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# HOUSING ADVISORY COMMITTEE MEETING

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Date: November 30, 2023

Time: 1:00 – 2:00pm

Location: Teams

**Attendees:** Jen Coulter, Jillienne Simone-Burns, Daniel Brisebois, Julia Bedding, Robyn Gundy, Tesfaya Kameka, Sofia Gesualdo, Rylee Neil, Nicola Kelly, Madison Michel, Michael Eamon

## MINUTES

- I. Land Acknowledgement, Daniel Brisebois:**
  - a. Provided “Home on Native Land” self-paced training resource, [link to website to access](#).
- II. Review of minutes from first session on November 16, 2023, Julia Bedding:**
  - a. Minutes were approved by the Committee and will be uploaded to the [website](#).
- III. Welcome and introductions, Chair – Jen Coulter**
- IV. Dan introduced the EDIA in Residence Recommendations document (attached to these minutes):**
  - a. The department focuses on addressing between 2-4 recommendations per year. The formation of a subcommittee focusing on guiding and actioning these recommendations will begin meetings in January and will have monthly, one-hour online sessions.
  - b. If anyone is interested in joining this subcommittee, please let Julia know via email (you may reply to her when receiving the minutes from this session).
- V. Jillienne shared a slideshow (attached to these minutes) focusing on renovation projects and updates:**
  - a. 2023-2024 Projects: Service Centre East, Service Centre South, parcel lockers at Wallis Hall, GANX-B common room furniture refresh, ResNet upgrades, LEC emergency and exit lighting, CC & LEC renovation architect and design drawings.
  - b. 2024-2025 Projects: CCN curtain walls and windows, CC & LEC water storage tanks, parcel locker at OANX, GANX-C common room furniture refresh, LEC-S mattress replacement, GCS 5<sup>th</sup> floor bedroom furniture, continued ResNet upgrades.
  - c. Furniture and equipment budget: \$441,662.50.
  - d. Renovation budget: \$2,502,000.00.
- VI. Dan shared a presentation: “Best Practices Analysis Implementation” (attached to these minutes):**

HOUSING ADVISORY COMMITTEE

- a. Summary of findings: 22 recommendations were made following the analysis, on topic areas such as EDII, community development, staffing, residence education and campus collaboration.
- b. The Residence Life and Education team has identified 'community' as their north star. As we work our way through implementation, all decisions will be based around building the strongest communities possible for our students, where they can learn, engage, and create lasting friendships.
- c. We have plans to hire Living Learning Community-specific Dons who will focus on creating specialized programming to promote student engagement within LLCs. We are also working to increase compensation for Dons with the goal of attracting higher-quality candidates.
- d. Shifting the focus of the Residence Life Coordinator roles will provide them with time to engage with communities and support Don and student development.
- e. A question was posed to the students in the group: what is the best way to reach students for their feedback on these kinds of items? What formats are preferred (email, anonymous surveys, in-person meetings)?
  - i. *Feedback: students may not read their emails unless they are related to their active courses. A more engaging format with guiding questions might be the best way to solicit student feedback; perhaps something similar to the recent listening sessions.*

**VII. Jen presented the fee consultation item with the group (slides attached to these minutes).**

- a. As an ancillary service, our operations are completely funded by student fees. Our primary focus is on creating and offering services that are affordable, support students and add value and experience.
- b. We are dealing with significant increases in costs:
  - i. Facilities Management & Utilities: \$435K (13%↑)
  - ii. Construction & Renovations: \$1.2M (87%↑)
  - iii. Furniture: \$225K (61%↑)
  - iv. Software: \$65K (53%↑)
  - v. Student Staffing: \$1.1M (198%↑)
- c. We will not be able to do everything that students have asked for. With an average of a 5% increase, we will be able to increase desk hours, student staff jobs and pay, and complete renovations. Options were discussed on where we could cut from and how much we would need to cut if the increase was less.
- d. We are also exploring offering a new bundle for smaller rooms for an economy fee, to offset the cost of any increases. These spaces would be cheaper than current singles.
- e. We will have the Financial Officer model out the 5% increase with the economy fees for discussion at our next meeting in January.

**Next Meeting:**

- January 25, 2024, 10:00 – 11:00am

# EDIA in Residence Recommendations

Made to Student Housing by the Equity, Diversity, Inclusion & Anti-Racism Committee, a sub-committee of the Housing Advisory Committee, in March 2021.

