have people who can put them up.
- Comment Hemena: Whatever works as long as they are put up.
- Comment Rebecca: Is there an agenda?
- Comment Kristin: We would wait to see what happens from the survey.
- Comment Ross: If we do not use a webinar, we need to make sure it would be under 100 people.
- Comment Kristin: Hemena, would you make a poster? Can you have it ready in 2 weeks?
- Comment Hemena: Yes I can have that ready in 2 weeks.
- Comment Kristin: Anything else on townhall? No okay, how about changing the biweekly meetings, should we send out a doodle poll. Tentatively we will change this meeting from 11am to 12pm. Our next meeting will be on the 23rd of January. I will send out a meeting invite and email. Our next meeting is scheduled for February 13th so I am going to have to move some date around. Any other thoughts on biweekly meetings?
- Comment Hema: It needs to remain consistent throughout since I have other meetings to attend.

Transparency:

- Comment Kristin: Moving on to HDH Transparency. The website has been updated with out meeting times. We also are looking for inclusion in these meetings. We want to make sure people are aware of the meeting and how to get in touch with GFHAC.
- Comment Rebecca: Some staff from Daniela's team will be managing the newsletter. There also are new staff who will be managing the website for changes, we will have those assignments soon.
- Comment Kristin: Ross, Rebecca and I were talking about having a google submission form, or suggestion box that have links or something to use if there is something people want to report. I would be happy to spearhead this or sort through the submissions.
- Comment Rebecca: We did not finalize who is going to make the form. We want to take this on from Housing's end as well on who would set it up if anyone has any time.
- Comment Kristin: Why don't we have a draft form for the next meeting and we can look at it.
- Question Ross: What data are we going to collect? I am okay if it is open ended. Not sure if it should be anonymous.
- Comment Kristin: It would be okay with it being open ended fields to submit.
- Comment Rebecca: Many of you are familiar with Malia, there is a new program where you can ask general questions with links, someone can click through the responses. This is more of a long term potential.
- Comment Kristin: Yes that sounds good as a long term solution.

Announcements/Updates

Composting Project for GFH (Funding Proposal)

- Comment Michael: When I saw the agenda I reached out to the landscaping folks and see if they have an update. I also reached out for an update on the waitlist process I would be happy to share once I have more information.
- Comment Ross: Michael the composting was asked for support for money and bins, we are asking what the updated ask is for the hard dollars? That was the updated request from Bob. Find the composting group and come for a financial vote.
- Comment Rebecca: Wanted to jump back to the Transparency, we wanted to get more details in the meeting minutes. We can look at this offline as well to see what we can do for the meetings.
- Comment Ross: Want to see a draft of the waitlist working, IT said February, possibly could come to a meeting and ask them to show the waitlist process.
- Comment Michael: I will invite them sure.
- Comment Kristin: We have a lot for next meeting, so the meeting after that meeting. I will mess with the dates and get back to you.
- Comment Hema: I like Rebecca's suggestion to add more information to the agenda to add them. I have a program that may help with this process.

New Business:

