

**MINUTES OF A MEETING OF THE DROSTDY HALL COMMITTEE  
HELD ON MONDAY 27 FEBRUARY 2017 AT 18:30 IN BARRATT 3, BARRATT  
LECTURE COMPLEX**

**2017.01.01 ATTENDANCE/APOLOGIES**

**Present:** Catherine Deiner (Chair, *Hall Warden & PA Warden*), Sheldon Dolf (*Hall Senior Student*), Tlamelo Mothudi (*AG Warden*), Sylvester Jeffries (*Celeste Warden*), Dr Albert Chakona (*Graham Warden*), Gugu Mahlobo (*AG Sub-Warden*), Nadene Kupemba (*AG Sub-Warden*), Sinazo Tshongweni (*AG Sub-Warden*), Buhle Ndebele (*Celeste Sub-Warden*), Cameron Drake (*Graham Sub-Warden*), NK Mtonga (*Graham Sub-Warden*), Kudzie Tsvetu (*PA Sub-Warden*), Zilindile Ngcongco (*PA Sub-Warden*), Andiswa Mbonani (*AG Head Student*), Augusto Junior (*Graham Head Student*), Ashley Bristow (*PA Head Student*).  
In attendance: Candice Webber (*Drostdy Hall Administrator*).

**Apologies:** Ms Thina Maqubela (*Drostdy Hall Fellow*), Mr Edward Horn (*Drostdy Hall Fellow*), Mr Leon Coopasamy (*Drostdy Hall Fellow*), Mayi Lunga (*Celeste Sub-Warden*).

**2017.01.02 CONFIRMATION OF MINUTES**

The Minutes of the Hall Committee Meeting held on 29 September 2016 were confirmed.

**2017.01.03 MATTERS ARISING**

There were no matters arising not covered elsewhere on the Agenda.

**2017.01.04 OTHER MATTERS FOR THE AGENDA**

1. Housekeeping (*2017.01.16*)
2. Food Rep Meeting (*2017.01.17*)

Before starting, Cath welcomed the new Hall Comm members.

**2017.01.05 REPORTS ON RESIDENCES BY HEAD STUDENTS**

**Prince Alfred**

- They are going to start academic visits to each room in res to check on how students are doing, and also how students are doing on a personal level.
- Their Food & Entertainment Rep has resigned.
- Ash asked for clarity on Give 5 responsibilities. Candice reported that at a Hall Administrator's meeting at the beginning of the year with Veronica from the DSA, Veronica explained that Give 5 is no longer seen as community engagement but as charity. Therefore the responsibility of Give 5 no longer lies with the Community Engagement Reps, Head Students or the House Comms, unless they themselves decided they want to get involved. There is now a general RU Give 5 committee. Cath reported that the Hall Wardens have asked for clarity on this as decisions are being made without consulting or informing the Hall Wardens.

**Graham**

- Last night they had a house comm meeting and a house meeting.
- They are going to transform their bar into a study commons over weekdays and during weekends and functions it will still be used as a bar.
- No smoking is allowed within 10 meters of the residence.

- They do not have a Food & Entertainment Rep. They have opened up nominations until Wednesday this week.

### **Allan Gray**

- They also had a house meeting yesterday.
- Their Food & Entertainment Rep has left. Their Networking Rep is willing to take on this portfolio as well. Students have until tomorrow evening should they want to contest this. If they receive any concerns then they will open up nominations.
- To raise funds for Give 5 they will be doing the following:
  - Car Wash on Sat 4 March in Barratt parking lot. Tlamelo reported that they do not need to send in a request to the Registrar and they have received approval from surrounding departments. Candice suggested that they make sure the tap is working.
  - Res Party on 10 March. It will be held between 7 and 11pm in the common room. The entrance fee for ladies is R5 and R10 for gentleman and those attending have to produce their student card. During this time there will be no visiting in res.
  - A Movie Night on 18 March.
  - They also plan to sell burgers and cake.

### **Celeste**

**Sylvester and Buhle gave the report as they have not elected a Head Student yet.**

- They are still waiting for two students to arrive.
- They will have their first compulsory house meeting on Friday evening followed by a Meet & Greet res function.
- At the house meeting they will elect their house comm for the year.
- The couches from the female common room that went in for cleaning have finally come back.
- They received an additional fridge and stove for the ladies upstairs.
- They still want the self-catering option as per Oakdene House, as they pay the same as Oakdene House. If there is a buy in from the House then a new proposal needs to be drawn up which we will send to Jay, but bearing in mind of budget cuts. It was noted that students at Oakdene clean their own units and that Housekeeping only clean common areas. Students in Oakdene also have to supply their own toilet paper, cleaning materials, kitchen utensils etc.

