

Minutes of Meeting on Sheng-Li 6th Dormitory Kitchenette

- Time: 3:00 p.m. to 5:00 p.m., March 23th, 2011,
- Location: Fellowship Hall at 2nd floor, Sheng-Li 6th Dormitory.
- Chairman: Meng-Li Chen (Director of Housing Service Division)
Minutes keeper: Hsiao-Hsuan Lin
- Participant: Meng-Li Chen (Director of Housing Service Division), Counselor Hsiao-Hsuan Lin, Counselor You-Si Lin, Staff Jen-Hu Wu, Dorm Manager Kuei-Chih Hsueh, Boarders of Sheng-Li 6th Dormitory. (For details please see sing-in sheet.)
- Participant: International affairs office Shirley Liang

A: Statement by the President

First of all, thank you for participating in this forum. The meeting is aimed to know the needs and suggestions for kitchenette of Sheng-Li 6th Dormitory. Since 50 percent of the boarders are foreign students, and most who take part in the discussion are also foreign students, we would like to have your ideas and opinions with the kitchenette, which will be used as recommendation for future improvement. Here are some preliminary issues to be discussed in this meeting, and later you can still write down your suggestions for our reference. Now you are welcome to raise your questions and suggestions.

B: Motions

1. *Socket and equipment of the kitchenette*

Students:	the number of sockets are not enough
Director Chen:	To ensure the safety of the dormitory, we are not able to provide more sockets (there are 6 sets of socket in each kitchenette now) because the present condition of the kitchenette cannot accommodate many cooking appliances to operate at the same time. Also, as the electric safety is concerned, using extension cords and multi-socket are also prohibited. For first violation, the student will be marked down 4 points and the socket will be discarded by dormitory affair staff. If found the second time, he will be marked down 10 points and must move out of the dormitory.

Students:	There is an socket in the kitchenette which some people will use even after 10 pm.
Director Chen:	That socket is originally reserved for refrigerator. (p.s. One of the kitchenette do not have a refrigerator but the socket is there.). That is why after opening hour the power is still on. However, it is not for cooking. We will take care of this later.
Students:	Right now the equipments are just enough for simple cooking, the kitchenette is not fully equipped at all. We hope there will be variety of cooking appliances added.
Director Chen:	The intension of setting the kitchenette is for convenience of the students. However, safety is our top priority. The present situation do not allow too many cooking appliances and electric source in the kitchenette.
Students:	Some of the students did not pull the plug off after the cooking was done and brought their food away, which left others not sure if they had finished cooking. Some people even took away the inner pot of the steamer, making the public equipment
Director Chen:	their own. We will highlight this problem to prevent it.

2. Opening hour of the kitchenette

Students:	The kitchenette opens at 7 a.m. now, but because the classes or time to arrive the laboratory is pretty early, and there are huge number of students using the kitchenette, the facilities are usually inadequate. Therefore, we suggest to open the kitchenette earlier, for example, 6:00 a.m..
Director Chen	Right now the power supply is clock controlled. We will need to adjust the time set of power supply if we want to change the opening hour. The dormitory affair office agree that the kitchenette opens at 6:00 a.m..

Students:	Some boarders will come back to dorm late for doing experiments or researches, and feel like to have some night snacks. Therefore, they might need to cook after 10 o'clock, which is not permitted now. We therefore suggest to prolong the time to, for example, 12:00 p.m..
Director Chen:	Since after cooking there are still cleaning jobs to do, to avoid disturbing others, we will keep the close hour at 10 p.m..

3. Maintenance hour of the kitchenette

Students:	The heating of the large oven is very slow, it takes a lot of time to bring the food cooked.
Mr. Wu:	Maybe because there are too many people using the large oven, the high frequency leaves it no time to rest and be maintained
Director Chen	We have another suggestion, that is, at certain time every week the kitchenette is closed for cleaners to give a thorough clean, tidiness, and maintenance. During the cleaning hour the kitchenette is closed. Our idea now is to make it 8:00 a.m. to 4:00 p.m. every Monday. Do you agree with this suggestion and the time stated?
Students:	We all agree.
Director Chen:	We hope that everyone will take good care of the kitchenette . Everyone helps with the cleaning after cooking and operate the appliances with care. If the situation is not any better, we might have to prolong the time of maintenance which will surely create inconvenience for you. Therefore, we expect the kitchenette be used carefully.
Students:	We all agree.
Students:	

4. *Regarding Refrigerator*

Counselor Lin:	As for the use of refrigerator, please let us know if the space is enough or are there other suggestions?
Students:	Since the refrigerator is over stocked, will you consider to empty it once a month.
Director Chen:	To consider the needs of sharing the refrigerator, as well as the hygiene of food preparation, we hope that on Mondays during the maintenance hour, the refrigerator is also cleaned up. Therefore, we expect that all the food in the refrigerator should have a tag saying room number, student no., name and storage date. Every kind of food is allowed to kept in the refrigerator for one week. If a longer time is needed, please renew the tag. And for the food without tag or overdue, we will clean it up.
Students:	We suggest to add one more refrigerator because some people did not use it for food to cook.
Director Chen:	The refrigerator in the dormitory is for all boarders. We will not ask about purposes of storing as long as they have proper tags attached.
Students:	The refrigerator is so full that we can hardly find the items we want.
Director Chen:	Therefore we expect that all items in the fridge should be kept in airtight container with a tag (the tag is to be prepared by students.) Also, the items overdue or without tags will be cleaned up periodically. This is to secure the food safety and to avoid bad odor. We also wish to limit the space for each one. For example, by size of airtight container, (the equipment staff presented 3 difference size's containers for deciding the maximum allowance for each one.) Our idea is to put a sample airtight container in the refrigerator to show everyone what the maximum space allowed for each person is.
	We all agreed.

