AGENDA
The meeting began at 1:03pm.

AVC Search Committee Discussion:
- Kit thanked the committee for their hard work and great ideas. She is serving on the search committee for HDH’s AVC and said this is a critical time to be hiring such a person. The campus is undergoing a huge transformation. She said housing contributes to the student experience in a positive way. She said this is a huge search and of great importance. The committee’s feedback is really important.
- Pierre said the reason for this meeting is to have as many voices as they can. The candidates are coming next Saturday. 50-60 candidates were qualified for the job. Hearing the committee’s feedback is important in helping to determine the right candidate. There will be quite a transformation on campus over the next couple of years. A lot of money and planning is going into building this community and at a price point that the students want. He’d like the committee to think along the lines of residential areas like Downtown, Hillcrest, and North Park - communities that encourage social interaction. At the end of the day, they have a lot of very qualified people so it will come down to character.
  - Mary Beth asked if there are any internal candidates or if they are all external.
    - Pierre said he’s not able to say.
  - Sophie shared that she has served on a lot of different search committees. The campus is growing but she believes it is important to try and keep the culture of the campus. She would like to see how this person interacts with students and what their student exposure is. Mark is really good with interacting with students. He interacts with so many people but still takes the time to get to know each person on this committee. She wants someone that thinks big, but also cares about the people.
  - Ian said Mark manages to be present on so many levels. Qualification is not the issue. It’s going to come down to how they feel about the candidate and if the person is the right fit.
  - Kate shared that she lives at Mesa Nueva and has two concerns: (1) the internet still doesn’t work and is not password protected and (2) being able to receive feedback from students. Something as basic as internet should work. She believes the candidate should have their priorities in order and understand the priorities of the student. She has gone to the front desk at Mesa Nueva and hasn’t received a follow up.
She believes communication starts at the top and filters down. So, she’d like someone who is good at communicating.

- Mary Beth said the internet issue is not a quick fix. Everything that has been brought to the committee has been addressed. She said Malia and Rebecca came in right away and shared that this is an issue and even brought an IT person to help resolve it. She doesn’t want to take away from the issue but wanted to point out that these things take time. She pointed out that people don’t realize that Mark was able to leverage the UG internet contract and loop in the graduate population. She wishes people saw value in that.
- Pierre said there is a lot of work going on to resolve the issue, but the challenge is communicating that effort to the students so they are aware and so they don’t feel as if nothing is being done.
  - Madhura said she’d like to increase the years that a student can live on campus. She also pointed out that they are losing a lot of free space at Mesa. The free space needs to be preserved for children and families and to have interaction with nature. She doesn’t want to pack people into boxes.
  - Pierre said this was a great point. There will be a lot of construction for a while, which is the challenge but there is a plan for open space.
  - Madhura said they are doing a good job with keeping the construction contained to a certain area.
  - Sophie said the candidate should have a keen ear and eye for underrepresented people, who deserve to feel safe in their homes. They should consider things like handicapped access to the pool.
  - Tatiana thanked the guests for coming.

**Approval of Minutes**
- Sophie requested an amendment to her comment in the 1/19/18 minutes. The sentence was amended as follows:
  - Sophie said the environment at Coast, with regards to the amount of humidity and heat, is different so they should consider the materials the playground are made of.
- Mayra moved to approve minutes as slate.
  - Minutes approved.

**Appeals**
- Sophie motioned to close the meeting.

**Appeal #1162**
- Mayra motioned to vote.
  - Mary Beth seconded the motion.
    - Appeal denied with 0 approve – 6 deny – 2 abstain vote.

**Appeal #1188**
- Mary Beth motioned to vote.
  - Sophie seconded the motion.
    - Appeal denied with 2 approve – 6 deny – 0 abstain. Short extension granted through March 31.

**Appeal #1190**
- Mayra called to question, requiring immediate vote of appeal.
  - Appeal denied with 0 approve – 6 deny – 2 abstain vote.

**Budget**
- Rebecca passed out rental rate comparison history, showing rental increases and how rent has changed since 2008. This committee influences how the rates are set. From year to year, the average increase was no more than 6.25%.
Rebecca passed out a market comparison report. This shows the rental rates in the La Jolla area. Graph at bottom shows where rates fall. HDH is charged to have rental rates be 20% below market.

