Gibbs House Fellowship Agreement

The Gibbs House Fellowship provides WMU students with the unique opportunity to live in a sustainability-focused cooperative living arrangement at WMU’s historic Gibbs House. The Gibbs House Fellowship is a program of WMU’s Office for Sustainability. Gibbs House Fellows are employed in paid student researcher jobs at the Office for Sustainability (OfS) and are integrated into office programs and projects.

Cooperative Living Expectations

Gibbs House Fellows are responsible for allocating 3-7 hours per week to cooperative living expectations (outlined below). These responsibilities are considered volunteer hours for the Fellowship. Each Fellow is expected to schedule their time appropriately to contribute to their daily and weekly activities. The items below are intended to provide a general structure to encourage a healthy and cooperative living environment.

Weekly Meeting
- Fellows will meet together for one hour at a scheduled time, at least once per week, to discuss weekly responsibilities in the house, as well as upcoming events. This will also serve as a time for Fellows to address any issues or concerns with one another. Following the meeting, the designated leader will submit a weekly meeting form to the Gibbs House Coordinators via email. Please refer to the Gibbs House Fellowship Weekly Meeting form.
- Once a month, the Gibbs House Coordinators will attend a house meeting to provide Fellows face-to-face time. This will also be an opportunity to address questions and concerns.
- Once a semester, the OfS Executive Director for Campus Sustainability and the Gibbs House Building Coordinator will attend a dinner meeting prepared and hosted by the Fellows at a mutually agreed upon time. This date and time shall be set no later than 6 weeks into the semester.

Gibbs House Potlucks
- Fellows are expected to host a minimum of two community potlucks per semester at the Gibbs House.
- Potlucks provide an opportunity for students, staff, faculty and community members to learn more about the Gibbs House site and sustainability-focused cooperative living. Potlucks also serve as a way to recruit future Gibbs House Fellows while sharing a meal. Please refer to the Gibbs House Event Guide.

Recruitment of Future Gibbs House Fellows
- Gibbs House Fellows will assist in recruiting new candidates to apply for the Gibbs House Fellowship. Outreach may include: tabling at events, participating in informational
gatherings, hanging posters, in-class recruitment, handing out flyers, and other activities if needed. • Applications are due the 2nd full week on a Thursday in January. • Coordinators will update and provide promotional materials for the Gibbs House Fellowship.

Household Expectations

Safety
• Fellows will follow the Western Michigan University Student Code of Conduct. [https://wmich.edu/sites/default/files/attachments/u492/2017/WMU_studentcode.pdf](https://wmich.edu/sites/default/files/attachments/u492/2017/WMU_studentcode.pdf)
• In case of a tornado, please refer to the Tornado Safety Guidelines.
• Per Michigan law, Gibbs House Fellows and their guests are not allowed to possess or consume alcohol, unless they are 21 years of age or older.
• Use, possession, exchange, manufacturing, or distribution of marijuana (including medical marijuana), heroin, narcotics, other controlled substances or paraphernalia is illegal, except as permitted by law.
• Other than aquarium fish (whose tanks may not exceed 20 gallons) no pets are allowed. (This policy does not apply to service animals approved by Disability Services for Students.)
• Gibbs House is smoke free. The use of tobacco products is not permitted indoors or outdoors on any University property. Please refer to the WMU Tobacco Free Policy.
• The possession, use, or storage of any type of weapon is prohibited on campus. Please refer to the WMU Weapons Free Policy.
• In the case of an emergency, please notify WMU’s Department of Public Safety (DPS) (269) 387-5000 and the Gibbs House Coordinators or OfS Senior Leadership, if the Coordinators are not available.

Cleaning
• Fellows will maintain and agree upon an equitable division and distribution of labor as related to event planning, chores, and other related tasks. This includes maintaining the appropriate exterior and interior house presentation.
• Fellows must maintain hygienic and clean personal areas.
• Fellows must also remain respectful of shared areas, consistently cleaning shared spaces after use, and not using common areas as storage for personal belongings. Please refer to the Gibbs House Chores Checklist.

Supplies for the Permaculture Team
• Supplies located in the garage are for the Permaculture Team. They are for the sole use of the Permaculture Team for permaculture related projects. Fellows may not use these supplies unless they are directed to do so as part of their research related or other job responsibilities by a supervisor.
Consumables from the Permaculture Team will be labeled. Fellows are expected to buy their own supplies for personal use e.g. toilet paper, soap, towels, etc.