Students:

5. *The space of the kitchenette*

Students: The space of the kitchenette is too small.

Director Chen: Originally the space was designed for simplified kitchen, so it might be too small. We plan to renovate Shen Dorm# 6 in year 2014. At that time, we will evaluate if adding one kitchenette at the 3rd floor is workable, with more cooking facilities available for boarders. Regarding the over use of the kitchenette, besides the previous suggestion to prolong the opening hour, is there any other suggestion?

Students: Since excessive number of students are using the kitchenette, very often we are not able to use it at all.

Director Chen: Then, will it be workable if we make a rule like a certain time is for boarders of certain floor, or to have different sections of time limits.

We all agree.

Students: Then the Dormitory affair office will do a survey to know the time the students using the kitchenette, then decide the related policy.

Director Chen: We will do this through internet, please reply from the net.

Students: The room for students to keep their own goods is very limited. It is quite messy when people put things wherever they like. Is it possible to add things like boxes or cabinets for storage, this will also make the kitchenette clean and neat.

Director Chen: The space of the kitchenette is rather small, and we have already add the cabinets. But because a lot of students put their own cookware in the public cabinet, there is no extra room for electrical appliances, which, as a result, were put on the kitchen top or on the table. This way, the problem is not only the messy look, but also making the students not having place to cut and prepare food. We

	<p>suggest that the students can put the electrical appliances in the cabinet, but other tableware (like dishes, bowls, sauce, forks, spoons, etc.) are to be brought to the kitchenette only when needed and be brought back right after. Also, the items kept in the kitchenette (including electrical appliances) must come with a tag (to be prepared by students), stating room number, student number and name.</p> <p>But if so, won't the cooking become very inconvenient? If everybody place the tableware in the cabinet, that will force other people to put the cookware on the kitchen top or table for they don't have other places to put them.</p>
Students:	
Director Chen	<p>Though it is less convenient for individual, but will be more convenient for the majority. To achieve the most of public welfare, we still expect that everyone bring their tableware back to their room except for the electrical cooking appliances.</p>
Director Chen:	<p>All agree.</p> <p>We hope that during two weeks' announcement, everyone will bring their own goods back to their own room. When time is due, we will gather all items remained there at one other place.</p>
Students:	All agree.
Director Chen:	
Students:	

C: Conclusion

1. The opening hour of kitchenette Sheng-Li 6th Dormitory is changed from 7:00~22:00 to 6:00 to 22:00.
2. From 8:00 to 16:00 every Monday is time for cleaning and maintenance. At the same time, the items stored in the refrigerator will be

- checked. The kitchenette is therefore closed during this time.
3. We will add one more refrigerator.
 4. All items stored in the refrigerator should be put in airtight containers, with tags (to be prepared by student boarders) saying room number, student number, name and storage date. Every kind of food is allowed to be kept in the refrigerator for one week. If more time is needed, please renew the tag. For items not having tags or overdue, we will discard them as wastes. We will give two weeks' announcement. During these two weeks, all items violating the rules will be put at the base of the refrigerator for one week to allow owners to take them back. After the time, they will be discarded.
 5. Dorm affair office will set the regulations for using refrigerator. (Including maximum space for each person and tags, etc.) During this two weeks' announcement, all items violating the rules will be put at the base of the refrigerator for one week to allow owners to take them back. After the time, they will be discarded by the administrator without notifying.
 6. In the kitchenette, except for cooking appliances and food in the refrigerator, all the other personal tableware (like dishes, bowls, knife and sauce, etc) should be kept in the room. They should be taken back by the owners during two week's announcement, after that, they will be gathered and kept in one other place for owners to pick up.
 7. The goods (including electrical appliances) in the kitchenette should have tags on, specifying room no., student no and name.
 8. Use of extension cords and multi-socket are prohibited. For first violation, the student will be marked down 4 points and the socket will be discarded by dormitory affair staff. If found the second time, he will be marked down 10 points and must move out of the dormitory.
 9. It is prohibited to deep fry or stir fry in the kitchenette.
 10. It is prohibited to cook at places other than the kitchenette.

D: For the written comments of students after meeting, please see attached document #1.

E: Meeting dismissed at 5:10 p.m.

Attached document #1

勝六舍簡易廚房使用說明 學生意見(會後書面意見)

寢室 Room No.	學號 Student ID No.	姓名 Name	建議 Suggestions
302	R48957083	阿里	Operate kitchenette earlier, start from 6:00 Allow us to use pan.
302	N38987034	陳登純	I think you should have a plan to build a building as a kitchenette to fit current demand. Because your school will have more international students.
311	N36987232	衛邢安	Stop contact is not enough. We need more name tag to put name in food container in period of time, for example 7 days maximum in refrigerator.
311	N86997075	羅元逸	Control the refrigerator, because a lot of food is expired. The kitchen is dirty, maybe can everyday is cleaning.
307	N38947018	柏得	Need more equipment. We spend long time for Cooking, so it was not efficiency.