Rebecca then shared a spreadsheet, put together last year with specific zip codes and what average rental rates are in those codes.

- Sophie suggested including more north county zip codes like Encinitas and Del Mar.
- Mary Beth suggested adding Carmel Valley.
- Rebecca said they pulled the information based off where students are currently residing. They can add more zip codes to give a better comparison.

Rebecca then passed out the budget from last year.

- Sophie said last year’s budget didn’t have a shuttle budget line item. She said they have to discuss how to make the shuttle service better.
- Rebecca said they can definitely talk more about that.
- Rebecca explained the spreadsheet. She said their income comes from rent. HDH is an auxiliary service and is self-funded. They pay for all services they receive. The first item is bad debt write off. Any collection goes here. The next is cancellations, which isn’t much because they no longer charge a deposit. Then there are key charges. The rent amount is auto-populated from the spreadsheet. Triton Cash commission refers to the small commission received, which is based on the number of residents.
  - Tatiana said a lot of laundry machines operate on that.
- Rebecca said Misc. is random stuff like damage charges collected from a student. But primarily, rent is what generates the income. She said S&E is everything from paper to appliances.
  - Sophie said the expenses amount is very reasonable.
  - Tatiana asked if S&E was for all of arch housing
    - Rebecca said all but LJDS.
    - Tatiana asked if they expect expenses to go up or down with Mesa Nueva opening.
      - Ramona said the first year won’t be very expensive because a lot of items are still under warranty.
      - Rebecca said as property ages, costs tend to increase.

Rebecca said Recharge is what the campus is charging HDH for – Central HR, security, etc. HDH pays for all services received. Utilities includes cable, ResNet for some communities. Total $19.1 mil in expenses. Debt assessment is not included in this expense total, which is basically the mortgage and this will go up with new building.

- Mayra asked if this is the proposed budget.
  - Rebecca said these are the current rates. This is setting the scene for what the committee is going to start working on.
  - Kim asked if they are going to do the budget for 1 or 2 years.
  - Rebecca said 1 year until all the construction projects are done since costs are fluctuating.

Rebecca said they will add a 2018-19 column and show what they believe the projections will be. They will update debt assessment as well. They will need input about where to distribute the increase. Once the committee is comfortable with the distribution, then they will vote to recommend the rates. They typically implement the increase on July 1 and need to provide 60 days’ notice. They are hoping to do this by mid-April. She also pointed out that these notices have to be posted and cannot be mailed.

- Kim referred to the playground proposal at Coast and asked how many families are there.
  - Ian said four. He said if they can find something cheap, then he is all for it. But, he doesn’t think such a large cost should be distributed to all residents for just four families.
  - Rebecca said they could decide to set aside a certain dollar amount for Coast and see what they can do with that amount.
  - Ramona shared that they just did a Snow Day at Coast.
  - Sophie asked how it went.
    - Jana said 700 people came out and participated.
- Sophie asked Rebecca if she could notate the amenities in each community on the spreadsheet.
  - Rebecca said she does have a list and will email it to the committee.
• Sophie asked if the numbers could be emailed to the committee prior to the next meeting so they can review them in advance.
• Rebecca said she’d like to review the numbers with the committee and provide explanations.
• Kim suggested only notating large amenities and not small ones like who has locks on their cabinets.
• Mayra asked if they should consider charging for parking.
  • Tatiana said they could discuss this.
• Sophie asked if the Osler parking structure will be a line item.
  • Jana said HDH did not contribute to that project.

Meeting adjourned 2:30pm. Next meeting will be on Friday, 2/16/18 at 1pm in the Larry Barrett Room, 4th Floor of the HDH Administration Building.
Meeting begun at 1:03 PM.

**Appeals**
- Tatiana reminded the group to ask questions for clarification.

**Appeal # 1192:**
- Marybeth motioned to vote.
  - Mayra seconded the motion.
    - Appeal Denied with 2 approve – 4 deny – 1 abstain vote.