### **2017.01.06 HALL SENIOR STUDENT REPORT BACK**

Sheldan wants to have a debate each term and this will be a competition between the three undergrad residences. A hall debate for the second and third term were scheduled as follows:

- 09 May
- 03 August

Drostdy's Got Talent was scheduled for 05 May. This year it will not be combined with Allan Webb.

The Leavers' Dinner theme is A Midsummer Night's Dream and the colour scheme is all colours, so it does not exclude anyone. Sheldan has two confirmed performances lined up, Ayanda and Lwazi. Ash informed Sheldan that a group of three PA first years will also be performing. The first years will also be performing their Jams.

It was agreed to award a certificate to the top 5 academic students in each residence for the end of year exams at the dinner. These students will be invited to pre-dinner drinks and will be seated at one of the guest tables. We will have an upper and lower guest table. The Wardens, Hall Fellows and guests will be asked to wear academic dress in order to have an academic procession into the dining hall. The academic awards will be held straight after the starter. There will be no smokers/comfort break at the dinner.

**2017.01.07 SRC**

The committee was asked to encourage students to run for SCR Hall Rep.

Polling Officers are needed for the SRC By-Election and SRC Hall Rep voting in the dining hall. Voting will take place on the 14 and 15 March over lunch and supper time. There are 2 shifts for each meal time and 2 volunteers are needed for each shift. The Head Students were asked to liaise with each other and get volunteers for each shift.

**2017.01.08 HALL COMM PORTFOLIO POSITIONS  
Community Engagement - Internal (Junior)**

Junior did not have anything to report.

Tlamelo requested that we have an internal stationery and text book drive for Drostdy students, as some students do not have any stationery, and we can also ask our Drostdy Alumni to help.

Candice reported that the Thrift Shop needs to get up and running. The cupboard in her office is full of clothing donated last year and they need to be sorted, washed, packed etc. The thrift shop is for students to take cloths that they need and for students to donate clothes that they don't need. Tlamelo suggested that we place the clothes on a rack in front of the dining hall, possibly on a Saturday. It was confirmed that the Thrift Shop falls under Junior's portfolio.

**Community Engagement - External (NK)**

Our ECD partner for this year is still Noncedo. They will meet with the Rep from Noncedo on 11 March. There are three goals for Noncedo this year and the Community Engagement Reps decided on the goal of preparing the preschool children for Grade 1, which means we will need to acquaint ourselves with the curriculum.

There are also two further Student Volunteer Programmes that we need to be involved with. The first one is tutoring and we need a maximum of 2 volunteers from each res. We still need to be informed of the second programme where a minimum of 2 volunteers will be needed from each res. Namhla, the Prince Alfred Community Engagement Rep will be the Hall's contact for the Student Volunteer Programme.

Drostdy is after the Give 5 Hall Prize, as well as the end of year community engagement hall award. It was noted that in order to do this we will have to be consistent and organised throughout the year with volunteering and with our projects and everything needs to be documented with photos.

NK suggested that we need to honour the support staff in our hall somehow, possibly on a Saturday. It was noted that we need to be very careful about this and how we do

it, and not to create expectations. We need to know what the initiative is and it needs to be sustainable. NK was requested to put his proposal in writing.

NK asked if students can complete compulsory service hours at community engagement and Cath agreed. Candice asked the Sub-Wardens to monitor this carefully with the supervisors involved to keep track of hours completed, and that the compulsory service record form is completed correctly and submitted to Candice on time.

### **Environmental (Mayi)**

No report as Mayi was not in attendance due to another commitment.

### **Sports (Ashley)**

- Sheldon and Ashley will visit Dylan to find out how the Drostdy inter-res points system works.
- The star charts are up in res.
- The Drostdy Amazing Race went well. They have received sponsorship from DDS for prizes of meal vouchers and chocolates to be awarded at the Welcome Dinner with certificates.
- Jane the AG Sports Rep has organised evening jogs.
- Round the Block is coming up. Ashley will meet with Candice to find out everything about this event.

### **Academics (Kudzie)**

The Academic Reps started with library tours and information literacy workshops, which were arranged for first year students during the first week of term. These proved to be useful for the first years.

#### Prince Alfred

- Marilese is organising one-on-one talks with each of the first years, just to hear how they have coped in the first two weeks.
- She aims to gather information on what each first year is studying and refer them to a senior student in the departments for mentoring purposes.
- She is also planning a study timetable workshop in which she will assist res-mates in creating study timetables.
- An academic tea is scheduled for 1 April this term.

