



HOUSING ADVISORY COMMITTEE MEETING

Date: March 7, 2024

Time: 11:00am-12:00pm

Location: Teams

Attendees: Jen Coulter, Jillienne Simone-Burns, Daniel Brisebois, Julia Bedding, Robyn Gundy, Alex Roy, Rylee Neil, Amelia Graves, Melody Berhane, Rushk Choudry, Amelia Graves, Alexx Bodden, Sofia Gesualdo, Madison Michell, Tesfaya Kameka

MINUTES

- I. Land Acknowledgement, Daniel Brisebois:**
 - a. Indigenous Education [resource](#) shared.
- II. Review of minutes from the third session on January 25, 2024, Julia Bedding:**
 - a. Minutes were approved by the Committee and uploaded to the [website](#).
- III. Jill presented her item on Non-Room Charges (slide attached to these minutes):**
 - a. Non-room charges are additional items that are built into our contract or processes in Student Housing. We are reviewing items that will be changing for the upcoming academic year, mostly keys and lock outs. This is for when we need to redo the cylinder and the locking mechanism after a student loses their key. Suite style room lock outs cost Trent a lot more than the traditional style room (which is a single or double in most buildings) as there are a lot more keys to cut when we replace a lock.
 - b. We have highlighted the key replacement fee for lost and damaged keys. The lock out fee will increase from ten dollars to twenty dollars. This takes up our staff's time as they must shut down the desk to do the lock out. We are also looking at adding a fee when students do not return a lock out key.
 - c. Jill provided the group with an opportunity to provide feedback and ask questions on the proposed changes.
- IV. Dan presented his item on LLC and Cluster Consultation:**
 - a. Dan shared some background information on LLCs and Clusters: students have the option to live in communities in residence (a floor, house or tower) that are based on interests or academic programs:

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- i. Some academic clusters include forensics, nursing, and Swansea law.
 - ii. Some interest-based clusters are focused on arts, leadership, and healthy active living.
 - b. We have a number of these communities that are spread throughout the residences. This summer we are looking at these programs with the goal of identifying changes that will offer more valuable experiences to the students living in these communities. Adding more integration with campus partners into these programs is another focus for our team.
 - c. Dan asked the group to provide feedback around interest-focused and academic-focused communities:
 - i. A varsity LLC was suggested, it could garner the interest of incoming students.
 - ii. The Trent African and Caribbean Student Union was also suggested as a potential theme for an LLC. Students with similar backgrounds could provide support and community for each other.
 - iii. The popularity of the current nursing and forensics LLC program was highlighted. Dons can bring in faculty and course-specific connections for added value to events and programming within this community.
 - iv. Some students are looking to their communities for opportunities to get a break from course work; while some are looking to them for support or opportunities to focus on course work.
 - d. Based on the feedback received, a mix of both academic and interest-based communities would best represent what students might be looking for.

V. Dan presented his item on Residence Council Amendments (slides attached to these minutes):

- a. Dan provided some background to the group on the Residence Council and how it functions in each college.
- b. The Residence Council offers leadership and engagement opportunities to students. They meet regularly to talk about programming needs, organize community merchandise, host events, and find other ways to build connections with students living in residence.
- c. The College Cabinets have a similar function to the Residence Council, and we have noticed some challenges with the structure of each due to the overlap of goals and recruitment timelines.
- d. We are looking to discontinue the Residence Council and instead create more opportunities for representation in the College Cabinets. We will work with the College Cabinets and college offices to have intentional participation within residence.
- e. We want to be careful with these changes and make sure we do not lose aspects of what makes the Residence Council great. Dan asked the group for feedback and suggestions:
 - i. It has been difficult to get students involved in the Residence Council. This creates an issue as the execution relies on student involvement. Adding promotion through Dons is a good way to get the engagement we are looking for. College Cabinet events are all promoted by Dons.
 - ii. A lot of confusion has been seen among students and members of council in Champlain. Smaller events can best grab the student's attention. Keeping the Dons involved helps.
 - iii. A College Cabinet with too many members can be overwhelming. For engagement, perhaps a model would be having the co-presidents as elected members of the Cabinet and then in the fall, the co-presidents help lead the recruitment for a sub-committee.
- f. The goal is to have this change implemented as smoothly as possible by September. The next steps will involve:
 - i. Meeting with Residence Councils,
 - ii. Meeting with College Cabinets,
 - iii. Meeting with Residence Life & Education Team with Senior Dons.

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VI. Dan presented his final item on Residence Standards Consultation (slides attached to these minutes):

- a. Each year we update rules, regulations, and policies in residence.
- b. Key components are:
 - i. Rights and Responsibilities
 - ii. Residence Standards
 - iii. Community Support System
 - iv. Appeals
- c. The anticipated changes will include:
 - i. Policies clustered into categories and subgroups rather than the current alphabetical format. This will make information more accessible and easier to find.
 - ii. Minor edits to spelling and grammar.
 - iii. Removing information about social gatherings from the guest policy.
 - iv. Social gatherings to be created as one individual policy. This makes it easier for the team to track trends in residence as there are different impacts when there is trouble with a party compared to a guest infraction.
- d. The team will also focus on building more clarity around how and when campus partners may be involved in the resolution process for incident reports and conduct investigations.
- e. For the upcoming year, we will now include a Residence Standards Quiz as part of our educational outcomes to offer more ways for students to learn about expectations and residence policies. At the beginning of the year, if a violation comes up, we will assign the student a quiz. This will give them an opportunity to review the standards, test their knowledge and increase their awareness about what is expected of them.
- f. Dan provided the group with an opportunity to share ideas for any current issues students may be seeing in residence that could be addressed with a policy. Committee members may take some time to think about it and share any ideas with Julia via email in the coming weeks.

