MEMBERS PRESENT: MARK CUNNINGHAM  
CARSON DANCE  
LISA DIEU  
LINDSAY FREEMAN  
EMILY ELIZABETH GOODMAN  
TANESHIA HIGGINS  
KATIE KNOLL  
SHANA SLEBIODA  
CORY STEVENSON  
H. TED STINSON  
PA CHIA VUE  
MARY BETH WARD

MEMBERS ABSENT: RAFAEL ACEVEDO  
KIM CIERO  
DONALD JOHNSON (PROXY TO MARK CUNNINGHAM)  
RUSSELL KING  
ROCHELLE LORKOVIC  
MICHAEL RIVERA

GUEST: LYNN ANDERSON  
MRIDU SINHA

Appeals
- Appeal 160  
  - Mark Cunningham shared the online appeals voting results: 1-7-2.
- Appeal 165  
  - Mark Cunningham shared the online appeals voting results: 1-7-2
- Carson Dance motioned to vote on the appeals as a slate.  
  - Cory Stevenson seconded the motion.  
    - Appeals denied with a 0-7-1 vote.

Pet Policy
- Mark Cunningham said that Tina Mata, from HDH IT, is setting up the survey.  
- Cory Stevenson read the minutes from the previous meeting and doesn’t think the pet policy should be rolled out at every single facility. He suggested rolling it out to one facility (he suggested Mesa) and working out any kinks before all the facilities are allowed to have dogs.  
  - Emily Goodman said that this would provide an option to “back out” if too many issues arise.  
- Cory Stevenson said that it might be good to have facilities without dogs, so that people with allergies may live there.  
  - Carson Dance pointed out that there is currently no facility where there are no pets present. Cats are allowed at most facilities and service dogs are allowed at all the facilities.  
- Mark Cunningham agreed that starting at one facility might be a good idea.
- Emily Goodman suggested adding the following question to the survey: Would you want to live in a community with dog present?
- Carson Dance read the minutes from the previous meeting and does not like the idea of pet rent. She believes there should be a pet deposit, but not pet rent.
- Mridu Sinha suggested not having the pet policy at Mesa. She said that Mesa is for families and it would be hard for people with dogs to get in since families have priority at that facility. She shared that she has been experiencing headaches and received a prescription, recommending that she get a dog. She tried getting an accommodation authorization from OSD, but was not approved.
- Carson Dance asked if Mridu Sinha was allowed to submit an appeal to the committee to allow her to have a dog.
  - Mark Cunningham said that she could submit an appeal but it would circle back to policy and OSD. He suggested inviting OSD to a future meeting so that the committee could ask questions about their processes, etc.
  - Mridu Sinha said that OSD only provides accommodations for people with serious disabilities.
  - Mary Beth Ward shared that she’s seen a case similar to Mridu Sinha’s case and that case was approved by OSD.
  - Cory Stevenson agreed that OSD should be invited to a future meeting and also suggested that CAPS be invited as well. Upon clarification of their policies, the committee can then determine their policy and how they will review these types of appeals.
  - Mark Cunningham agreed that OSD and CAPS should be invited and suggested that they be invited to the same meeting.
  - Carson Dance stated that if a licensed therapist says that a resident needs something, it should be honored.
  - Emily Goodman shared that she used to work for a therapist in New York, writing letters for travel, etc. She said that these letters are all considered legal documents.
  - Mridu Sinha asked how to submit an appeal.
    - Cory Stevenson said that an appeal can be submitted online by visiting the ARCH website.
    - Mark Cunningham said that this appeal would be a good example to provide to OSD and get some guidance.