#### Allan Gray

- Katie has set up the res sisterhood programme, grouping first years and seniors with the same degree programmes.
- She is also organising a group study venue within Allan Gray to encourage study culture within the res.
- The information literacy workshop is scheduled for this week (27 Feb - 3 Mar).

#### Graham

- The House committee has taken a decision to convert the bar into a study area.
- Kudzie has not been able to contact the Graham Academic Rep. It was noted that he currently does not have a phone.

### **Hall Plans**

Plan on having a Hall ADP day sometime in the 2nd term, to have students with subjects in common engage in revision sessions, with the help of tutors and other

well performing students in the Hall. We would have to approach them to ask for their participation in the project.

Cath reported that there will be no more roll down donation computers from IT for students due to budget cuts.

### **International (Nadene)**

Nadene has a few ideas:

- To create a guide to RU for International Students.
- In light of recent Xenophobia events, to showcase a different culture/country each week on Facebook etc.
- Put up in each res going on exchange info.

### **Communications (Sinazo)**

Sinazo asked the comm members to please remember to send her photos and info from res events etc. for the Hall website. Head Students were asked to inform their house comm members of this and that each house comm portfolio is responsible for submitting applicable photos and info from events, projects etc. relating to their portfolio.

Candice asked Sinazo to please share any useful Facebook posts to the Drostdy Facebook group as Candice sometimes does not see these posts.

As per the discussion at the leadership camp Alumni need to be removed from the Hall Facebook Group. It is each Residence's discretion whether or not to have Alumni on their Res Facebook Group.

### **Activism (Zilindile)**

Zilindile met up with the Res Activism Reps. There are now a total of four reps, two from AG and two from PA. So far no Graham House students have volunteered to be Reps. The Reps had training this past Saturday at Gavin Relly. At this training the reps were informed that they need to participate at the Transformation Summit in May. Cath reported that the Hall Wardens have raised this with the DSA who will raise this with Equity & Institutional Culture as the Hall Wardens do not know anything about the summit and the instructions and roles given to the reps.

House Comm needs to assist the Activism/Awareness Raising/Transformation Rep/s in their res in their portfolio and give them the necessary platform/s. These Reps are not "officially" part of house comm, unless they are combined with another portfolio, as each res is only allowed to have seven house comm members in total, including the Head Student, and only seven house comm members are allowed to return early for training at the beginning of the year, because of costs.

The Reps will update the Activism noticeboard in the dining hall and they plan to have a movie night on the 20 March for Human Rights Day the following day. The Awareness Raising Reps have been tasked with Give 5 and they will be doing this with the support of house comm.

### **2017.01.09 RU JAMMING TV PRIZE**

As Graham House and PA House combined won RU Jamming and because Graham House already has a large flat screen TV, Graham has kindly agreed to give the TV to PA House who in turn will give AG their small flat screen TV. Both the AG and PA flat screen TV to go in the main common room.

**2017.01.10 CHANGES TO DROSTDY HALL RULES/CONSTITUTION****Burning of incense**

As burning incense in residence rooms is a safety hazard this will not be allowed in Drostdy from next year and will be removed from the Hall Rules. The Drostdy Activism Reps will be tasked with taking up with Equity & Institutional Culture the suggestion for a place on campus where students can burn incense for religious purposes.

Cath reiterated the importance of fire drills and that they must be treated seriously. Recently Stellenbosch University lost their appeal and are liable for charges from a res fire where a student who jumped out of a window is now paralysed. This student/family has had a successful case against the University, as at a recent res fire drill the Warden and Sub-wardens were accused of not taking the fire drill seriously.

**Academic criteria for room choice**

After a lengthy debate and a vote it was agreed to continue with and include the academic criteria for room choice in the Hall Rules. Originally Graham House did not adopt this criteria but from the end of this year it will now also apply to Graham. This criteria applies to postgrads, 4<sup>th</sup> years, 3<sup>rd</sup> years and 2<sup>nd</sup> years, not in leadership positions, when more than one student requests a particular room. The student with the best academic performance for the year will be allocated to this room, regardless of academic year. This will be based on a points system determined by the number of firsts, passes, DPR's and fails and divided by the number of subjects in that year.

**2017.01.11 LIMIT ON YEARS IN RESIDENCE**

The Drostdy Wardens feel that first year students should be given preference for a residence space over undergrad students going into their 5<sup>th</sup> year at University to complete their undergraduate degree, as first years need res support more than 5<sup>th</sup> years. These students are sometimes problematic, e.g. a 5<sup>th</sup> year student in an undergraduate res completing only one subject who has so much time on their hands and have parties in res and make noise etc.

