



HOUSING ADVISORY COMMITTEE

**Housing Advisory Committee Meeting
Session 1 – Thursday, November 7, 2024
3:00 p.m. – 4:00 p.m.
Location: Teams**

MEETING MINUTES

- I. Land Acknowledgement, Keeley Moloney.**
- II. Review of minutes from last session on March 26th, 2024, Julia Bedding:**
 - a. Julia will distribute both sets of minutes to the group next week so they can be approved at session 2.
- III. Housing Advisory Committee Orientation, Jen Coulter (slides attached):**
 - a. Trent's Student Housing department manages 2,200 residence beds over 11 buildings, and 3 houses, and also provides off-campus housing supports. We have a \$20M dollar budget and over 150 staff members.
 - b. Our budget is derived solely from student fees, that is why consultation with our students on how we spend money is so important. We put people first and make decisions to support the health and wellbeing of our community.
 - c. Student Housing's organizational chart was reviewed. Jen introduced new and existing positions in the department and let the group know that housing is actively recruiting for the Director of Residence Life and Education.
 - d. Jen reviewed the Committee's workplan and explained the items that will be discussed and voted on over the course of the academic year. Members may contact Julia to add other discussion items to the agenda. The Committee chair and other student housing representatives will always stay behind after each meeting to address any questions that members may have.
- IV. Renovations Update, Jillienne Simone-Burns (slides attached):**
 - a. Renovations on our 2024-25 list include:
 - i. CCN Curtain Walls & Windows

- This is a multi-year, \$3.5M + project. The west towers had more wear than the north. We want to do every stairwell and the bedrooms. We have plans to work on other towers next year, but our timeline is at the mercy of the markets with our budget and the availability of supplies.
 - A lot of care and effort was put into preserving the heritage look of the building while ensuring energy efficiency.
- ii. CC Water Storage Tanks
 - iii. Parcel Locker at Traill Annex
 - This change offers an enhanced student experience, as they no longer will have to come all the way to Gzowski to pick up letters and parcels.
 - We have received great feedback on this project from our students, they are grateful for this new option.
 - iv. GANX-C Common Room Furniture Refresh
 - Finished in a grey, faux leather material.
 - v. LEC-S Mattress Replacement
 - vi. GCS 5th Floor Bedroom Furniture
 - This is a much-improved look from the current blue furniture in the suites.
 - The lighter-toned furniture will offer students a cleaner canvas to make the space their own.
 - Maddi Winkworth explained that as a former resident of Gzowski, she really appreciated the new furniture!
 - vii. Service Centre West & LEC RLC Office Update
 - Photos of the in-progress and finished spaces were shared with the group. The Service Centre had added cabinetry for parcel storage and a more comfortable desk for our student staff members to work from.
 - We were able to create a bright and fresh office space for our Lady Eaton RLC .
 - viii. Champlain Office Space Renovation
 - An old, unused mailroom was reconfigured into two separate office spaces. These now house our Champlain RLC and our Assistant Director of Community Wellness & Care.
 - The wood tones of the doors and trim are a nod to the heritage finishes of Champlain college.
 - ix. Durham Residence

- To provide some context about why we are so focused on our Peterborough campus, our Durham campus is only 4 years old. There is not much needed yet in the way of renovations or upgrades. The Durham buildings also are not owned by us, so when the time comes for updates, we will work closely with the owners in managing any projects, and would also invite them to HAC. Recently, residence rooms on the third floor have been converted into office space, but this project was not managed by our department.

- b. Uzma Danish shared that it was interesting for them to understand what is going on behind the scenes and see some of the hard work that has gone into these projects. It's been exciting for her to see the expansion that has taken place in Durham over the years.

V. After-Hours Support Associate Position Introduction, Keeley Moloney (slides attached):

- a. To provide enhanced safety and support for our students, we introduced a team of new professional staff members over the summer called After-Hours Support Associates (AHSA).
- b. Feedback from our students showed that there was an interest in having more support overnight. In the past, Residence Life Dons would pick up a duty phone at 8pm when they were on-call. They would do rounds and then respond to calls overnight. Now, AHSAs come on shift at 9:30pm, alleviating the workload of the Residence Life Don, and providing students with access to desk services on almost a 24-hour basis.
- c. When hiring for the role is completed, we plan to have a team of 7 on rotating shifts in Peterborough and a team of 3 in Durham.
 - i. A Committee member asked if returning Residence Life Dons had shared positive feedback with the residence life team with the addition of the AHSAs. Maddi Winkworth, a current Senior Residence Life Don shared her experience. Responding to multiple overnight calls when she had a test the next morning was very difficult, and she didn't always get the rest she needed. With the addition of the AHSAs, Maddi now can spend her on-call time out in the community (rather than in her room), directly interacting with students, and is still able to get her rest.
 - ii. Keeley further explained that the team has generally received good feedback from student staff and professional staff members. They plan to create more intentional feedback opportunities once we are further into the year.