Other Items of Discussion
- Mridu Sinha asked if it was against office policy for an employee to accept items from a resident. She offered to lend an employee a bottle of nail polish remover and was told that it was against office policy to do so. Also, she shared an instance where an employee was invited to a BBQ, but told their residents that they could not attend, due to office policy.
  - Cory Stevenson said that this is the third instance where he’s heard of this and all have been from One Miramar.
  - Mark Cunningham said that he was unaware of a policy regarding being friends with residents but would look into it.
  - Lisa Dieu is friends with a lot of graduate students but stated that it is sometimes uncomfortable speaking about certain things in a work setting. She said that the employee may have reacted that way because they may just want to maintain a professional relationship with their residents.
- Mridu Sinha also asked about ARCH waitlist and why a student’s “spot” in line is not disclosed. She explained that knowing her spot on the waitlist would help her determine her chances and if she needs to seek alternate housing options.
  - Katie Knoll explained that the ARCH waitlist is very complicated. She said that it changes every day for a number of reasons (whenever a student is offered a space, student asks to be taken off, student changes move in date, facilities, etc.). When people call and ask questions about where they stand, she does not like to give a number because that’s their status right now and it could be different tomorrow. She understands that it is a confusing process, but wanted to make sure that it was understood that the waitlist is constantly changing.
  - Lisa Dieu suggested providing general information about where the student stands on the waitlist.
  - Cory Stevenson suggested creating a website that students can log into, to see where they are on the waitlist.
    - Katie Knoll said that a person, on page 5 of the waitlist, may be offered a space tomorrow if their preferences match the spot that is vacant. So, seeing their spot in line is not a good indicator of when they will be offered a space.
- Mark Cunningham said that this topic goes back to the committee’s original conversation about communication. The process is not clear enough to people and he said that HDH is well aware of that and is working on it.
- Cory Stevenson suggested moving the waitlist discussion to a different meeting.
  - Mark Cunningham agreed. He believes the process needs to be tightened and more transparent. He will add this topic to a future agenda.
- Mridu Sinha also suggested that the housing website be reviewed (regarding the waitlist) to ensure the information is clear and correct. She also stated that most residents are not aware that the ARCH Advisory Committee exists.
  - Cory Stevenson said that the committee is aware of this.
  - Emily Goodman said that communication is a challenging issue because the committee will need to figure out how to spread information without sending 50 emails and bothering people.

Unit Interior Standards
- Flooring
  - Cory Stevenson suggested going with the carpet squares.
    - Lynn Anderson said that there are a few options available: (1) carpet tile throughout the unit, except in the kitchen and bathroom, (2) carpet tile only in the bedrooms and vinyl throughout.
    - Carson Dance likes the second option.
    - Mark Cunningham asked if the committee would like to see the cost for both options.
      - Committee said yes.
- Paint Color
  - Lynn Anderson said that the walls are currently beige yellow. She suggested whisper white.
    - Carson Dance asked about having a painted accent wall.
    - Cory Stevenson thinks it’s a great idea but pointed out that residents only live in the unit for two years.
- Lynn Anderson said that accent walls are possible. Prior to move in, the student could be provided with a few color options and asked if they would like HDH to paint an accent wall.
- Cory Stevenson asked if the units are repainted in-between tenants.
  - Lynn Anderson said that the paint is always freshened up in-between tenants.
  - Cory Stevenson asked if this was done with “all-outs” only or with “half-outs” as well.
    - Mark Cunningham said only with “all-outs.”
    - Cory Stevenson suggested leaving everything white. He said that if an accent wall is desired, housing should pick the color.

- Appliances
  - Mark Cunningham said that there is no price difference between white and black appliances. He said that there is a jump in price for stainless steel.
    - Cory Stevenson said that stainless steel is nice but scuffs up.
    - Emily Goodman said that black doesn’t show as much dirt. White appliances can get grimy.
    - Cory Stevenson is leaning more towards black but mentioned that you can see dirt on white appliances and know to wipe it off. He said that dark appliances might make the space seem smaller.
    - Taneshia Higgins said that black appliances are more modern.

- Countertop
  - Lynn Anderson said that the committee preferred the solid surface over the laminate (as expressed at the last meeting she attended).

- Cabinet
  - Cory Stevenson suggested that the kitchen cabinets have an overhang of 1cm to remedy spill issues.
  - Carson Dance said that the cabinets are currently hanging too low for comfort.