Core Area	Recommendation
Training & Development	<ol style="list-style-type: none"> <li>1. Explore options for staff pre-service and on-going training for staff at all levels to continue to develop knowledge in emerging EDI issues.</li> <li>2. Ensure discrimination and harassment policy is reviewed in department on boarding for all new employees.</li> <li>3. Offer skill-building opportunities for students and staff in effective bystander behaviors, an evidence-based approach that has shown to positively change behaviors.</li> </ol>
Student Learning & Community Building	<ol style="list-style-type: none"> <li>1. Review the residence learning model through an EDI lens.</li> <li>2. Make resources from the following partners predominantly available in the residences:               <ul style="list-style-type: none"> <li>- Centre for Human Rights, Equity, &amp; Accessibility</li> <li>- First People's House of Learning</li> <li>- Trent International</li> <li>- Out on Campus</li> <li>- Black Student Support Group</li> <li>- Trent Central Student Association BIPOC Student Organizer</li> <li>- TCSA Clubs and Levy Groups</li> </ul> </li> <li>3. Ensure a proactive approach to raising awareness on equity, diversity, and inclusion in residence.</li> <li>4. Explore opportunities for small group discussions for individuals to share their experiences and issues they encounter and reflect on learning opportunities.</li> <li>5. Offer initiatives that support and empower women, communities of colour, students with disabilities, and LGBTQIA students.</li> <li>6. Offer initiatives that support the learning and development of allies.</li> <li>7. Promote supports and resources around EDI as students transition to off-campus living.</li> <li>8. Work towards fostering culturally relevant experiences in residences.</li> <li>9. Maintain strong connections between residence students and student led support groups.</li> </ol>
Policies, Processes, & Procedures	<ol style="list-style-type: none"> <li>1. Review response procedures for addressing discrimination and hate activity in residence.</li> <li>2. Review policies to address systemic barriers impacting equity, diversity, and inclusion.</li> <li>3. Better understand and address financial barriers for students in residence.</li> <li>4. Review the residence admissions process to ensure a barrier-free experience for marginalized students.</li> <li>5. Ensure a meaningful and diverse representation of students in marketing and public materials.</li> <li>6. Continue to work with Human Resources to expand staff diversity in the department.</li> </ol>

# Housing Advisory Committee – Renovation Updates

Thursday November 30, 2023



# Housing Renovation Projects

## 2023-2024

- Service Centre East
- Service Centre South
- Parcel Lockers at Wallis Hall
- GANX-B Common Room Furniture Refresh
- ResNet Upgrades
- LEC Emergency and Exit Lighting
- CC & LEC Renovation Architect & Design Drawings

## 2024-2025

- CCN Curtain Walls & Windows
- CC & LEC Water Storage Tanks
- Parcel Locker at OANX
- GANX-C Common Room Furniture Refresh
- LEC-S Mattress Replacement
- GCS 5<sup>th</sup> Floor Bedroom Furniture
- ResNet Upgrades (continued)

# East Service Centre Design Concept







## East Service Centre Current State



# South Service Centre





# Wallis Hall Parcel Lockers

## Quadient Parcel Lockers

- 4 large slots
- 14 medium slots
- 7 small slots



# ResNet Upgrades

1. Need a new router to handle the upgraded bandwidth for the residence network.
2. Then we need new switches. There are currently 36 switches in service for Resnet.
3. Today's replacement cost is about \$8,000 per switch (\$288,000 total).
4. Looking to replace the router and 12 switches this fiscal year (2023 FY).
5. Planning to replace the remaining 24 switches next year 2024 FY.

