

Student Residence Operation Committee 2024-25

1st Meeting Held at 3pm on 31 October 2024

in G9, Undergraduate Halls

MINUTES

Members Present: Ms Verona LAU, Assistant Director of Student Affairs (Chairperson)
 Prof. Henry FOCK, Director of Student Affairs (ex-officio)
 Dr Ava LAU, Resident Master
 Dr Patrick YUE, Resident Master
 Mr Chris CHAN, Student Housing Manager
 Miss POON Ching Yee, elected resident representative of Y.P. Cai Hall
 Mr CHAN Ka Wai, elected resident representative of C.N. Yang Hall

In Attendance: Ms Veronica YICK, staff member of Office of Information Technology
 Mr Arthur CHANG, Residential Life Officer
 Mr Cliff WONG, Senior Residential Life Officer
 Miss Wincy TSE, Senior Residential Life Officer
 Mr Jacky LAW, Assistant Student Housing Manager (Secretary)

Apology: Mr Raymond LI, Representative of Estates Office
 Mr LEUNG Ka Chun, elected resident representative of S.R. Zhou Hall
 Miss CHAN Keng Fei, elected resident representative of C.L. Soong Hall
 Miss MAK Yi Lam, student senator

ACTION

The Chairperson welcomed all members and called the 1st SROC meeting of 2024/25 to order.

I Confirmation of Minutes of Last Meeting

1. Minutes of the 2nd SROC meeting 2023-24 held on 20 March 2024 were confirmed without any amendment.

II Matters Arising From Minutes of Previous Meeting (SROC-24/25-1-I/01)

2. Members were briefed on the report of *SROC-24/25-1-I/01* without further comments.
3. A member supplemented that the majority of follow-ups concerning water seepage had been completed or scheduled for rectification during the Façade Enhancement Project. The outstanding issue about the waterproofing problem at the 2/F planter was awaiting the feedback on flexibility and relevant budget estimated from Estates Office.

EO

III Information / Reports

Report of discussions in HFCG meeting held on 3 October 2024 (SROC-24/25-1-R/01)

4. Members noted the report from the HFCG meeting.

Nominations of two student members from the Student Residence Operation Committee to the Student Residence Management Board (SROC-24/25-1-R/02)

ACTION

5. Members were briefed that the student representation of the SROC had been enhanced, and therefore the two new student representatives nominated by SROC to SRMB 2024/25 were elected student members instead of Hall Council Officers.
6. Members acknowledged the nomination of Miss POON Ching Yee, elected student member of Cai Hall, and Mr. LEUNG Ka Chun, elected student member of Zhou Hall without any comments.

Update on Façade Enhancement Project in the Undergraduate Halls (SROC-24/25-1-R/03)

7. Members were briefed on the works progress of the safety enhancement works for external canopies and platforms. The arrangement of works had been adhering to the outlined schedule. The information paper was noted with no further comment.

IV

Discussions

Proposed Improvement Works on Flushing Water Risers and Air Conditioner Condensate Drainpipes (SROC-24/25-1-D/01)

8. Members were briefed on the information and arrangement as detailed in the paper. It was emphasized that the new condensation pipes (CDPs) penetrating the floor slabs would adopt an indoor surface mount design to eliminate the need for scaffolding and facilitate easier access for repairs.
9. A member expressed the important of ensuring the insulation of the CDPs to prevent water droplets formation from condensation on the pipes.
10. After discussion, all members supported the proposed improvement works which would be further submitted to the Student Residence Management Board for budget approval.

ACCM

Proposed Renovation Plan for the Floor Lounges in the Undergraduate Halls (SROC-24/25-1-D/02)

11. Members were briefed on the information and arrangement as outlined in the paper.
12. In response to students' feedback regarding the insufficient number of induction cookers and food preparation spaces, a cabinet outside the kitchen was designed for food preparation featuring double sinks next to it. The induction cooker inside the kitchen would accommodate three single stoves to ensure service continuity even if one stove was out of order and providing more stoves within limited space.
13. During the discussion, the following comments were raised.
 - i) The suggestion to replace the sofa set with portable chairs or cushion seats to increase seating capacity and flexibility.