- Blinds
  - Cory Stevenson said that the best option is the rolling blinds. He suggested placing a curtain rod or bar in the living room to give residents the option of putting up curtains if they want to.
    - Lynn Anderson likes the idea of installing a curtain rod into the living room and providing residents with that option.
  - Mark Cunningham recommends the 100% blackout blinds. He also asked how the committee felt about ceiling fans.
    - Cory Stevenson said that ceiling fans are a great idea. He loves having them at Rita because the apartments can sometimes get stuffy.
    - Lynn Anderson asked where the ceiling fans should be placed. She said that they are most commonly placed in the dining room.
      - Cory Stevenson suggested the bedroom.
      - Lisa Dieu suggested the living room.

- Bathroom
  - Lynn Anderson said there is currently tile surrounding the bathtub.
    - Cory Stevenson suggested getting rid of the tile altogether.
  - Cory Stevenson suggested not having a pedestal sink.
    - Carson Dance suggested that the vanity have drawers instead of doors.
      - Lynn Anderson said that this will depend on the size of the bathroom.
- Mirrored Doors
  - Cory Stevenson said that mirrored doors would be nice if it is not terribly expensive. He said that some people may not like it though.
  - Lynn Anderson said that she could do a mockup and see if the committee likes it.

Meeting adjourned. The next meeting will be on Thursday, July 25, 2013, at 2:00pm, in the Rita Atkinson 3rd Floor Conference Room.
MEMBERS PRESENT: RAFAEL ACEVEDO
KIM CIERO
MARK CUNNINGHAM
CARSON DANCE
EMILY ELIZABETH GOODMAN
TANESHIA HIGGINS
DONALD JOHNSON
RUSSELL KING
KATIE KNOLL
SHANA SLEBIODA
CORY STEVENSON
H. TED STINSON
PA CHIA VUE
MARY BETH WARD

MEMBERS ABSENT: LISA DIEU (PROXY TO KIM CIERO)
LINDSAY FREEMAN (PROXY TO CARSON DANCE)
ROCHELLE LORKOVIC
MICHAEL RIVERA (PROXY TO CARSON DANCE)

GUEST: REBECCA OTTEN

Appeal 156
- Mark Cunningham shared the online appeals voting results: 1-7-3.
  o Carson Dance motioned to vote.
    ▪ Don Johnson seconded the motion.
      • Appeal denied with 0-8-1 vote.

Appeal 159
- Mark Cunningham shared the online appeals voting results: 1-7-4.
  o Carson Dance motioned to vote.
    ▪ Mary Beth Ward seconded the motion.
      • Appeal denied with 2-8-0 vote.

Appeal 168
- Mark Cunningham shared the online appeals voting results: 0-5-5.
  o Carson Dance motioned to vote.
    ▪ Mary Beth Ward seconded the motion.
      • Appeal denied with 1-9-0 vote.

Appeal 169
- Mark Cunningham shared the online appeals voting results: 1-5-5.
  o Carson Dance motioned to vote.
    ▪ Taneshia Higgins seconded the motion.
      • Appeal denied with 0-10-0 vote.
Appeal 171

- Mark Cunningham shared the online appeals voting results: 2-6-3.
  - Carson Dance motioned to vote.
    - Taneshia Higgins seconded the motion.
    - Appeal denied with 0-8-3 vote.

Appeal 174

- Mark Cunningham shared the online appeals voting results: 1-6-3.
  - Taneshia Higgins motioned to vote.
    - Mary Beth Ward seconded the motion.
    - Appeal denied with 0-9-2 vote.