# 2024 Fiscal Year Renovation Projects



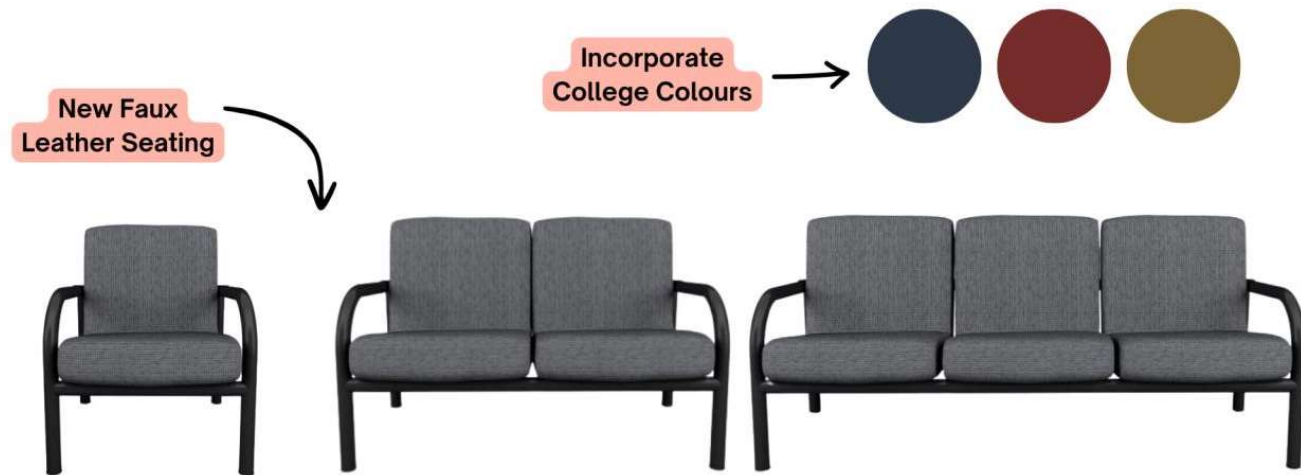
# Champlain Curtain Walls & Windows

## Multi-Year Project (\$2.8+ million)

- Work on CCN is project to start this summer (2024).
- Work on CCW is scheduled to start in Summer 2025.
- Curtain Walls = wall of windows in stairwells
- All windows are original to the building (1967/68)
- Currently the old windows are drafty and cause other interior issues.

