



**Thursday, February 6, 2025**  
**Regular Meeting of Educational Housing Corporation Board of Directors**

**SAN MATEO COUNTY COMMUNITY COLLEGES EDUCATIONAL HOUSING CORPORATION**

**Board of Directors, Regular Meeting**  
**February 6, 2025 3:00 P.M.**  
**In person at 3401 CSM Drive, San Mateo, CA 94402**

**Members of the Public may also participate via Zoom.**  
**Zoom Meeting ID: <https://smccd.zoom.us/j/88325482782>**  
**Dial-In: 1 (669) 444-9171 - Webinar ID: 883 2548 2782**

**NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS**

**OBSERVING THE MEETING**

**Members of the public who wish to observe the meeting in-person or remotely by accessing the link or calling the following telephone number above at the beginning of the meeting.**

**PROVIDING PUBLIC COMMENT DURING THE MEETING ON NON-AGENDA ITEMS**

**To make a comment regarding a non-agenda item, members of the public:**

- (1) If in person, may seek recognition at the speaker's lectern when called upon by the Board President, or**
- (2) If remote, once in the Zoom meeting (via above link), can utilize the raise hand function at the bottom right corner of the screen. This will allow for the Board President to recognize members for comment and will allow staff to activate audio access to individual participants. Members of the public who raise their hand will be called upon in the order they appear.**
- (3) Members of the public making comment are reminded of the 3-minute time limit for comment. Reasonable time limits may be placed on public comment during an open meeting so that meetings can be concluded within a reasonable time.**

**PROVIDING PUBLIC COMMENT DURING THE MEETING ON AGENDA ITEMS**

**To make a comment regarding an item on the agenda, members of the public:**

- (1) If in person, may seek recognition at the speaker's lectern when called upon by the Board President, or**
- (2) If remote, once in the Zoom meeting (via above link), can utilize the raise hand function at the bottom right corner of the screen. This will allow for the Board President to recognize members for comment and will allow staff to activate audio access to individual participants. Members of the public who raise their hand will be called upon in the order they appear.**
- (3) Members of the public making comment are reminded of the 3-minute time limit for comment. Reasonable time limits may be placed on public comment during an open meeting so that meetings can be concluded within a reasonable time.**

**ACCOMMODATIONS**

**Persons with disabilities who require an accommodation or service should contact the Chancellor's Office (650) 358-6877 at least 24 hours prior to the Board meeting.**

## **1. OPEN SESSION - 3:00 P.M.**

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**Subject**                                **1.1 Call to Order / Roll Call**

Meeting                                    Feb 6, 2025 - Regular Meeting of Educational Housing Corporation Board of Directors

Category                                 1. OPEN SESSION - 3:00 P.M.

Access                                     Public

Type

**Subject**                                **1.2 Welcome New Housing Director**

Meeting                                    Feb 6, 2025 - Regular Meeting of Educational Housing Corporation Board of Directors

Category                                 1. OPEN SESSION - 3:00 P.M.

Access                                     Public

Type

## **2. REVIEW AND APPROVE THE ORDER OF AGENDA**

### **3. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

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**Subject**                                **3.1 Comments by Community Members**

Meeting                                    Feb 6, 2025 - Regular Meeting of Educational Housing Corporation Board of Directors

Category                                 3. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Access                                     Public

Type

## **4. APPROVAL OF MINUTES**

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**Subject**                                **4.1 Approval of Minutes from November 7, 2024 Meeting**

Meeting                                    Feb 6, 2025 - Regular Meeting of Educational Housing Corporation Board of Directors

Category 4. APPROVAL OF MINUTES  
Access Public  
Type

TO: Educational Housing Corporation Board of Directors

FROM: David McLain, Executive Director of Community & Government Relations

### APPROVAL OF MINUTES FROM November 7, 2024 MEETING

Minutes are to specifically reflect reportable actions taken by the Educational Housing Corporation Board during the times at which they meet. Minutes do not have to reflect verbatim statements or comments by any member of the Board, Faculty, Staff, Administrator, and/or Community Member.

#### RECOMMENDATION

It is recommended that the Educational Housing Corporation Board approve the presented minutes.

File Attachments

[2024 1107 Minutes of the Educational Housing Corporation Board of Directors Meeting.pdf \(135 KB\)](#)

## 5. DISTRICT STAFF UPDATES

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**Subject** 5.1 Housing Administrator Updates (5 Mins.)  
Meeting Feb 6, 2025 - Regular Meeting of Educational Housing Corporation Board of Directors  
Category 5. DISTRICT STAFF UPDATES  
Access Public  
Type

TO: Educational Housing Corporation Board of Directors

FROM: David McLain, Executive Director of Community & Government Relations

1. College Vista Roofing Shingle Replacement - Project with SMCCCD Facilities Department
  - Bid documents are being developed now

- Call for bids: February/March 2025
- Board of Trustees bid selection: April 2025
- Estimated project start: June 2025