**Budget**
- Rebecca handed out a spreadsheet outlining a proposed budget for the next fiscal year.
- **Topics to discuss**
  - Rental Rates – consider community amenities
  - Proposals for projects
- Rebecca showed budget approved for last year.
- Rebecca clarified that the budget includes Mesa, Mesa Nueva, OMS, Coast, SGA, Rita
  - Deficits shown are due to North Mesa and West Mesa loss of rental income from demolition
- Income categories
  - Some have no change from previous year.
  - Rent adjusted based on a 5% increase as a placeholder
- Expenses
  - Largest expense is salary. Have to consider increases to salary based on union negotiations
  - Estimated 3-4% increase in supplies, recharges
- Projected budget is shown as a deficit
- Executive team came up with ideas for additional revenue that would be incorporated in the advertised rental rate.
  - **Option A:** Possible revenues from charging additional rent for units in Mesa Nueva where there is a washer/dryer in unit
  - **Option B:** Possible revenues from charging additional rent for units in Mesa Nueva where there is a Master Bedroom/Bath
- **Option C**: Possible revenue from an additional rent increase of 0.5%, in addition to the 5% increase, to Mesa Nueva Rates
- **Option D**: Possible revenues from charging for parking permits
- **Option E**: Possible revenues from renting 50 apartments at affordable rate at La Jolla Del Sol to couples/families.
  - The income would be applied to the ARCH budget while the Expenses would be applied to the La Jolla Del Sol budget
- **Option F**: Possible revenues from renting 25 SGA apartments to undergrads students

- **Option A** – Charge Additional Rent for washer/dryer in unit
  - Burgundy shared that students are upset about rent increases for amenities that they thought were already packaged in to the rent. If students were given the option to not have a washer or dryer in unit and instead use the laundry room, students would choose to go to the laundry room.
  - Tatiana thought there might be a difference in cost based on the number of people sharing a washer/dryer in the unit (1-bedroom vs 3-bedroom)
  - Mayra stated the cost is still considerably less than it would be at an outside vendor.
  - Valerie expressed that she is opposed to this option. She explained that laundry is a necessity for hygiene. Families did not previously factor a price increase when they signed their rental agreement.
    - Kim said the cost will increase in the space due to a rent increase, this would be part of the increase
  - Burgundy shared that residents moved in thinking that they were already paying for the amenities.
    - Rebecca stated that ARCHAC reviews the amenities every year when considering rental rates.
  - Marybeth shared the perspective of a student not living in ARCH is paying much higher for off campus housing. The increased costs for laundry amenities in unit seem inconsequential in comparison to students that did not get on campus housing.
  - Burton asked if this could be implemented only on new rentals only
    - Rebecca confirmed this a possibility, but it would not necessarily generate income until later.
  - Tatiana thought maybe the group could consider lowering the charge per bed-space
  - Valerie shared she is concerned about families paying for units with the prices going up, and is still opposed to this option.
  - Burgundy asked to look at what a $10 per room charge would adjust the budget, and stated that whether Option A or Option C is approved, the rent is increasing at Mesa Nueva more than just the 5%.

- Unofficial straw poll
  - Who in the committee would agree to this option to charge $10 per bed space
    - Agreed 6- 2-0

- **Option E**
  - Burgundy asked for clarification in how the income/expenses would be tracked.
    - Rebecca clarified that the income would be applied to grad budget, expenses would stay with LJDS budget.
  - Jana shared that idea was to offer flexibility and affordability options for families. Especially given proximity to Doyle elementary school.
  - Ramona shared the current rent rates at LJDS.
    - The prices would be decreased for grad/families.
  - Mayra said that this seems like a better option. Rates are below market, and there would be an interest in living in that community.

- Unofficial Straw poll
- Who in the committee would agree to this option as is
  - Agreed 8-0-0

- Option F – Convert one building in SGA to Undergrad
  - Mayra asked if undergrads would be living with grads.
    - Rebecca replied that an attempt would be made to keep undergrad and grad programs separate.
  - Ian asked what rate the undergrads would be charged
    - Rebecca shared the current rate is $957
  - Unofficial straw poll
    - Who in the committee would agree to this option as is.
      - Agreed 8-0-0