Mark Cunningham introduced Rebecca Otten, Associate Director/ARCH Communities

- Rebecca Otten shared that Cory Stevenson had raised a question regarding gender neutral assignments and wanted to discuss this issue with the committee today. She stated that all single applicants are asked if they prefer to live with someone of the same gender or if they have no preference. It is an “opt in” system. If there is no response to the question, the applicant is assigned to the same gender. This is how the office proceeds unless the answer to the question is no preference, for both the person moving in and the person living there now.
- Cory Stevenson suggested assigning based on need and to not default to the same gender.
- Rebecca Otten expressed concern regarding automatically filling in the response or assuming that there is no preference.
- Carson Dance suggested asking if the applicant prefers to live with a boy, girl, or “I don’t care.”
  - Rebecca Otten shared that the question currently on the form was formulated by LGBT.
- Russell King asked if all the current residents have provided an answer to this question and if not, have at least a majority been asked.
  - Rebecca Otten said no, not a majority. She explained that there are a lot of month to month residents who are not on fixed terms. She shared that Housing wants to reach out to the community and give them an option to respond, but this could take 5-6 years to collect their answers.
  - Cory Stevenson suggested gathering that information via email.
  - Mark Cunningham suggested emailing the resident when their roommate moves out.
- Carson Dance asked for clarification regarding the issue and asked what the problem is.
  - Rebecca Otten clarified and stated that there is no problem. This is about moving forward with non-inclusive housing. She reiterated that Cory Stevenson is suggesting that the question be rephrased so that the applicant is assumed to have no preference regarding gender, unless they indicate on the form that they do.
  - Katie Knoll shared her concern regarding how applicants will read the question. She is worried that they will not understand the question and may skip it. She stated that the question needs to be clear and that the applicant should know what they are answering and that they are opting to live with everyone, regardless of gender.
  - Cory Stevenson said that this is why the committee needs to discuss this. He asked the committee to think about whether they want to push to get this information from all residents as fast as possible or if they prefer to wait 6 years.
  - Mark Cunningham stated that the goal of this discussion is to get input from the committee to make sure that people are comfortable with the direction this is headed.
• Rebecca Otten shared that this has been an ongoing discussion for about a year.
• Cory Stevenson said that when he is looking for housing, he looks all over for housing. This change will provide residents with more housing options and will help Housing get through the waitlist quicker.
• Mark Cunningham stated that this goes back to the issue of communication. He asked the committee if Housing should go out and gather the information that is needed.
• Cory Stevenson said that once the answers are gathered, Housing can put people together, as long as answer is in alignment with each other.

Domestic Partnership

- Mark Cunningham stated that concerns were brought forth regarding domestic partnerships and people playing the system. He shared that he has asked his team to look into it and asked Rebecca Otten to elaborate on the issue.
  - Rebecca Otten stated that the current policy requires documentation to show that you are in a committed relationship. The proposal is to remove the required documents list from the website and also to change the requirement so that it matches the UC requirement (which would now require three forms from the list, instead of two).
  - Carson Dance asked who expressed this concern.
    - Don Johnson said that the current GSA president expressed concern. He had overheard a conversation.
    - Emily Goodman shared that she was the first person the issue was brought up to, after the current GSA president overheard a conversation on the shuttle between two students (where one had shared that they had gotten partner status, but faked it to get cheaper rent).
    - Mark Cunningham said that this policy has been in place since 2000. Things have changed and there is now an opportunity to follow UCOP policy.
  - Mary Beth Ward asked what the difference was between requiring three documents, as opposed to two.
    - Rebecca Otten stated that this would take it up a notch, but it would not make it more difficult for people in committed relationships.
    - Emily Goodman doesn’t think adding an extra step would be the best policy. She said that the current requirement is already more than what the average landlord would ask for.
    - Tanesha Higgins shared that when she explains the requirement to her students, they respond with “that’s it?” She said that providing the two documents is not hard.
  - Mark Cunningham said that this proposal (to add a third requirement) is in response to a concern that was brought forth.
    - H. Ted Stinson asked if enacting this policy would make it harder for people in domestic partnerships to get housing.
      - Mark Cunningham said no, it wouldn’t.
    - H. Ted Stinson asked if enacting this policy would make it harder for people not in a relationship to live on campus.
      - Rebecca Otten said that this would require that they come into the office, provide the documents, and answer questions verbally.
      - Mark Cunningham reiterated that this is in response to a concern that was brought forth. He believes that those in a true committed relationship would not have a problem meeting that third requirement.
• Cory Stevenson said that this has been an ongoing problem for a long time and has lost count of how many people have abused this.
• Mark Cunningham summarized that what he is hearing from the committee is that the community is aware that there is a problem. He asked the committee if they felt this was a big enough concern to add another step.
• Kim motion to require a third document, from the list of eleven.
  o Rafael Acevedo seconded the motion.
    ▪ Motion passed with 7-0-4 vote.
  o Cory Stevenson said that the document list should not be removed from the website. He said that the couple should still be required to come into the office but the list should not be taken offline. He believes that if the list is taken offline, someone will find a way to circulate it.
    ▪ Carson Dance agreed that the list should not be removed. She said that we want to be transparent with everyone.
    ▪ Rebecca Otten said that the list would still be provided to the applicants, once they come into the office.
    ▪ Emily Goodman stated that it’s ok to make the process harder because people that are in committed relationships will not have problems getting the proper documents. But, she said that if the policy is changed, it should be made known to everyone.