ORIENTATION

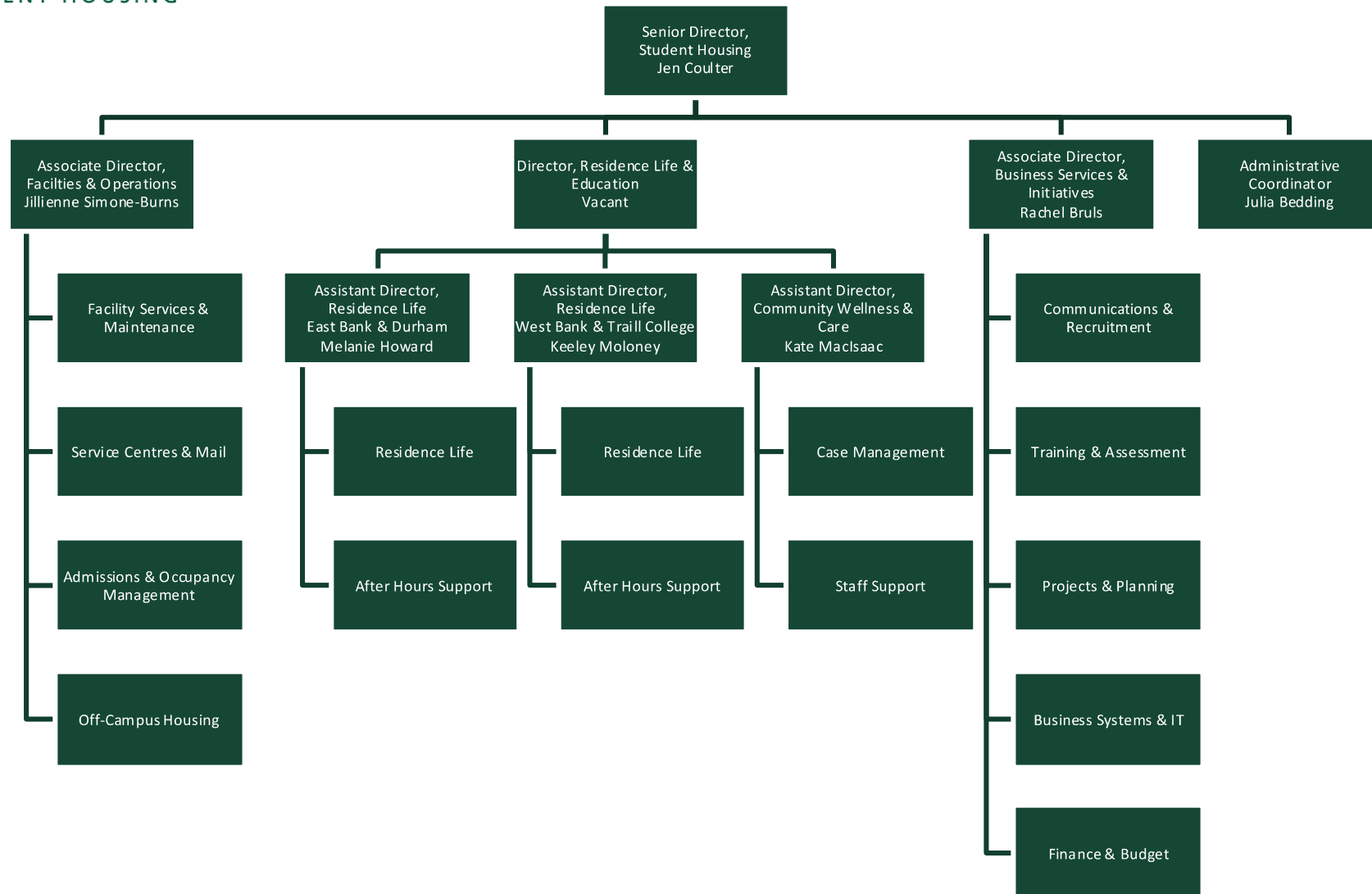
to the Housing Advisory Committee



STUDENT HOUSING

- Residence & off-campus housing supports
- Peterborough & Oshawa, ON
- 2,200 residence beds
- 11 buildings & 3 houses
- \$20M budget
- 150+ team members

STUDENT HOUSING



OUR PURPOSE

As stewards of the University, we provide a safe, caring, and welcoming living experience that contributes to student success.

