

**HONG KONG BAPTIST UNIVERSITY
OFFICE OF STUDENT AFFAIRS
RESIDENCE LIFE COMMITTEE 2023-24**

Minutes of the 2nd Meeting of the Residence Life Committee 2023-24 held at 11:00 am on 28 March 2024 (Thursday) in Room G9 of the Undergraduate Halls.

- Members Present** : Prof. Henry FOCK, Director of Student Affairs (Chairperson)
Ms Verona LAU, Assistant Director of Student Affairs
Dr Ava LAU, Resident Master of SR Zhou Hall
Dr Gray HO, Resident Master of CL Soong Hall
Dr Patrick YUE, Resident Master of CN Yang Hall
Prof. Yiu Ming CHEUNG, Resident Master of YP Cai Hall
Mr CHAN Ka Wai, President of CN Yang Hall Council
Mr CHAN Ho Hin, President of YP Cai Hall Council
Mr LIANG Yurui, representative of the Students' Union
- Secretary (Non-Member)** : Ms Gladys LAU, Senior Student Housing Officer
- In Attendance** : Mr Kwok Ho CHAN, Senior Student Housing Manager
Mr Christopher CHAN, Assistant Student Housing Manager
Mr Cliff WONG, Senior Residential Life Officer of SR Zhou Hall
Miss Wincy TSE, Senior Residential Life Officer of CL Soong Hall
Mr Donald CHU, Senior Residential Life Officer of CN Yang Hall
Mr Arthur CHANG, Residential Life Officer of YP Cai Hall
Miss CHAN Keng Fei, Representative of Hall Activities Committee of CL Soong Hall
Mr CHAN Tsz Chung, Hall Tutor of CN Yang Hall (*proxy of YIP Wai Yu, Hall Tutor of CN Yang Hall*)
Miss SO Yuk Yin, Hall Tutor of YP Cai Hall (*proxy of Miss CHENG Hoi Lam, Hall Tutor of YP Cai Hall*)
Mr CHAN Ka Chi, Hall Tutor of SR Zhou Hall
Miss WAN Lok Kwan, Hall Tutor of CL Soong Hall
- Absence with apologies** : Mr. CHEUNG Ka Ho, Representative of Hall Activities Committee of SR Zhou Hall

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The Chairperson welcomed members and called the meeting to order.

Item A. Confirmation of minutes of the last meeting held on 19 October 2023 (RLC-23/24-1-M/01)

1. The minutes of the RLC meeting held on 19 October 2023 were confirmed without amendment.

Item B. Matters arising from minutes of the last meeting held on 19 October 2023 (RLC-23/24-2-I/01)

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| 2. Members noted the matters arising from Item D2. The local and non-local pairing scheme (pairing scheme) was commenced, and application has been open for returning undergraduate students for 2024/25. | |
| 3. A student member enquired if non-local students, who would be in their third year of studies or above in 2024/25, could apply for the pairing scheme if there would be any remaining quota. It was explained that the plan was proposed to follow the current housing policy (i.e. not applicable to year 3 or above), because of the uncertainty on the opening of the new hostel, Village CARE, and the closing down of one tower of the Undergraduate Halls in 2024/25. However, upon further deliberation, it was resolved that students who would be in their third year of studies or above in 2024/25 could also apply for the scheme. Yet they would have a lower priority than year 2 non-local students, and offering would be subject to the availability of bedspaces.
<i>(Post-meeting Note: The University's Housing Policy was being reviewed and proposed to the Student Affairs Committee for relaxation on the eligibility of non-local undergraduate students. The pairing scheme would be open to all non-local undergraduate students. Updates would be provided to applicants in early May.)</i> | Hall Admin Team |
| 4. The Chairman advised student members to refer any fellow students who had housing difficulties to the Hall Management. Other than the Undergraduate Halls, the Hall Management may also consider allocating them with bedspaces in NTT or assist them to apply for off-campus accommodation. | |
| 5. A staff member reminded that the pairing scheme was a pilot scheme in 2024/25 which would be reviewed after the application closed. The Chairman advised that Hall Administrative Team should promote the pairing scheme by putting up posters at the Halls to ensure eligible students were aware of the launch of this newly introduced scheme. | Hall Admin Team |

Item C1. Report on 2023/24 Hall Activities (RLC-23/24-2-R/01)

6. Members were briefed on the report on the Hall Life Education Programmes organised by the Resident Masters, the Leadership Qualities Centre, and the Hall Councils in 2023/24. The number of participants increased in 2023/24 as compared with the past few years during the pandemic.