There were concerns raised over how you differentiate between a party person and students having to go into a 5<sup>th</sup> year for a valid reason. Also what about students having to go into a 5<sup>th</sup> year because of personal or social issues. It was suggested that there should be an interview or meeting with these students to consider all the factors and if there are valid reasons for them needing to be in res in 5<sup>th</sup> year. It was also suggested that this decision should rather be made according to their disciplinary record. There also should be a rule published with all the conditions so students know about the rule from the beginning.

There is also confusion about whether or not the "so called" rule about only being allowed to stay in res for 5 years is stated in the RU Constitution or Calendar. This probably rather relates to the rule that you need to get your degree in 5 years.

**2017.01.12 GUEST SPEAKER AT WOMEN'S DAY LUNCH**

Tlamelo suggested that we invite Tulisa Mondliwa to speak. Tulisa works at Rhodes and she is an Entrepreneur selling products such as soaps, balms, etc. It would be nice to have someone that is not just academically inclined and to get a perspective on entrepreneurship. Tulisa has already donated soaps to Allan Gray and she is also willing to donate items to possibly one or two students in need in each Drostdy res. It was noted that the Hall Senior Student is in charge of this event.

**2017.01.13 FEEDBACK****Drostdy Leadership Training**

- Asseggai Trails venue was nice, and the volleyball, and was conducive to bonding, especially sleeping over.
- It was suggested to not only have the wardens presenting but also returners. Cath reported that for refresher training we will be calling for ideas and presenters.

**RU Leadership Training**

- For returners in their 3<sup>rd</sup> or 4<sup>th</sup> year the programme is still very repetitive.
- The Housekeeping session with the Sub-Wardens was vague and the presenters confused at times, e.g. with questions on maintenance.

**O Week**

O Week was great and largely incident free. Graham and Prince Alfred won RU Jamming and Allan Gray came third.

**2017.01.14 ITEMS FOR UPCOMING BOR MEETING ON 9 MARCH**

Cath will submit the limit on years in residence idea as an agenda item to see what views there are on this matter.

**2017.01.15 HALL BUDGET**

- Not yet sure if our Hall Grant this year will be the same as last year or will be reduced. Hall Finances for this year is going to be very tight.
- We will hopefully still get Conference Bed Night Income this year. Each Hall used to get R580 for each Festival/Conference period hosted in the Hall.
- The remaining R700 from the budget allocated to the community engagement portfolio last year from the Live Smart Challenge Prize will be used for community engagement this year.
- It was decided not to have lucky draws at the Hall dinners
- Anyone needing to spend hall money needs to submit a proposal beforehand, it can just be a simple proposal.
- Candice reported that Hall's no longer have a bank account and have gone over to a new financial system through RU finance. When we spend money from our petty cash we have to submit receipts to the Finance Division in order to get this money back. So from now on no missing receipts are allowed as we do not get our money back without a receipt.

**2017.01.16 HOUSEKEEPING**

It was noted that the Drostdy Housekeeping Staff do not want to rotate and they have taken this to the VC. As we have had a number of problems with Housekeeping and with Housekeeping following up on maintenance requisitions since last year, Cath asked the comm members to please e-mail her any complaints straight away with specific information. Cath will forward all of these to the Housekeeping Manager so we can keep track and have a paper trail.

It was agreed that we need to be informed when the Housekeeper or any of the Housekeeping staff are not at work for whatever reason. We also need to know each staff member's daily cleaning schedule for each res. Communication also needs to improve, e.g. Celeste House not informed of carpet/mat cleaning.

With regards to maintenance requests, requisitions and follow up, Candice asked the committee to please submit correct and specific information. e.g. bathroom 4 second shower hot water tap leaking.

The Housekeeping Staff are currently using the small Prince Alfred common room for their tea times as in Drostdy Hall there is no staff room for them. Eventually the small room in the Allan Gray box room will become their tea/staff room.

The Graham House Bar needs to be cleared as it has been used since last year as a Housekeeping storeroom, change room, tea room etc. and broken furniture is stored in there.

**2017.01.17 FOOD REP MEETING**

The first term Food Rep Meeting is scheduled for Wednesday 8 March at 18h30 in Candice's office. As we currently do not have any Food & Entertainment Reps each Res needs to make sure they send someone to this meeting with the complaints, compliments, suggestions etc. from their residence.

Candice reminded Graham House that if they are going ahead with their braai scheduled on Sat 11 March that they have to submit the completed attendance register to her by 09h00 on Monday morning, 06 March.

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*The meeting ended at 20h50*

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Cath asked the comm members to please not be late for meetings.