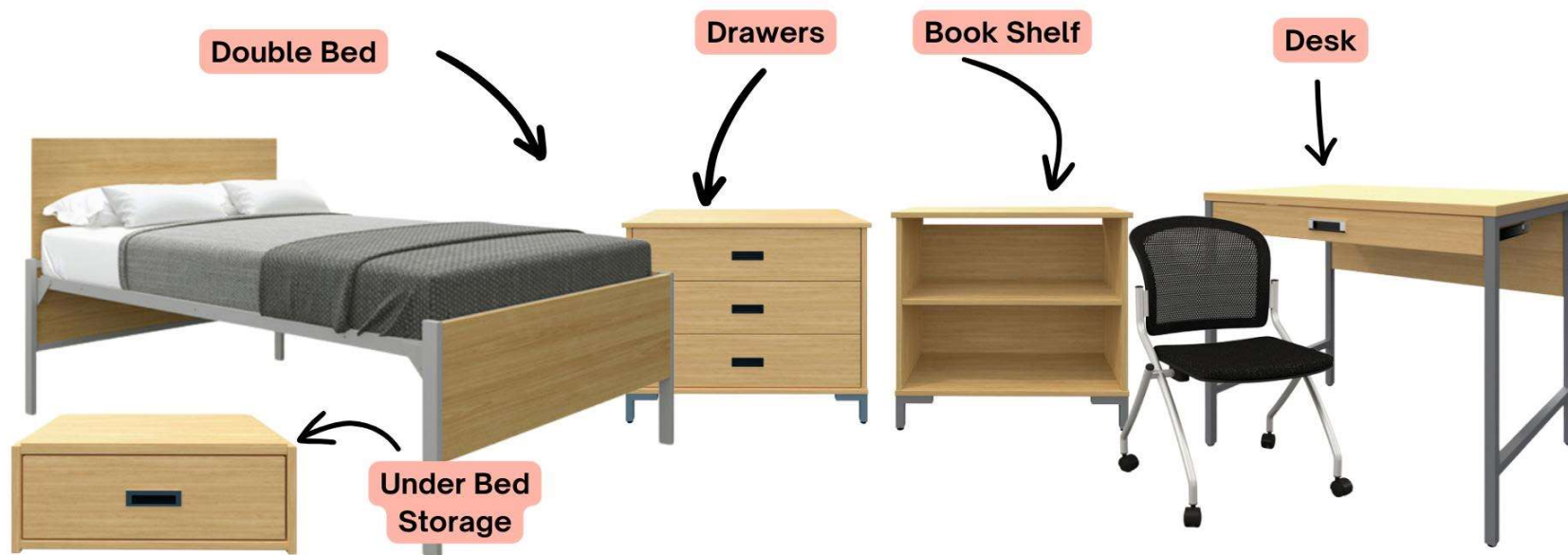


# GANX - Building C Common Room Furniture Refresh





# Gzowski Bedroom Furniture Refresh



# Projected Housing Renovation & Furniture Refresh Budget for 2024



# Furniture & Equipment Budget

Item	Est. Cost/Unit	Unit	Total
Shower Curtains	\$ 2.99	500	\$ 1,495.00
Castors for desk chairs	\$ 5.00	100	\$ 500.00
Plungers	\$ 5.00	200	\$ 1,000.00
FM Billback for room work	\$ 100.00	150	\$ 15,000.00
GCS Bedroom doors	\$ 500.00	12	\$ 6,000.00
Garbage Cans	\$ 30.00	115	\$ 3,450.00
Recycling Cans	\$ 30.00	115	\$ 3,450.00
Desk Lamps	\$ 18.00	100	\$ 1,800.00
Light bulbs	\$ 2.75	100	\$ 275.00
Vanity mirrors	\$ 50.00	25	\$ 1,250.00
GCS Floors	\$ 2,200.00	15	\$ 33,000.00
OANX Study Room Reno	\$ 2,000.00	4	\$ 8,000.00
Roller Blinds Gzowski 5th Floor	\$ 423.75	86	\$ 36,442.50
LEC South Mattress Renewel	\$ 40,000.00	1	\$ 40,000.00
GANX C Couches/Chairs	\$ 40,000.00	1	\$ 40,000.00
Gzowski Furniture Renewel 5th Floor	\$250,000.00	1	\$ 250,000.00
<b>Total</b>			<b>\$ 441,662.50</b>

# Renovation Budget

Residence	Project	Reserve Budget
Champlain College	CCN Curtain Walls & Windows	\$ 1,400,000.00
Champlain College	CCN Domestic Water Storage Tanks	\$ 51,000.00
Champlain College	CCW Domestic Water Storage Tanks	\$ 76,000.00
Champlain College	CC Mailroom renovation for additional office space	\$ 55,000.00
Gzowski College	GCS EIFS	\$ 104,000.00
Gzowski College	GCS RLC Apartment Renovation (446)	\$ 50,000.00
Building D - Water Street	Repaint all apartments w/ eggshell paint	\$ 35,000.00
Water Street Annexes	Window washing	\$ 20,000.00
OC Annex	Key box installation	\$ 52,000.00
OC Annex	Parcel Locker Installation	\$ 75,000.00
Lady Eaton College	SC West & mailroom renovation for add. Office space	\$ 75,000.00
Lady Eaton College	LEC-S Water tank storage	\$ 230,000.00
Synoms Campus	ResNet Upgrade	\$ 227,000.00
All	Consultation, design, architect fees for future projects	\$ 52,000.00
		<b>\$ 2,502,000.00</b>

**CHALLENGE THE WAY YOU THINK**



# Best Practice Analysis Implementations

Daniel Brisebois



# Overview

- In June 2023 Student Housing initiated the Best Practice Analysis for the Residence Life & Education Unit by bringing in three experts in student housing to review our practices & initiative.
- The review consisted of:
  - Nearly 1,000 pages of files (processes, policies, programming models, job descriptions etc)
  - Approximately 30 interviews with staff, students, campus partners.
  - A review of literature and best practices that are established by ACUHO-I
- A final report was generated with overall recommendations and ways to continue to provide the best student experience possible.

# Summary of Findings

- **22 Recommendations** focusing on topic areas such as:
  - EDII
  - Community Development
  - Staffing
  - Residence Education
  - Campus Collaborations

# Guiding Statements & Community Orientation

Residence Life & Education will be designing new guiding statements for the unit to inform all areas of work in the unit with the goal of best supporting our student and providing excellent experiences.

1. RLE team will be creating guiding statements in the next term and will be consulting with students and staff on their opinions.
2. Continuing to emphasize community development in all aspects of the unit (job descriptions, programming, student conduct etc).

# Enhancing Living Learning Communities (LLCs)

LLCs are designed to bring students together with similar interests or academic programs. To make efforts to continue to strengthen our LLCs, Student Housing will be:

1. Designing specific resources for LLCs staff to engage their community in specific and specialized programming with campus partners.
2. Looking to create additional staff positions to help LLCs have more opportunities to enhance our student experience.





# Staff Supports & Resources

1. Shifting the focus of the Residence Life Coordinator role to provide them with more time to engage in the communities and have additional time to supporting the development of our dons and students.
2. Increasing the compensation of our Residence Life Dons to continue to attract high performing student leaders.
3. Revising our training programs for student staff to provide more opportunities for hands on practice.



**CHALLENGE THE WAY YOU THINK**

# Fee Consultation

November 2023



# Principles

- Ancillary
- Student Affordability
- Value-add Experiences
- Student Support
- Renovations
- Comparators
- CPI (3.8%)

# Known Increases

- 1) FM & Utilities – \$425K (13%)
- 2) Construction & Renovations – \$1.2 M (87%)
- 3) Furniture - \$225K (61%)
- 4) Software – \$65K (53%)
- 5) Student Staffing - \$1.1M (198%)

# Fee Options

Option	2024-25 Average Percentage Increase	2024-25 Average Monthly Increase	Approximate Cuts Required
A – above CPI	5%	\$50	\$0
B – CPI	3.8%	\$37	\$500K
C – below CPI	2%	\$20	\$1M

# Options for Cuts

- Renovations
- Furniture
- Programming
- Training
- Staffing



**CHALLENGE THE WAY YOU THINK**