2. Employee Housing Waitlist Update

	Waitlist on 11/2/24	Housed	Dropped	Added	Waitlist on 1/30/25	<b>Net Change 11/2 - 1/30</b>	Offered Units	Expected Waitlist
Full-Time Faculty	43	1	1	4	45	<b>+2</b>	0	45
Full-Time Staff	166	4	4	14	172	<b>+6</b>	1	171
Adjunct Faculty	65	0	1	1	65	<b>0</b>	0	65
<b>Total</b>	<b>274</b>	<b>5</b>	<b>6</b>	<b>19</b>	<b>282</b>	<b>+8</b>	<b>1</b>	<b>281</b>

**6. BLVD RESIDENTIAL UPDATES**

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**Subject**

**6.1 Occupancy and Operations Update (5 Mins.)**

Meeting

Feb 6, 2025 - Regular Meeting of Educational Housing Corporation Board of Directors

Category

6. BLVD RESIDENTIAL UPDATES

Access

Public

Type

TO: Educational Housing Corporation Board of Directors

FROM: BLVD Residential Staff

BLVD Residential will provide the Housing Board with an update on operations and occupancy.

<b>2/6/2025</b>	<b>OCCUPANCY</b>		<b>VACANT</b>	<b>NOTICE</b>
Canada Vista	98.3%	59/60	(1) Move-out 2/5 - Unrented	none
College Vista	97.7%	43/44	(1) Move-out 10/31 - Unrented	none
College Ridge	96.7%	29/30	(1) Move-in 2/10 - Rented	none

## 7. DISCUSSION

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**Subject** 7.1 Review of Q2 Financial Statements for FY 2024-25 (15 Mins.)  
Meeting Feb 6, 2025 - Regular Meeting of Educational Housing Corporation Board of Directors  
Category 7. DISCUSSION  
Access Public  
Type

TO: Educational Housing Corporation Board of Directors  
FROM: David McLain, Executive Director of Community & Government Relations  
PREPARED BY: Sabrina Cosentino, Regional Manager, BLVD Residential

### REVIEW OF Q2 YEAR-TO-DATE FINANCIAL STATEMENTS FOR FY 2024-25

Attached for the Housing Board's review are the Quarter 2 Financial Statements for FY 24/25: College Vista, Cañada Vista, College Ridge (Skyline College)

File Attachments

[24-25 Q2 Canada Vista - Summary - Budget vs Actual.pdf \(711 KB\)](#)  
[24-25 Q2 College Ridge - Summary - Budget vs Actual REV.pdf \(711 KB\)](#)  
[24-25 Q2 College Vista - Summary - Budget vs Actual.pdf \(737 KB\)](#)

**Subject** 7.2 Review Housing Waitlist Breakdown by Unit Size (10 Mins.)  
Meeting Feb 6, 2025 - Regular Meeting of Educational Housing Corporation Board of Directors  
Category 7. DISCUSSION  
Access Public  
Type

TO: Educational Housing Corporation Board of Directors

FROM: David McLain, Executive Director of Community & Government Relations

### REVIEW HOUSING WAITLIST BREAKDOWN BY UNIT SIZE

During the occupancy update at the November 7, 2024, Educational Housing Corporation meeting, Director Townsley requested a breakdown of which unit size each employee household on the waitlist is eligible for.

The table below displays the breakdown of waitlisted employees and the unit sizes for which they are eligible. Priority classifications also segment the table, as full-time employees have priority for vacant units.

	<b>1 BR</b>	<b>2 BR</b>	<b>3 BR</b>	Total
Full-Time Faculty	22	15	8	45
Full-Time Staff	94	38	40	172
<b>Full-Time Total</b>	<b>116</b>	<b>53</b>	<b>48</b>	<b>217</b>
Adjunct Faculty	34	22	8	64
<b>Total Waitlist Requests</b>	<b>150</b>	<b>75</b>	<b>56</b>	
<b>Total Units (all 3 sites)</b>	<b>57</b>	<b>62</b>	<b>15</b>	

## 8. ACTION ITEMS

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**Subject**

**8.1 Annual Election of Officers (5 Mins)**

Meeting

Feb 6, 2025 - Regular Meeting of Educational Housing Corporation Board of Directors

Category

8. ACTION ITEMS

Access

Public

Type

TO: Educational Housing Corporation Board of Directors

FROM: David McLain, Executive Director of Community & Government Relations

### ANNUAL ELECTION OF OFFICERS

Per the Bylaws of the Educational Housing Corporation (Article VIII, Sections 1 and 2), the Board of Directors will annually elect officers. Officers were last elected during a special meeting on February 1, 2024.