- Comment Ross: There are three documents, the intent is to vote on them. Something we have been wanting to vote on. Residents are pushing back against annual wear and tear inspections. If HDH spells it out very clearly to students, similarly to annual EH&S inspections. Working to point students in the right direction. Put the information in the Handbook, lease agreement and on the website and wherever else to increase transparency. Kristin shared this with GPSA, shared that this is the right thing to do. Some of the basic information of landlord tenant rules. Communicate with NOE, email, paper or both. We added training courses on how to clean or how to report the issue they are experiencing. Students will push back but as long as it is documented and listed. Currently it says that there is a 24 hour notice before entering.
- Comment Kristin: Can we include the local state and federal laws regarding this.
- Comment Ross: I tried finding this but they are website not the actual law. January 1, 2023 may have changed some laws. Remember these submissions are for us to vote on and hand to housing for them to do something with.
- Comment Rebecca: We have a notice that we email and post, we are legally required to provide written notice. My recollection is it is a campus/university process. The laws do allow us to enter with 24 hour written notice. My question is how much do you think resident use the website. We have not been using this as a place to communicate this information.
- Comment Ross: The handbook was cut in half, so many policies have been removed.
- Comment Rebecca: They aren't lost they are just split.
- Comment Ross: They aren't linked anywhere to find the older policies.
- Comment Rebecca: We had one handbook, there were edits that were made. We are required by law to post a hard copy of those changes as it is incorporated in the Handbook. We followed the undergrad process, the Handbook is a guide not necessarily as a rule document. What is most important is how we communicate the information to individuals.
- Comment Ross: Local and federal says "reasonable" time, it is listed as 24 hours. Its about entry not the actual inspection itself. If someone doesn't follow the rules then it causes a problem. We need to prevent situations where staff aren't entering apartments.
- Comment Rebecca: That is a mistake we cannot control. That was not intentional. We can train and limit that mistake but we cannot change our policies or practices from that happening.
- Comment Ross: There are administrative things we can change. We need to stop those things from happening.
- Comment Kristin: The way I see the website is the most up to date tool for residents to use. That could be communicated in newsletters and general information, if you are looking for resources let the website be the bible. That way it is acceptable for everyone. Does this seem reasonable?
- Comment Michael: Is this separate from the annual EH&S inspections, is this in addition to?
- Comment Ross: EH&S checks items that would not be checked during these kinds of inspections.
- Comment Madeline: EH&S Inspections did not occur this year when we had this conversation originally.

- Comment Rebecca: There are certain tasks that EH&S inspections manage. This is much more feasible to add staff during EH&S inspections rather than entering twice.
- Comment Ross: I do not think that students know some things as this may be the first time they aren't living in a dorm.
- Comment Kristin: EH&S inspections is more about overall health and safety. In terms of tacking a rep onto this process is favorable. I would be happy to communicate with CA's to lead a cleaning seminar or something to teach students how to clean. I think that is a good starting point.
- Question Kristin: Do you think we can vote on this today to pass to HDH leadership or do you think we
- Comment Rebecca: The way I work with committees, we want to go live with this, we want to impact the community. There are some action items we can work on in the meantime. It is unclear the actual expectations from this. We already provide 1-month advance notice, we will give everyone advance notice, 2 months. We can talk about doing written and electronic notice. Maybe we can outline some of those things to the expectations.
- Comment Ross: The proposals are formatted this way because Bob asked us to.
- Comment Rebecca: This formality occurred during Covid, we can make it a little less formal. I can begin acting on this. Where as switching the month to month agreements for families would need to be in a formal format to share.
- Comment Ross: What we can do to be more productive during this time. The goal was not to talk about the housing policies or month to month, we are looking at a restrictive outlined definitions. Eligibility for these not traditional families, how housing gives them more than 2 years is not up to me.
- Comment Rebecca: You bring up really good points. If your father is a dependent on your taxes, your father is able to live with you. There are so many examples. It would be helpful to talk though what is missing from these documents. We also could look at what can we do to make sure GFH Staff is well rehearsed on these hypothetical but real situations.
- Comment Ross: There is a lot of information that family is not inclusive when living in GFH. We really can make a difference to change the definition of family. I have so many people who would not have access to GFH housing.
- Comment Kameo: (Zoom Chat) – I'd appreciate if during discussions on what this document is missing – we would invite the Students with Depends Work group to assist.
- Comment Ross: Traditional dependents or all dependents?
- Comment Kameo: All dependents.
- Comment Rebecca: Knowing now, I can work with the GM's I can propose some solutions to the document.
- Comment Ross: If you are up for it lets try one more meeting to come up with a definition change together. I did not know that workgroup exists.
- Comment Kristin: Ross can you invite us to the meeting, I would be happy to speak about.

Open Floor:

- Comment Peter: I wanted to make sure I am on the email list and I can speak with someone about that later.
- Comment Kristin: You can always email me and I can make sure that can happen.

Motion to Adjourn – Hema

Seconded – Kameo

Final remarks:

Meeting ended at 11:00AM.