

UW Rock County Housing Committee Meeting
Minutes
September 15, 2017

Present: Shawna Connor, Kristin Fillhouer, Julie Janiak, Kim Kostka, Bob McCallister, Russ Poldzini, Stacy Randall, Joe Stadelman, & Brian Zobel,

The meeting was called to order at 10:35 am
Each member introduced themselves to the group.

- I. Review Ruffalo Noel Levitz Survey and Next Steps
 - A. The committee individually reviewed the draft survey questions Kristin shared (see attachment). Kristin recorded our suggestions for changes and will send the suggestions to Ruffalo Noel Levitz. Kristin will forward to the committee the final survey next week.
 - B. We discussed way to promote students completing the survey
 - i. Using Connect for the email
 - ii. Encouraging English and Math instructors to promote it
 - iii. Setting up tables in common areas and offering food incentives for students to complete the survey
 - iv. Passing out reminder cards for the survey
 - v. Encouraging SGA to promote the survey
 - vi. Footsteps leading to the Solution Center computers on which students could complete the survey
 - C. The handout of the project schedule was discussed (see attachment).
- II. Review Communication Plan (Shawna)
 - A. Shawna reviewed the communications plan sent via email (see attachment).
 - i. Additions included the Rattler Report and posters in the commons as a status update
 - ii. It was suggested to create an email address as a standard contact for questions about this project
 - iii. During the committee forum in February, survey results will be shared.
 - B. Emphasis was placed on what could be done with a minimal budget and limited staff.
- III. Discuss Housing Tour (Kristin)
 - A. The committee was in agreement that seeing other residence hall models could be helpful.
 - B. Kristin will arrange visits to UW-Fond du Lac, UW-Oshkosh, and UW-Whitewater for the group

Committee Membership (Kristin)

- C. Kara Hoffs has agreed to join the group. Kara is a County Board member and a small business owner in Janesville.
- D. To accommodate Kara's schedule, future meetings will begin at 2:00 pm.

IV. Other

- A. The group was reminded of the Open Meeting Law for Wisconsin.
- B. A policy for allowing guests to speak was discussed.

The meeting adjourned at 11:57 am.