Officers to be elected include:

- President
- Vice President/Secretary
- Treasurer

The current officers of the Board are:

- President – Michael Pierce
- Vice President/Secretary – Richard Holober
- Treasurer – Grace Beltran

The current terms of the Board of Directors are:

Name	Position	Representing	PARTIAL TERM*	TERM 1	TERM 2
Holober, Richard	Vice President	Board of Trustees	03/1/2021 – 12/31/2021	12/31/2021 – 12/31/2025	
Pierce, Michael	President	Community		12/31/2017 – 12/31/2021	12/31/2021 – 12/31/2025
Sneed, Brittney	Director	CSEA		01/25/2023 – 01/25/2027	
Beltran, Grace	Treasurer	Academic Senate		10/25/2023 – 03/31/2026**	
Berlese, Peggy	Director	Community		11/29/2023 – 11/29/2027	
Townsley, Meta	Director	Community		11/29/2023 – 11/29/2027	
Lee, Wayne	Director	Board of Trustees		01/29/2025 – 12/31/2027**	
<i>*A partial term less than two years, does not count towards term limits.</i> <i>**A partial term of more than two years is considered a full term.</i>					

Following are descriptions of the duties of the respective offices as prescribed in the Bylaws.

- **President**  
The President shall preside at meetings of the Board, shall be the Chief Executive Officer of the Corporation, and shall supervise, direct, and control the Corporation’s activities, affairs, and Officers. The President shall have such other powers and duties as the Board or the Bylaws may prescribe.
- **Vice President/Secretary**

If the President is absent or disabled, the Vice President/Secretary shall perform all duties of the President. When so acting, the Vice President/Secretary shall have all powers of and be subject to all restrictions on the President. The Vice President/Secretary shall have such other powers and perform such other duties as the Board or the Bylaws may prescribe.

The Vice President/Secretary shall keep or cause to be kept, at the Corporation's Principal Office or such other place as the Board may direct, a book of minutes of all meetings, proceedings, and actions of the Board and committees of the Board. The minutes of meetings shall include the time and place that the meeting was held, whether the meeting was annual, regular, or special, and, if special, how authorized, the notice given, and the names of those present at Board and committee meetings. The Vice President/Secretary shall keep or cause to be kept, at the Principal Office in California, a copy of the Articles of Incorporation and Bylaws, as amended to date.

The Vice President/Secretary shall give, or cause to be given, notice of all meetings of the Board and of committees of the Board required by these Bylaws to be given. The Vice President/Secretary shall keep the corporate seal in safe custody and shall have such other powers and perform such other duties as the Board or the Bylaws may prescribe.

- **Treasurer**

The Treasurer shall serve as the Chief Financial Officer of the Corporation and shall keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the Corporation's properties and transactions. The Treasurer shall send or cause to be given to the Directors such financial statements and reports as are required to be given by law, by these Bylaws, or by the Board. The books of account shall be open to inspection by any Director at all reasonable times.

The Treasurer shall deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the Corporation with such depositories as the Board may designate, shall disburse the Corporation's funds as the Board may order, shall render to the President and the Board, when requested, an account of all transactions as Treasurer and of the financial condition of the Corporation, and shall have such other powers and perform such other duties as the Board or the Bylaws may prescribe.

If required by the Board, the Treasurer shall give the Corporation a bond in the amount and with the surety or sureties specified by the Board for faithful performance of the duties of the office and for restoration to the Corporation of all of its books, papers, vouchers, money, and other property of every kind in the possession or under the control of the Treasurer on his or her death, resignation, retirement, or removal from office.



## 9. STATEMENTS FROM CORPORATION DIRECTORS

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<b>Subject</b>	<b>9.1 Items for Future Discussion</b>
Meeting	Feb 6, 2025 - Regular Meeting of Educational Housing Corporation Board of Directors
Category	9. STATEMENTS FROM CORPORATION DIRECTORS
Access	Public
Type	

## 10. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

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<b>Subject</b>	<b>10.1 Comments by Community Members</b>
Meeting	Feb 6, 2025 - Regular Meeting of Educational Housing Corporation Board of Directors
Category	10. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY
Access	Public
Type	

## 11. CLOSED SESSION ITEMS FOR DISCUSSION

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<b>Subject</b>	<b>11.1 Pursuant to Gov. Code §54956.9 (d)(4): Conference with Legal Counsel - Anticipated Litigation: Initiation of Litigation - Number of Potential Cases: 1</b>
Meeting	Feb 6, 2025 - Regular Meeting of Educational Housing Corporation Board of Directors
Category	11. CLOSED SESSION ITEMS FOR DISCUSSION
Access	Public
Type	

## 12. CLOSED SESSION

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<b>Subject</b>	<b>12.1 Recess to Closed Session</b>
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Meeting Feb 6, 2025 - Regular Meeting of Educational Housing Corporation Board of Directors  
Category 12. CLOSED SESSION  
Access Public  
Type

### **13. RECONVENE TO OPEN SESSION**

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**Subject 13.1 Announcement of Reportable Action Taken in Closed Session (if necessary)**  
Meeting Feb 6, 2025 - Regular Meeting of Educational Housing Corporation Board of Directors  
Category 13. RECONVENE TO OPEN SESSION  
Access Public  
Type

### **14. ADJOURNMENT**

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