



Thursday, November 7, 2024
Regular Meeting of Educational Housing Corporation Board of Directors

SAN MATEO COUNTY COMMUNITY COLLEGES EDUCATIONAL HOUSING CORPORATION

Board of Directors, Regular Meeting
November 7, 2024 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/85070264480>
Dial-In: 1 669 444-9171 - Webinar ID: 85070264480

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.

Subject	1.1 Call to Order / Roll Call
Meeting	Nov 7, 2024 - Regular Meeting of Educational Housing Corporation Board of Directors

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

Type

2. REVIEW AND APPROVE THE ORDER OF AGENDA

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Subject 3.1 Comments by Community Members

Meeting Nov 7, 2024 - Regular Meeting of Educational Housing Corporation Board of Directors

Category 3. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Type

4. APPROVAL OF MINUTES

Subject 4.1 Approval of Minutes from August 1, 2024 Meeting

Meeting Nov 7, 2024 - Regular Meeting of Educational Housing Corporation Board of Directors

Category 4. APPROVAL OF MINUTES

Type

TO: Educational Housing Corporation Board of Directors

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

APPROVAL OF MINUTES FROM AUGUST 1, 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_0801_Minutes_of_the_Educational_Housing_Corporation_Board_Meeting.pdf \(142 KB\)](#)

5. DISTRICT STAFF UPDATES

Subject 5.1 Housing Administrator Updates (5 Mins.)

Meeting Nov 7, 2024 - Regular Meeting of Educational Housing Corporation Board of Directors

Category 5. DISTRICT STAFF UPDATES

Type

TO: Educational Housing Corporation Board of Directors

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

- 1. EHC Director Recruitment Update
- 2. Sunsetting of District Second Home Loan Program ([Agenda Item](#) on October 23, 2024 Board of Trustees Meeting)
- 3. Employee Housing Waitlist Numbers as of November 1, 2024

	Current Waitlist	Offered Units	Expected Waitlist
Full-Time Faculty	43	2	41
Full-Time Staff	160	0	160
Adjunct Faculty	65	0	65
Other	6	0	6
Total	274	2	272

4. Waitlist Removals since August 1, 2024

Dropped	Housed	Total
14	3	17

6. BLVD RESIDENTIAL UPDATES

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

Meeting Nov 7, 2024 - Regular Meeting of Educational Housing Corporation Board of Directors

Category 6. BLVD RESIDENTIAL UPDATES

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.

11/7/2024	OCCUPANCY		VACANT	NOTICE
Canada Vista	100%	60/60	0	1 move-out on 11/15
College Vista	97.73%	58/60	2 (1 move-in pending; 1 move-out on 10/31)	1 move-out on 11/30
College Ridge	93.33%	28/30	2	0

7. DISCUSSION

Subject **7.1 Review of Q1 Financial Statements for FY 2024-25 (15 Mins.)**

Meeting Nov 7, 2024 - Regular Meeting of Educational Housing Corporation Board of Directors

Category 7. DISCUSSION

Type

TO: Educational Housing Corporation Board of Directors

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

PREPARED BY: Sabrina Cosentino, Regional Manager, BLVD Residential

REVIEW OF Q1 YEAR-TO-DATE FINANCIAL STATEMENTS FOR FY 2024-25

Attached for the Housing Board's review are the Quarter 1 Financial Statements for FY 24/25: College Vista, Cañada Vista, College Ridge (Skyline College)

File Attachments

[Canada Vista Budget - 24-25 with Q1 Financial Summary.pdf \(76 KB\)](#)

[College Vista Budget 24-25 with Q1 Financial Summary.pdf \(77 KB\)](#)

[College Ridge Budget - 24-25 with Q1 Financial Summary.pdf \(77 KB\)](#)

Subject **7.2 Presentation of Current Lease Documents (15 Mins.)**

Meeting Nov 7, 2024 - Regular Meeting of Educational Housing Corporation Board of Directors

Category 7. DISCUSSION

Type

TO: Educational Housing Corporation Board of Directors

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

PREPARED BY: Sabrina Cosentino, Regional Manager, BLVD Residential

PRESENTATION OF CURRENT LEASE DOCUMENTS

The Housing Board is being presented with a recently signed and redacted College Ridge lease with addendums. This twelve (12) month lease converts to month-to-month after the first year. Leases and addendums also reflect the maximum occupancy term of five (5) years, as approved by the Educational Housing Corporation Board of Directors on May 2, 2024.