Item C2. Report from the Residence Life Consultative Group (RLC-23/24-2-R/02)

7. The Chairperson of the Residence Life Consultative Group reported members' discussion during its meeting on 1 March 2024. Students were reminded of the requirements for Hall student-led activities, revised GPA requirement for hall admission 2024/25, merger of Hall surveys, and the arrangement for visitors during adverse weather or extreme conditions with no comments.
8. As to the enhanced mass check-out arrangement for 2023/24, student members had the following suggestions:
- a) To allow one returning student on each floor to check out later and serve as helpers assisting in the check-out procedures
It was reiterated that student members should remind fellow students about their responsibility to clear their belongings on their own. Engaging more students

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to clear the floor decorations earlier was advised. After discussion, all members agreed to allow one returning student on each floor to assist hall tutors to perform check-out duties and floor clearance. Check-out date of these student helpers would be postponed from 16 May 2024 to 20 May 2024, same as the check-out date of Hall Tutors.

b) To further postpone the check-out time

Staff members explained that the check-out time for 2023/24 (3:00 pm) has already been postponed when compared with previous years. Further postponement of check-out time would hinder the Hall Management from carrying out Hall inspections after students' check-out.

c) To adjust the check-out date of the returning students later than that of the freshmen

The Hall Management explained that the lodging periods of all students in 2023/24 have been fixed and adjustments on check-out dates would result in students' payment of extra lodging fees. In response to the students' request, the Hall Administration Team would set the check-out date of the returning students later than that of freshmen in the coming residential year to enhance the arrangement.

Item C3. Report on Hall Admission Quota 2024/25 (RLC-23/24-2-R/03)

9. Members were briefed on the report on the Hall Admission Quota 2024/25. Due to the major external wall repairment to be arranged by the Estates Office, the North Tower and South Tower would be closed in 2024/25 and 2025/26 Residential Year respectively, and resulting in a reduction of 50% of hall places in the Undergraduate Halls for two years.
10. As the North Tower would be temporarily closed in 2024/25 and only block 1 of Village CARE would be ready for commissioning this August, more admission quotas had to be reserved for non-local students who have no living places in Hong Kong. Yet, quotas for local students in Semester 2 would be increased when the exchange students of Semester 1 leave the Halls. Members noted the report with no comments.

Item D1. Review and Improve the Student Representation in the Residence Life Committee and the Residence Life Consultative Group (RLC-23/24-1-D/01)

11. Members were briefed on the proposed changes on student representation in the Residence Life Committee and the Residence Life Consultative Group for 2024/25. The changes in the proposal were to improve student representation, encourage residents' participation in the governance of Halls, facilitate the continuity of the student representation and improve meeting efficiency.
12. Members noted the principles of the election arrangement including the election eligibility, election timeline and the term of office. The election would be held via an online platform and the whole process would be completed by the end of September 2024. Taking the reference of the student senate election, each nomination shall be signed by a number of proposer(s) and seconder(s). A by-election in the second semester would be arranged in the event that no nomination

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would be received in the first semester.

13. As a recognition of contribution, the elected representatives' participation in governing bodies would be awarded with admission marks under the "Hall Contribution". 2 or 3 admission marks for the next residential year would be given to a student representative who participated in 1 or 2 committees /consultative groups should they duly fulfil their duties. If a student representative was unable to attend the meeting, he/she should apply for absence instead of nominating another student by proxy due to legitimacy concerns.
14. Student members worried that awarding of Hall Contribution marks to student representatives would attract residents who only aim for a hall returning quota. Members reiterated that the Hall Contribution marks would serve as a recognition to the student representatives for their contributions. After discussion, student members agreed on the proposed Hall Contribution marks.
15. Members agreed and approved the proposal. The Hall Administration Team would propose the election arrangement for the Committees and Consultative Groups for Halls in 2024/25.

Hall Admin
Team

Item E. A.O.B.

16. There was no other business raised.

Item F. Date and time of next meeting

17. The date of the next meeting was to be confirmed.

Item G. Adjournment of meeting

18. The Chairperson confirmed with all members that there was no other business to discuss and adjourned the meeting at 12:35 p.m.

Prepared by:

Approved by:

Ms. Gladys LAU
Secretary

Prof. Henry FOCK
Chairperson