OUR CORE VALUES

- We put **people first** and consider the whole person in caring ways as we seek opportunities to contribute to the academic mission.
- We work to **support the health and well-being** of our community to create a welcoming and inclusive experience for students, staff, and guests.
- Our staff **teams listen to students, staff, and guests** as we design our services in innovative ways to enrich our programs.
- We provide **sustainable services and social programs** that add value and vibrancy to our communities so the University can prosper.

CASSC

- Standing committee to the AVP, Students
- Consultation for committees and task forces
- Review ancillary fee proposals
- Recommendations to the Board & Senate
- Membership:
 - College Cabinets
 - TCSA, TGSA, TUNA, TISA
 - Committee chairs
 - Staff representatives

CASSC COMMITTEES

- Athletics
- Colleges
- Student Housing
- Food Services
- Orientation
- Student Wellness
- Convocation
- Campus Card
- Trent Nature Trails
- Campus Safety
- International Scholarship Fund
- Careers & Experiential Learning
- Student Charter of Rights & Responsibilities
- Spiritual Affairs
- Co-Curricular Record
- First Peoples House of Learning

HAC

- Consultative body for Student Housing
- Discusses and makes recommendations on issues that impact **undergraduate, graduate, and off-campus housing experiences in Peterborough & Durham**
- Reviews and makes recommendations on the annual satisfaction survey data.

CONSULTATION & DECISION MAKING

- HAC makes recommendations to the Housing Leadership Team (HLT)
- HLT makes operational decisions
- Roberts' Rules of Order

HAC REPRESENTATIVES

Representing	Position
Residence Students	College Cabinet representatives (5)
Residence & Off-campus Students	TCSA President or Vice President College & University Affairs (1) TGSA President (1) TDSA President (1)
Colleges	Principal (1)

BUDGET PROCESS

- Ancillary budget
- Non-tuition, non-compulsory fee protocol
- Steps:
 1. *Consultation with HAC*
 2. Review by VP
 3. *HAC Presentation*
 4. *CASSC Presentation*
 5. *Durham CASSC Presentation*
 6. President & Vice Presidents Presentation
 7. Finance & Property Committee
 8. Board of Governors

WORK PLAN

November #1

- Committee Orientation
- After Hours Support Program

November #2

- Room Fees
- Renovations
- Living Learning Communities

January

- Renovations
- Budget & Fees
- Off-Campus Housing
- Residence Agreement

February

- Residence Standards
- Policies
- Renovations

March

- Celebration
- Renovations
- Satisfaction Data

MEETING DATES

- November 7, 2024
- November 27, 2024
- January 30, 2025
- February 13, 2025
- March 13, 2025

CHALLENGE THE WAY YOU THINK

Housing Advisory Committee – Renovation Updates

Thursday November 07, 2024



Housing Renovation Projects 2024-2025

- CCN Curtain Walls & Windows
- CC Water Storage Tanks
- Parcel Locker at Traill Annex
- GANX-C Common Room Furniture Refresh
- LEC-S Mattress Replacement
- GCS 5th Floor Bedroom Furniture
- Service Centre West & LEC RLC Office Update
- Champlain Office Space Renovation

Champlain Curtain Walls & Windows

Multi-Year Project (\$3.5+ million)

- Work on CCW window curtains started this summer (2024).
- Work will continue CCW bedroom windows in Summer 2025.
- Work will continue in CCN in 2026 and beyond.
- 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.



