

HONG KONG BAPTIST UNIVERSITY STUDENT RESIDENCE MANAGEMENT BOARD

Minutes of the 1st Meeting of the Student Residence Management Board 2023/24 held at 11:00 a.m. on 8 December 2023 (Fri) via Zoom.

Present: Mr Philip Tsai, BBS, JP, Chairman
Prof. Henry Fock, Director of Student Affairs, Convener
Ms Verona Lau, Assistant Director of Student Affairs, Secretary
Ms Kay Choy, Director of Estates
Ms Heidi Ho, Assistant Director of Finance, *representing* Mr Adonis Lee
Prof. Shi Jue, Representative of Student Affairs Committee
Dr Gray Ho, *proxy* of Prof. Cheung Yiu Ming, Representative of Resident Masters
Mr Lee Hon Tong, Student Representative of UGH
Mr Law Ting Yiu, Student Representative of UGH
Mr Zhou Bowen, Representative of NTT

In Attendance: Mr Raymond Li, Associate Director of Estates
Mr Wilson Cheung, Senior Manager of Estates Office
Mr Chris Chan, Senior Student Housing Officer
Mr Chan Kwok Ho, Student Housing Manager, Recording Secretary

Action

1. Welcome Members

The Chairman welcomed new members of the Board and called the meeting to order.

2. Confirmation of the Minutes

The minutes of the 2nd SRMB Meeting 2022/23 held on 10 May 2023 were confirmed without any amendment.

3. Matters Arising from the Minutes

3.1 Members noted that the NTT student representative had been briefed about the NTT room rental adjustment after the meeting, and the introduction of a new CCTR 2374 to consolidate all financial matters of UGH, NTT and Village CARE with effect from 1 July 2023.

4. Matters for Reporting

4.1 Updates on Operational Matters of Student Residences

- i. Members noted the report as set out in *SRMB-23/24-1-I/02*.
- ii. Members were briefed on the financial results of student residences in the first quarter of 2023/24. It was noted that the accrued income and expenditure were 20.1% and 17.4% of the annual budget respectively.

Action

- iii. Members noted that the occupancy rate of both UGH and NTT was 99% as of November 2023.
- iv. Members noted that the Hall Management was exploring the possibility to provide off-campus accommodation options for non-local students due to the anticipated increase in non-local student intake as recommended by the UGC starting from 2024/25.
- v. Members noted that one tower of the SRH would be closed by turns for the safety enhancement works on the external canopies and air-con platforms in 2024/25 and 2025/26. The enhancement work was partially supported by AA&I Block Grant and based on the latest estimate, the University would need to top up at least a further \$37M for the project. The work would be managed by the Estates Office (EO).

4.2 Report on Regular Repair and Maintenance of UGH and NTT

- i. Members noted the report as set out in *SRMB-23/24-1-I/03*.
- ii. EO reported that the savings in staff cost in 2022/23 was due to the lack of technicians. The budget for the cost of work for UGH was exhausted while there were savings in NTT in 2022/23.

5. Matters for Discussion

5.1 Proposed Relocation of Guest House Facilities in NTT

- i. Members were briefed on the paper as set out in *SRMB-23/24-1-D/01*.
- ii. The convener explained to members that the proposed relocation plan was to provide more student beds and decrease the number of guest rooms during term time. Meanwhile, the guest rooms aged 20+ years could be refurbished. In that case, both the occupancy rate and the room quality of guest rooms could be enhanced.
- iii. A member suggested not to operate guest house facilities in the NTT in view of its under utilisation and the numerous hotel options in the vicinity of the University. It was explained that the guest house in NTT could only receive guests or groups referred by the departments/offices due to the restriction of land grant policy. It was also the view of the University management that the University should have its own guest house.
- iv. The Chairman opined that it would be difficult to balance the financial budget for such a limited scaled guest house operation in NTT. It was suggested that the Hall Management estimated the deficit of the operation of the guest house in NTT and further discussed it with the Director of Finance.
- v. Members agreed and supported the proposal. A detailed action and budget plan would be prepared for the approval of the Student Affairs

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Committee and the Board.

Action

5.2 Exploring Cost Saving Solutions for the Operation of Student Residences

- i. Members were briefed on the paper as set out in *SRMB-23/24-I-D/02*.
- ii. A member suggested that in addition to cost saving measures, increasing the income was also important such as relaxing the summer hall admission policy to allow more students to apply for summer hall. It was replied that various ways to increase income were considered such as converting Resident Community Officers' quarters back to student rooms to increase the number of student bedrooms.
- iii. The Chairman suggested members to give their recommendations to the Hall Management as appropriate.
- iv. Members supported the cost saving solutions in principle on condition that the measures will not compromise student services. A detailed plan would be submitted to the Board for approval in the next meeting.

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5.3 Proposed Improvement Works of SRH

- i. Members were briefed on the paper as set out in *SRMB-23/24-I-D/03*.
- ii. Members unanimously approved the proposed work to replace the existing turnstiles, which had been in use for nearly 20 years such that major repairment would be necessary according to the supplier. Besides, the accessibility for wheelchair users and residents with luggage would be improved for the new models.

6. Date of Next Meeting

Since the budget and management plan of the Village CARE would be submitted to SAC for review and the Board for approval, the next meeting would be arranged in late February 2024 or early March 2024. A site visit to the Village CARE would also be arranged for Board members on the meeting date.

7. Adjournment

There being no other business, the meeting was adjourned at 12:00 p.m.

Confirmed by:

Chairman
(Mr Philip Tsai)

Secretary to the Board
(Ms Verona Lau)