File Attachments

[College Ridge Lease Redacted.pdf \(31,961 KB\)](#)

Subject **7.3 Accessibility Discussion (15 Mins)**

Meeting Nov 7, 2024 - Regular Meeting of Educational Housing Corporation Board of Directors

Category 7. DISCUSSION

Type

TO: Educational Housing Corporation Board of Directors

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

ACCESSIBILITY DISCUSSION

At the Housing Board of Director's regular meeting on February 1, 2024, Director Sneed requested a future discussion about accessibility.

College Ridge was the first of the three housing complexes to offer two accessible units. These first-floor units include lower countertops, cabinets, light switches, and a combo clothes washer/dryer.

BLVD Residential staff will share additional information about these units and how they handle accessibility requests from current or tentative residents at any of the three housing complexes.

Subject **7.4 Amenity Fees (15 Mins.)**

Meeting Nov 7, 2024 - Regular Meeting of Educational Housing Corporation Board of Directors

Category 7. DISCUSSION

Type

TO: Educational Housing Corporation Board of Directors

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

AMENITY FEES

Earlier this year, the Housing Board approved aligning all rental rates across properties to align with the "very low" income category of the annual San Mateo County Maximum Affordable Rent Payments Index. For 2024-25, the index determined the base rates shown below.

	2024/25	
	Base	Actual Range
1 bedroom	\$1,836	\$1,836 - 1,986
2 bedroom	\$2,203	\$2,203 - 2,353
3 bedroom	\$2,545	\$2,545 - 2,695

Since the opening of College Vista in 2005, specific amenity fees have been added to the base rate for enhancements, including garages (versus a carport), dens, views, and corner townhouse-style units. These amenity fees can add up to \$150 to the base rent amount as shown above in the "Actual Range" column.

Staff wishes to inform the Board of these fees and hear feedback on a possible future action item.

8. ACTION ITEMS

Subject **8.1 Setting of Meeting Dates for 2025**

Meeting Nov 7, 2024 - Regular Meeting of Educational Housing Corporation Board of Directors

Category 8. ACTION ITEMS

Type

TO: Educational Housing Corporation Board of Directors

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

SETTING OF MEETING DATES FOR 2025

The Educational Housing Corporation Board of Directors (Housing Board) holds regular meetings on a quarterly basis each calendar year and other special meetings as needed.

For calendar year 2025, staff proposes the following regular meeting dates for the Housing Board's consideration:

- Thursday, February 6 at 3:00 pm (Annual Election of Officers)
- Thursday, May 1 at 3:00 pm
- Thursday, August 21 at 3:00 pm
- Thursday, November 6 at 3:00 pm

RECOMMENDATION:

Staff recommends the Housing Board adopt a meeting schedule for regular meetings for calendar year 2025.

9. STATEMENTS FROM CORPORATION DIRECTORS

Subject	9.1 Items for Future Discussion
Meeting	Nov 7, 2024 - Regular Meeting of Educational Housing Corporation Board of Directors
Category	9. STATEMENTS FROM CORPORATION DIRECTORS
Type	

10. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

Subject	10.1 Comments by Community Members
Meeting	Nov 7, 2024 - Regular Meeting of Educational Housing Corporation Board of Directors
Category	10. PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY
Type	

11. CLOSED SESSION ITEMS FOR DISCUSSION

Subject	11.1 Pursuant to Gov. Code §54956.9 (d)(4): Conference with Legal Counsel - Anticipated Litigation: Initiation of Litigation - Number of Potential Cases: 1
Meeting	Nov 7, 2024 - Regular Meeting of Educational Housing Corporation Board of Directors
Category	11. CLOSED SESSION ITEMS FOR DISCUSSION
Type	

12. CLOSED SESSION

Subject	12.1 Recess to Closed Session
Meeting	Nov 7, 2024 - Regular Meeting of Educational Housing Corporation Board of Directors
Category	12. CLOSED SESSION
Type	

13. RECONVENE TO OPEN SESSION

Subject	13.1 Announcement of Reportable Action Taken in Closed Session (if necessary)
Meeting	Nov 7, 2024 - Regular Meeting of Educational Housing Corporation Board of Directors
Category	13. RECONVENE TO OPEN SESSION
Type	

14. ADJOURNMENT