Trail Annex Parcel Lockers

Quadient Parcel Lockers

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

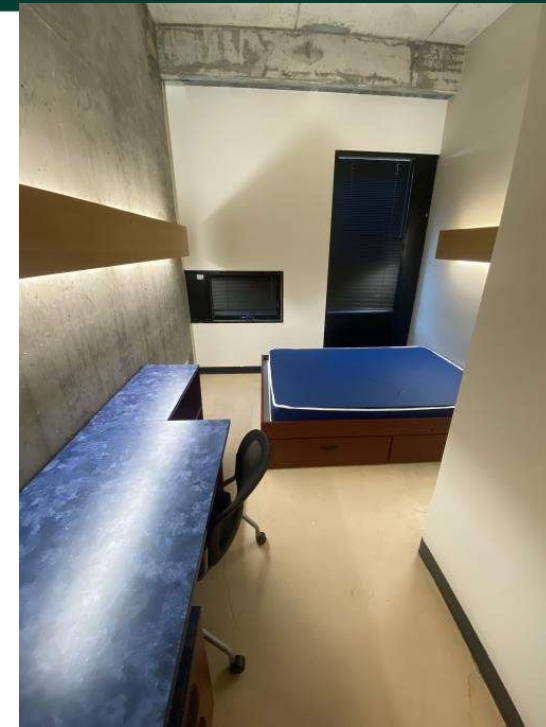
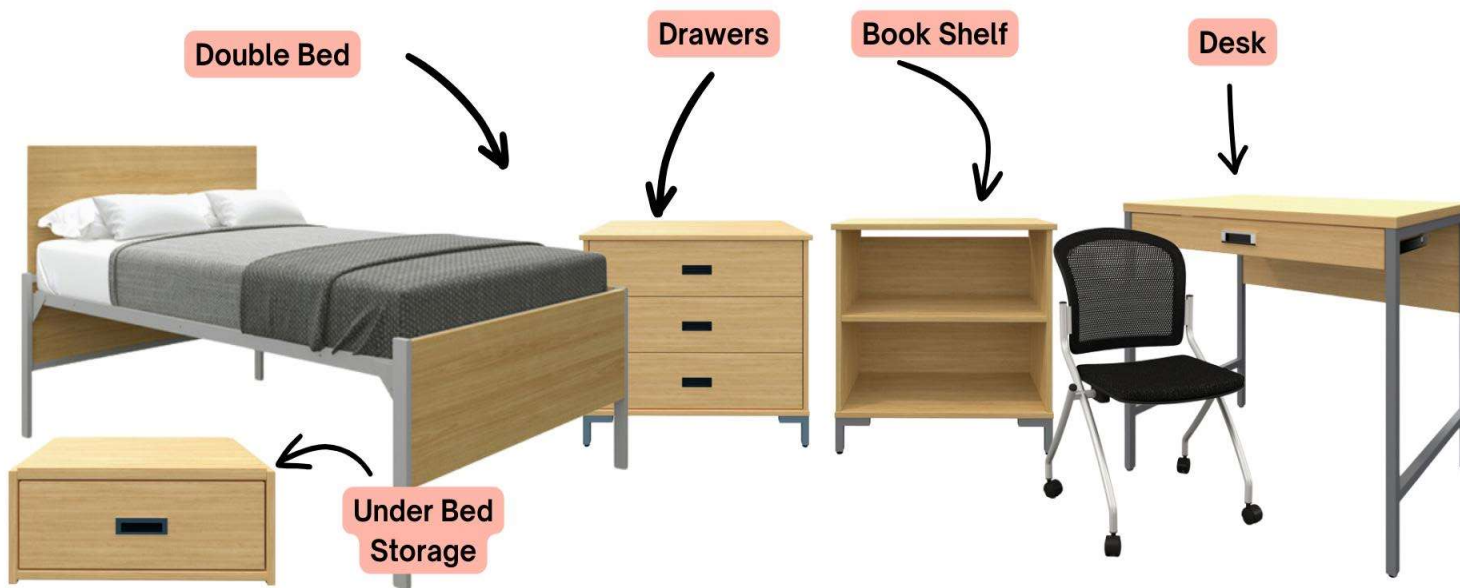


GANX - Building C Common Room Furniture Refresh

New Faux
Leather Seating



Gzowski Bedroom Furniture Refresh



Service Centre West - Update



Champlain Office Renovation



CHALLENGE THE WAY YOU THINK

**AFTER HOURS
SUPPORT ASSOCIATES**



WHY?

Safety & Support

- Professional staff available after hours
- Dedicated professional staff who are available from 9:30PM – 8:30AM
- More access to services after-hours (mail, check-ins)

Student Staff Support

- In response to student staff feedback
- More professional staff available for more hours of the day!

After Hours Support Associates (AHSAs)

- Complete Rounds of Residence Buildings
- Respond to Calls placed by Residence Students
- Escalate to appropriate campus resources including Residence Life Coordinators, Security, TUEFRT, etc.
- Support Facilities & Operations, mail, lock-outs, Service Centre Desk

AHSA TEAM

7 AHSAs in Peterborough
3* in Durham

Up-to 10-month contracts

Rotating shifts in Peterborough

Areas of Responsibility:

- East Bank
- West Bank
- Traill & Annexes
- Durham

QUESTIONS?

Thank you!