Shared Spaces
- Certain areas of the house are considered shared space between Gibbs House Fellows and the Permaculture Team. This includes the downstairs bathroom, kitchen, library/dining room, mudroom, and basement. It is each party’s responsibility to clean up these shared spaces after each use.
- Office Hours for the Permaculture Team: 9-5 p.m. M-F in the library/dining room.

Alterations to Property
- There are to be absolutely no alterations to the Gibbs House or surrounding University property. This includes no painting, landscaping, drilling holes, erecting new structures on property, or other renovations. Please refer to the Gibbs House Lease.

Gibbs House Leader
- The Gibbs House Leader will rotate biweekly so that all Gibbs House Fellows are given this responsibility throughout their Fellowship.
- House Leaders will be chosen alphabetically by last name.
- Expectations of the House Leader include: running house meetings, creating a weekly meal, overseeing completion of the chore list, carrying out potluck tasks, and submitting the Gibbs House Weekly Meeting document to the Gibbs House Coordinators.

Student Employment Expectations
- Students are expected to work 8 hours per week in a paid student research position with the Office for Sustainability. If Fellows are able to handle the workload without conflict, become effective with time management, deliver on their responsibilities, and if they manage their time effectively, they may be offered a maximum of 10 hours.
- Student researcher positions are assigned according to preference, best fit for each Gibbs House Fellow, and the needs of the Office for Sustainability.
- Gibbs House Fellows are expected to work throughout the duration of the Fellowship in their designated job.

Other

Communication with Gibbs House Coordinators and Fellows:
- Seamless communication among Gibbs House Fellows and the Gibbs House Coordinators
is critical. To accomplish this, Fellows are expected to contact Coordinators if issues arise, as well as reply to emails from Coordinators in a timely fashion. Effective communication (responding within one day) with Coordinators is considered a Fellowship requirement. Coordinators will be held to the same standard.

Parking
• One parking space per Fellow is provided on the Gibbs House site. Fellows are responsible for purchasing all other parking passes related to WMU campus or any additional parking. Asylum Lake is not a designated parking area for Gibbs House Fellows and any cars located on the lot may be subject to WMU Parking Services restrictions.
• In the past issues have arisen with individuals using Asylum Lake parking and cutting across Gibbs’ property. If this is observed, Fellows should notify the Gibbs House Coordinators.

Social Media
• The only approved social media platform for the OfS, which is in accordance with WMU standards is the Office for Sustainability Facebook page.
• Prior to posting, all posts must be approved by the OfS. It is requested that all potential postings be sent to the Gibbs House Coordinators no later than two weeks prior to the approved event. Posting requests received with less than two weeks’ notice subsequently may not be approved. Please refer to the Gibbs House Event Request form.

Failure to Meet Expectations Disclaimer
• Fellows who fail to meet work responsibilities as assigned by the OfS, cause significant disruptions to the cooperative living dynamic, or fail to meet the other expectations outlined in this document may have their Fellowship revoked. Gibbs House Fellowship revocation will result in loss of the OfS student researcher job and loss of the Gibbs House Fellowship residency.

End of Lease
• At the end of your lease, please have your mail forwarded and include your new address. https://moversguide.usps.com/icoa/home/icoa-main-flow.do?execution=e1s3&_flowId=icoa-main-flow&referral=UMOVE

Fellowship Coordinators:
Kate Denney  katherine.l.denney@wmich.edu  (765) 748-9809
Bri McCann  brianna.m.mccann@wmich.edu  (832) 744-1076 Office Hours: 9-5 M-F
Read and Sign Below

I have read and understand the contents and expectations of the Gibbs House Fellowship as described in this handbook. I will do my best to honor my commitments to the Office for Sustainability and the Gibbs House Fellowship for the duration of my tenure as a ________ year Gibbs Fellow. If I have any concerns about my role or expectations, I will seek guidance from my fellow housemates and/or the Gibbs House Coordinators to address any perceived problems or issues. I understand that if I do not actively participate in my role as a Gibbs House Fellow and adhere to the Cooperative Living Expectations at the Gibbs House, I may be asked to forfeit my role as a Gibbs House Fellow.

Sign: __________________________________________________

Date: __________________________________________________