- Option B – Charge more for MB
  - One room in the Mesa Nueva units is a master with a private bathroom.
  - Kim is in favor of this option
  - Marybeth shared that students in that situation do not like to pay the same amount for the smaller rooms in those spaces. Price should probably be increased.
  - Burgundy shared that a $50 increase for a bedroom seems standard, and asked how the prices would be reflected for full rate vs per bedroom rate.
    - Rebecca replied that the increase would be across the board. To consider adjustment for families, they would need to review number of families in that room type.
    - Kim asked if the reason not to charge families the same way across the board is due to single income.
  - Rebecca offered that La Jolla Del Sol could be an option for families looking for units that do not have an increase based on master bedroom.
  - Kim stated that based on the two year policy there should be a bigger turnover next year, and that may be a good time to consider more changes to pricing/amenities.
  - Unofficial Straw poll
    - Who in the committee would agree to an across the board increase regardless of family or single students
      - Agreed 6-0-0
    - Who in the committee would agree to an increase only to units where single students are residing
      - Agreed 7-0-1

- Option C – Increase to Mesa Nueva rates
  - Mayra asked if residents are already moving out due to nearby construction, would an increased price be off-putting?
  - Burton asked if the justification for this increase was due to newness of the community.
    - Rebecca replied yes, and amenities like the shuttle, convenient parking, pub, etc.
  - Kim stated if we agree to this option, it is the year to do it since the community is still new and desirable.
  - Burgundy asked about the mandate for rates compared to market comparison.
  - Burton offered that this increase nets less money than what would be made just from option A
  - Unofficial Straw Poll
    - Who in the committee agree to approve this option as is
    - More discussion needed 2-2-4
• Option D – Charge for Parking
  o Ian feels this option is really unfair.
    ▪ Valerie is in agreement
  o Marybeth supports the idea to charge for parking permits monthly.
  o Marybeth offered that students at Rita who do not have parking may have to buy campus permits.
    Compared to the cost of parking on campus, this cost is very reasonable.
  o Unofficial Straw poll
    ▪ Who in the committee would agree to this option as is
      • Did not agree 2-5-1

• General discussion about options
  o Marybeth clarified that with Option F, ARCH loses 25 apts at SGA, but gains 50 spaces at La Jolla Del Sol.
  o Mayra asked where the money generated from the option would go.
    ▪ Rebecca clarified that additional money would go towards projects.
  o Marybeth asked about bad debt.
  o Mayra shared that Options C & D may need to be reviewed more closely if more money is needed for projects.

Projects
• Playground at Coast
  o Mayra shared if we are already running a deficit, this project might not be a good idea.
  o Kim stated there are not very many families at Coast.
  o Tatiana shared the cost could be $10000 to $18000 for materials.
    ▪ Ramona added with installation cost would be more like $30000.
  o Burton asked if Risk Management need to be involved to assess site for safety.
    ▪ Ramona said that is part of the process.

• Clean Water station at Coast
  o Ian thought it would be good to install a reverse osmosis station in the community room.
  o Jana shared that hydration locations are about $10,000 to install.
  o Kim said that hydration locations might be the better way to go.
  o Mayra expressed concern about projects that only serve one community.
    ▪ Kim said that there have been previous projects that only serve one community.

• Anindita shared new project ideas
  o Shuttle service extended to Rita
  o Shade coverage at Rita to decrease hot temperatures there

General Discussion
• Coast Electricity included in rental rates
  o Rita did this a few years ago
  o Ramona provided background to this idea.
    ▪ ARCH works with a management company for billing, it was working well for a while, but it is difficult to assess billing in their new system.
    ▪ It takes ARCH staff 4 hours per month to process bills and send charges to residents.
  o Average bill is $3000 per month in total for the whole community
  o Right now electricity is charged on a per apartment basis, but the idea is to charge on a per bed basis
    ▪ Current Bill Median: $22.96
Current Bill Average: $30
  - Propose $21 per bed space to be included in monthly rent charges.
  - Save about $800 per month between vendor charge and ARCH staff time.
  - Burgundy agreed streamlining labor is a good thing.
  - Kim said that if someone was paying less per month, they would end up having to pay more.
    - Ramona replied that there are not many residents paying less than the median.
  - Ian said it seems reasonable if it saves time.
  - Tatiana summarized group is generally in favor.

- Rebecca will update budget and send out next week.
  - Rebecca and Jana can meet with any committee members next week to ask questions about the budget.

Meeting adjourned 2:24. Next meeting will be on Friday, 3/2/18 at 1pm in the Larry Barrett Room, 4th Floor of the HDH Administration Building.