



**Minutes of the Educational Housing Corporation Board Meeting
January 23, 2018
District Office Board Room
3401 CSM Drive, San Mateo, CA**

Attendees:	Absent:
Dennis McBride, President	
Peggy Berlese	Other Attendees:
Kathy Blackwood, Treasurer	Mitchell Bailey
Kate Browne	Bernata Slater
Maurice Goodman, Vice President	Ginny Brooks
Ron Granville	Caryn Kenny
Michael Pierce	Mike Kenny
Karen Schwarz	Nelly Gonzalez

CLOSED SESSION AGENDA

- I. **Call to Order**
The meeting was called to order at 3:09 p.m.

- II. **Announcement of Closed Session Items for Discussion**
Mr. McBride announced that during closed session, the Board will hold a conference with legal counsel regarding one case of pending litigation as listed on the printed agenda.

- III. **Public Comments on Closed Session Items Only**
None

- IV. **Recess to Closed Session**
The Board recessed to closed session at 3:10 p.m.

- V. **Reconvene to Public Session**
The Board reconvened to open session at 3:40 pm. Mr. McBride announced that no action was taken during closed session.

PUBLIC SESSION AGENDA

- I. **Call to Order and Roll Call**

- II. **Public Comments on Non-Agenda Items**
None

- III. **Approve Minutes from the September 20, 2017 Meeting**
It was moved by Ms. Schwarz and seconded by Mr. Goodman to approve the minutes. The motion carried, all members voting Aye.

IV. Action Items

- a. Review Financial Statements/Information Ending December 31, 2017
 - i. Revised Budget and Second Quarter Financials for College Vista
 - ii. Revised Budget and Second Quarter Financials for Cañada Vista

Mr. Bailey noted that at the September 2017 meeting, there were a number of questions and comments relating to budget format and the duplication or confusion among various budget line items. At that meeting, staff suggested and the Board agreed that a revised budget be presented with updated figures, consolidation of some income categories and expense categories and differentiating repairs versus replacements.

Ms. Berlese asked for an explanation of the “Excess of Revenues Over Expenditures and Other Sources” line item. Ms. Slater said this figure reflects a net profit.

It was moved by Mr. Granville and seconded by Ms. Berlese to approve the revised budgets and financials as presented. All members voted Aye.

- b. Trower Reserve Study – College Vista

Mr. Bailey said the Reserve Study is updated every three years. He said the most recent Study for College Vista is included in the packet. A Study will be commissioned for Cañada Vista after repairs are finished.

Mr. Granville noted that the reserve fund never gets to 100 percent; the closest it gets is 76 percent in Year 5. Ms. Blackwood said the projections were run for only five years and it is assumed that the growth will be ongoing. She said the Board of Directors could recommend to the District that more money be put into the reserve fund and less into the Capital Outlay Fund. Mr. McBride asked that Mr. Bailey seek advice from Trower regarding the reserve fund should be at 100 percent every year.

Ms. Berlese asked how the decision is made on what to fund and what to underfund. Mr. Bailey said he will ask that question of Trower as well.

The Board of Directors agreed hold action on the Reserve Study pending answers to the above referenced questions.

- c. Policy Issue: Impacts of Employment Status

Mr. Bailey said a classified employee inquired about how reducing working hours to less than full-time would affect eligibility for a housing unit. He said the Board of Directors has a policy for part-time (adjunct) faculty and that policy was used to craft a draft policy for part-time classified employees.

The Board discussed the proposed new language and questions arose around being able to use some discretion when making decisions but not being overly ambiguous. It was agreed that Ms. Blackwood and Ms. Browne would work with Mr. Bailey to further define the language and bring it back to the Board at a future meeting for review.

V. Informational Reports

a. Skyline College Housing Development Update

Mr. Bailey said a San Bruno City Council meeting on January 23 will include a hearing on the housing project. He said the project has been presented to many City commissions and the feedback has been positive. He said Ms. Browne spoke very well at a Planning Commission meeting. Mr. Bailey said a second reading by the City Council will take place in February.

In response to a question from Ms. Berlese, Ms. Blackwood said SummerHill Homes has paid \$900,000 in earnest money. She said the District has a good relationship with SummerHill Homes and they have been good about making payments.

Mr. Granville asked if SummerHill Homes will have a role in building the project. Mr. Bailey said the project will be put out to bid and SummerHill Homes is expected to be one of the bidders.

Mr. Bailey said that if the project is approved by the San Bruno City Council in February, the District will begin to work on construction documents.

b. Board Membership Update

Mr. Bailey said the Educational Housing Corporation bylaws specify that one member of the Board of Directors shall be recommended by the local CSEA chapter. He said Ms. Perot's term ended in December and a replacement is being sought. He said he hopes to have a new member named in time for the next meeting.

VI. Board Members' Comments and/or Requests for Future Agenda Items

Mr. Goodman said the District Board of Trustees has held preliminary discussions on student housing for international students as well as veterans, foster youth and underserved communities. He said the housing would be financed by fees charged to international students. He said preliminary estimates are for 85 percent of the housing to be occupied by international students and 15 percent by domestic students in the categories listed above. Mr. Goodman said financing becomes an issue if the percentage of domestic increases. He said other options include working with HIP Housing and other non-profit organizations on shared housing, micro-units, etc. He said he would be interested in discussing what the role of the Educational Housing Corporation might be.

Mr. Granville said he would be interested in attending a Board of Trustees meeting at which this topic is discussed. Ms. Blackwood said she will send a copy of the January 10, 2018 meeting minutes at which it was discussed.

Ms. Browne said she would like a future topic to be how to support current residents as they look for permanent housing.

VII. Adjourn

The meeting was adjourned at 4:35 p.m.