TRENT UNIVERSITY

HOUSING ADVISORY COMMITTEE

Terms of Reference

Background

The Housing Advisory Committee (HAC) is a subcommittee of the Colleges and Student Services Committee (CASSC). The HAC is an annual standing advisory committee for student housing.

Purpose

The HAC is a consultative body for student housing. The committee will consider the student housing experience and provide recommendations for enhancement of the program. The HAC is charged with formulating feedback and/or recommendations regarding off campus supports, programs and services delivered in residence, residence capital and renewal projects, and residence policies, for decisions by the housing leadership team.

The committee votes on the approval of the residence fees in alignment with the residence and dining fee memorandum of understanding between the University and student governments.

Scope

The HAC is advisory in nature. This committee is designed to provide the housing leadership team with points of consideration to inform effective decision-making. The committee discusses and makes recommendations on issues that impact undergraduate, graduate, and off campus housing experiences in Peterborough and Durham.

The scope of the committee is limited to the work of student housing. Due to the nature of the work, this committee may also discuss issues that are related to other areas of the university (e.g., food services, security). These discussions will be documented and passed on to the respective departments for consideration. The committee will focus on broad issues impacting the larger student housing population. At the end of each meeting, housing leadership team members will stay after the conclusion of the meeting to assist with addressing issues that impact individual students (e.g., human resource related concerns, maintenance concerns).

Process

The committee, will:

- Consider safety, diversity, equity, inclusion, sustainability, and a positive student experience with respect to all practices of student housing.
- Make clear, concise, and actionable recommendations to the housing leadership team.
- Produce an agenda and minutes of each meeting and post the minutes on the HAC website.

Membership

Committee members are intended to represent a cross-section of students. Assigned by the Office of Student Affairs, representatives are appointed for one year term (academic year).

The HAC is chaired by the Director, Housing Operations & Conference Services.

The HAC has the following representatives or designates:

Representing	Position
Residence Students	• College Cabinet representatives (5)
Residence & Off Campus Students	• TCSA Representative (1) • TGSA Representative (1) • TDSA Representative (1)

Colleges	• College Principal (1)
Housing Leadership Team (non-voting)	• Director (2) • Assistant Director (2)

Decision Making

The HAC is a consultative body and makes recommendations to the housing leadership team. The housing leadership team is responsible for making operational decisions related to the residence experience, considering the feedback and recommendations from HAC.

Robert's Rules of Order is applied as necessary for major changes impacting the student experience and for room fee approvals subject to the university's memorandum of understanding with the student unions regarding residence and dining fees.

Meeting Frequency

Meetings will be scheduled for 60 minutes for a maximum of 4 times per year between November to March. Generally, meetings are closed to encourage open discussion. Invited guests will be considered as agreed upon within the group.

Reporting

As a subcommittee of CASSC, the HAC will report on the progress of the committee as requested by the Chair of CASSC.