

*Spaces & Experiences***OAK HOUSE RESIDENCE ADVISORY COMMITTEE (RAC)**

November 12 | 3:00 - 4:15 PM

Event Space, 2nd Floor, Oak House, RM 220

Meeting Minutes

IN ATTENDANCE

Name	Role
Steve Masse	Dean of Residence and Director of Student Life
Aisalyn Templin	Administration and Communications Assistant (Secretary)
Alicia Whitfield	Manager, Residence Admissions
Alim Alarakhia	Occupancy and Admissions Coordinator
Amani Cehajic	Resident
Britney Glasgow-Osment	Residence Education Coordinator
Derrick Gravener	Associate Dean, Residence Life (Chair)
Destiny Som	Resident
Ellie Wan	Resident
Jeremy Zhao	Residence Life Coordinator
Lucy Chandler	Residence Administration and Project Coordinator
Michael Fernandes	Residence Life Coordinator
Rifat Sajid	Residence Don
Ryan Hopkin	Facilities Coordinator
Shabnam Ibrahim	Residence Operations Staff
Stephen Francis	Student Staff Member
Veer Siddhantam	Resident

REGRETS

Name	Role
Alina Shaukat	Resident
Andrea Nelson	Rooms Manager
Kevin Dancy	Director of Residence Operations

AGENDA

1. Welcome and Introductions
 - Steven Masse, Dean of Residence and Director of Student Life

2. Terms of Reference
 - Derrick Gravener, Associate Dean of Residence Life (Acting)
3. Admissions Report
 - Alicia Whitfield, Manager of Residence Admissions
 - Alim Alarakhia, Residence Admissions and Occupancy Coordinator
4. Facilities Project Updates
 - Shabnam Ibrahim, Facilities Coordinator
5. Residence Council Updates
 - Britney Glasgow-Osment, Residence Education Coordinator
6. Feedback & Ideas
 - Steven Masse, Dean of Residence and Director of Student Life
7. Other Business

Note: this meeting was chaired by Derrick Gravener, Associate Dean, Residence Life

WELCOME

All participants introduced themselves and participated in the icebreaker discussion topic.

A Land Acknowledgement was shared with the Committee ([see slide 3](#)).

TERMS OF REFERENCE

Derrick Gravener presented an overview of the purpose of the Terms of Reference. There were no questions, and there was no discussion ([see slides 6-7](#))

ADMISSIONS REPORT

Alicia Whitfield highlighted the impacts of the two-week occupancy delay, due to construction-related issues. This included cancellations, refunds, and transfers ([see slide 9](#)).

Alicia presented an overview of the occupancy statistics, as well as the demographic composition of the building for the current academic year. Alicia noted that we are still sending out offers to fill the remaining beds for the Winter term ([see slides 10-12](#))

FACILITIES AND PROJECT UPDATES

Shabnam Ibrahim provided an overview of the current state of facilities and projects at Oak House. The facilities team is placing a higher priority on projects which have the most impact on student experience.

Shabnam highlighted that the main issues are heating and cooling. Shabnam explained that in the heating season, residents will not be able to access the AC. There are a limited number of space heaters available for residents to use. Temperature concerns can be a source of conflict for roommates. Residents are encouraged to submit a maintenance request, where an issue is

identified. Jeremy Zhao, the Residence Life Coordinator, is available to meet with residents and provide support.

The facilities team is focused on problem solving and educating residents, in addition to addressing the deficiencies which were recorded by Daniels. If these inadequacies impact residents directly, they are informed. The hope is that the deficiencies will be near completion by the spring.

Residents now need a fob to access the mezzanine and residential floors from the elevator.

Discussion

A student commented that there is confusion about the process in the Dining Hall, when compared with Chestnut residence. A staff member responded that the Food Services provider is the same at both residences, so the policies should be similar.

Lucy Chandler highlighted that she has been working on organizing a roundtable meeting with the Food Services to have student voices present in the creation of a Food Advisory Committee. Such a committee would enable residents to understand the process and timelines.

A student asked, is there a reason for fob access in elevators? Staff commented that it provides an extra layer of security, especially as the number of visitors to the dining hall and event space increases in the winter. This approach aligns with Chestnut, where residents are only able to access the floor that they live on.

A student asked if residents could have better access to the TVs in the common spaces of residence floors. Currently, they are all smart TVs; students will need their own login information for any streaming services. Staff responded that internet connections for TVs are coming soon and that we will explore making HDMI cables available to be borrowed through the service desk.

A student raised concerns over the behaviour of security in the lobby of Oak House. Staff noted the concern and highlighted that daytime security won't be required for much longer, as it only required until the gates are fully functional. In the future, the Campus Safety team is quite close; this would be the best point of contact.

RESIDENCE COUNCIL UPDATES

Britney Glasgow-Osment highlighted that in the coming months, a Student Leadership Committee will be established to explore what a residence council could look like at Oak House. Britney presented a timeline for this Committee ([see slide 15-16](#)).

A student asked how to apply to be on the Committee. Britney responded that the requirement is that you are a current Oak House resident. The Committee is expected to begin work soon and

plans to conduct a referendum to establish their constitution and membership fees at the end of the academic year.

FEEDBACK & IDEAS

Derrick encouraged Committee members to share their thoughts on their Oak House experience ([see slide 18](#)).

A student asked, 'How are roommates matched?' and they noted that there is not always compatibility with lifestyle and other habits. Staff responded that next year, students will have an opportunity to pair themselves and have more compatibility. A student commented that the resources in the gym are limited at the moment. Staff responded that Oak House is very close to the Athletic Centre, so students can go there if they would like a better workout. Staff committed to sourcing some smaller resources (e.g. stretching mats) for the gym.

OTHER BUSINESS

No items were brought forward.

NEXT MEETING

We aim to have another meeting in January and March.