Final Meeting:

- *March 26, 2024 from 3:00-4:00pm*

Non-Room Charge Update



NAME OF FEE	PURPOSE/RATIONALE FOR FEE REASONS FOR ITS COMPULSORY NATURE	2023-2024 Actual	2024-2025 Proposed
Lock change & key replacement - Traditional Room (PTBO)	Covers expenses related to changing locks/keys when students loose keys	\$ 300.00	\$ 300.00
Lock change & Key replacement - Suite Style (PTBO)	Covers expenses related to changing locks/keys when students loose keys	\$ 300.00	\$ 450.00
Key Replacement for lost or damaged key (PTBO)	Covers expenses per key to replace a broken key or lost mailbox key		\$ 85.00
Lock Out Fee (PTBO)	Fee charged for repeat incidents of residents locking themselves out	\$ 10.00	\$ 20.00
Late Lock Out Key Return (PTBO)	Fee charged for students that borrow a lockout key and do not return within the specified time frame.		\$ 50.00
Lock Out Fee (Durham)	Fee charged for repeat incidents of residents locking themselves out	\$ 10.00	\$ 20.00
Early Arrival fee (PTBO)	Nightly rate for time stayed in residence outside of the contract dates; charged for early arrivals in August	\$38.00/night	\$38.75/night
Late Stay (PTBO)	Nightly rate for time stayed in residence outside of the contract dates; charged for late stay requests in August and April only	\$38.00/night	\$38.75/night
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Residence Council Amendments



Residence Council

Each of the Colleges on Peterborough's campus has a College Residence Council (CRC). These Residence Councils are made up of students living in residence and provide opportunities for students to get involved on campus and have a leadership role within their residence.

Residence Councils will provide student engagement opportunities in residence such as hosting community events, organizing regular meetings etc.

Residence Council Structure

Each year, Residence Council hosts its elections in the beginning of the fall academic term to elect new members for the Residence Council. These members will then take on their duties in the middle of October and serve in their capacity until move out in April.

Each college in Peterborough has both a Residence Council that is tailored towards all students in residence and a College Cabinet which is tailored towards all members of the college.

Current Challenges & Feedback

Throughout the last few years there has been a challenge in filling all roles in the Residence Councils and College Cabinets. Some of the aspects leading to this challenge are:

1. Similar recruitment timelines
2. Recruiting from the same group of student leaders
3. Similar visions between the programs, leading to lack of clarity

Proposed Changes

For the upcoming year, we are proposing to more intentionally combine Residence Council and the College Cabinets. This would include:

1. Discontinuing Residence Council
2. Creating more active opportunities for representation within College Cabinet
3. Work with College Cabinet and the College Offices to have intentional participation within residence.

For this change, what are some aspects that you would like to see College Cabinet engaging in Residence?

Upcoming Steps

To ensure that we are able to make this a successful transition and for the coming year we are going to be consulting with some key stakeholders to gain feedback on how to transition this program into College Cabinet. This would include:

1. Meeting with Residence Councils
2. Meeting with College Cabinet
3. Meeting with Residence Life & Education Team & Senior Dons

CHALLENGE THE WAY YOU THINK

Trent Student Housing 2024 – 2025 Residence Standards



Residence Standards Purpose

The Residence Standards outlines the policies that are in place for students. This document also outlines the expectations of our community and how concerns in residence are resolved. The Residence Standards is made up of the following components:

1. Rights & Responsibilities
2. Residence Standards
3. Community Support System
4. Appeals

Residence Standards



General Changes

- All policies in the Residence Standards will be clustered into categories instead of being listed alphabetically. Grouping similar policies together to allow for greater clarity.
- Minor edits will be made to sections based on spelling and grammar needs.

Guest Policy & Social Gatherings

An upcoming change will be made to the Guest Policy to remove information about social gatherings and create this as a stand along policy.

- Guest policy currently references social gathering or parties as being prohibited in residence.
- Social Gatherings will be created as its own individual policy to better track and understand trends in residence.

Additional Policy Needs

In revising the Residence Standards we aim to make changes that will increase clarity or add in policies that will help to meet new needs in residence.

Are there current needs that you can think of that may need to be formally addressed through a policy in the residence standards?

Examples: LCBO Deliveries, Prohibited Items

Community Support System



Campus Partner Involvement

Building in more clarity on how and when Campus Partners may be involved in the resolution process of the Residence Standards.

1. Referring incident reports to applicable campus policies for follow up as needed.
2. Including Campus Safety as members who are able to assist in a conduct investigation.

Educational Outcomes

We will be expanding some of our educational outcomes to offer more ways for our students to learn about our residence policies and expectations. An additional outcome that will be created for the 2024-2025 will be:

1. Residence Standards Quiz.