- ii) Preference for easy-to-clean fabrics such as PVC and leather for the furniture **ACTION**
 - iii) The bar table and high chairs in the proposed layout aimed to facilitate students to move around and mingle together. However some members suggested normal dining table and chairs might be more preferred by students.
 - iv) A student member highlighted the preference for additional chairs.
14. After a lengthy discussion, a mock-up of the lounge would be produced, and members would be invited to visit and provide feedback when the mock-up is available. All Members

V**AOB****Propose to update the terms of reference and membership composition of Student Residence Operation Committee (SROC)**

15. The Chairperson mentioned that since 2023, the Undergraduate Halls and the Dr. Ng Tor Tai International House (NTT) had been gradually synergized into the Student Accommodation Team while the Village CARE (VC) would be in operation by phrases in 2024/25.
16. With the introduction of Village CARE, new smart features including smart laundry, mobile top-up, and facial recognition had been implemented. It was suggested to revise the Terms of Reference of the SROC to expand its service scope and update the membership compositions such that matters of VC and NTT could be included.
17. The Terms of Reference, and membership composition adjustments for SROC were proposed as follows to be reviewed in response to the service requirements.
- i) Replace “Halls” with “student residences”.
 - ii) Include smart features in the term of reference.
 - iii) Invite one College Master as member to replace one of two Resident Masters.
 - iv) Allow staff members from ACCM other than RLOs to participate.
 - v) Adjust the ITO representative from attendee to member.
 - vi) Incorporate resident representatives from NTT and VC.
18. A member expressed that these modifications aimed to streamline meetings for each student residence. Members were encouraged to provide feedback to the preliminary suggestions. Upon gathering all the feedbacks, discussion paper would be prepared in the next meeting.
19. Key points raised during the discussion included:
- i) ITO staff would maintain as an attendance, providing information rather than making decision.
 - ii) Some members recommended having 2 Resident Masters and 2 College Masters as members.
 - iii) Student members suggested having student representatives from each hall.

- iv) Concerns were raised about the meeting size with over 20 members in the meeting if including at least 4 College Masters / Resident Master and 8 student members. **ACTION**

- 20. Given that a decision could not be reached in this meeting, various options on the membership composition would be proposed in a paper for further discussion in the next meeting. ACCM

Proposed Arrangement for Unattended or Uncollected Parcels of Student Residence

- 21. A member briefed all members on the current and proposed practices for confiscated unattended parcels in communal spaces and uncollected verified parcels in G4 service counter.

	Unattended Parcel in the Communal Spaces on the Ground Floor
Current Handling	➤ Confiscated before COB daily and treated as lost and found items
Proposed Handling	➤ Confiscated before COB daily and kept for 2 weeks before donation or disposal. ➤ An administration charge of \$100 per parcel would be applied.

	Uncollected Parcel at the G4 Service Counter
Current Handling	➤ An email would be sent to the concerned resident about the verified parcels and kept for 1 week
Proposed Handling	➤ An administration charge of \$10 per day per parcel would be imposed after the designated deadline

- 22. Salient points from the discussion:
 - i) Members generally expressed that storage periods of 2 weeks for confiscated unattended parcels and 1 week for uncollected verified parcels were too long.
 - ii) Members unanimously agreed that imposing administration charges for both types of parcels was justifiable.
 - iii) Some members recommended a short grace period before enforcing charges.

- 23. Following a lengthy discussion, given the moderate urgency of the issue, a formal paper would be prepared for the next meeting, including several options regarding parcel receipt service, the grace period and the amount of administration charges for the parcels. ACCM

VI 24. Adjournment of meeting
The meeting was adjourned at 4:13 pm.

Confirmed by:

Approved by:

Secretary,
Mr Jacky Law

Chairperson,
Ms Verona Lau