Meeting adjourned. The next meeting will be on Thursday, August 8, 2013, at 2:00pm, in the Rita Atkinson 3rd Floor Conference Room.
MEMBERS PRESENT: RAFAEL ACEVEDO
KIM CIERO
LINDSAY FREEMAN
EMILY ELIZABETH GOODMAN
TANESHIA HIGGINS
KATIE KNOLL
ROCHELLE LOR KOVIC
SHANA SLE BIODA
CORY STEVENSON
H. TED STINSON
PA CHIA VUE
MARY BETH WARD

MEMBERS ABSENT: MARK CUNNINGHAM
CARSON DANCE
LISA DIEU (PROXY TO KIM CIERO)
DONALD JOHNSON (PROXY TO EMILY ELIZABETH GOODMAN)
RUSSELL KING
MICHAEL RIVERA

Appeal 177
- Emily Goodman shared the online appeals voting results: 0-5-2.
  - Mary Beth Ward motioned to vote.
    - Rafael Acevedo seconded the motion.
      • Appeal denied with 0-9-1 vote.

Appeal 179
- Emily Goodman shared the online appeals voting results: 2-9-1.
  - Mary Beth Ward motioned to vote.
    - Rafael Acevedo seconded the motion.
      • Appeal denied with 1-9-0 vote.

Appeals
- Emily Goodman shared the online appeals voting results:
  - Appeal 180: 0-7-3
  - Appeal 183: 0-7-1
  - Appeal 184: 0-5-3
    - Cory Stevenson motioned to vote on the remaining appeals as a slate. There were no objections from the committee.
      • All appeals denied with 0-8-2 vote.

Town Hall Items and Updates
- Emily Goodman reviewed the Town Hall Items and updates from ARCH staff.
  - The creation of a pathway on Discovery Way side to the 30 bus stop.
    - Cory Stevenson asked what a “DG path” was.
• Pa Chia Vue will send to Mark Cunningham to ask for clarification.
  
  o Patio lighting
    • Kim Ciero asked what “retrofitted” means.
    • Emily Goodman said that maintenance could run a line on the outside of the unit to provide power.
    • Rafael Acevedo asked if it would be dangerous to put too much in one socket.
      • Emily Goodman said that the committee would need to consult with an electrician to find out.
    • Rafael Acevedo asked if lighting is something the committee would like to prioritize.
      • Cory Stevenson suggested tabling the discussion until more information is received.
    • Taneshia Higgins stated that this project sounds like it may cost a lot of money.
  
  o With regard to ARCH staff’s suggestion about trimming trees or removing them.
    • Cory Stevenson agreed that the trees do create droppings, but suggested that committee do a community review before any action is taken. The community may wonder why the trees are being removed without asking them.
  
  o Getting the right trees in the right places.
    • Emily Goodman said that this suggestion would mean a larger tree budget for next year. She suggested tabling the topic of trees until Russ King returns.
  
  o Exterior surf shower.
    • Cory Stevenson thinks this is a great suggestion from ARCH staff.
    • Emily Goodman asked the committee to vote on whether or not they approve the installation of showers and to restore the faucets.
      • Committee voted in support with a 10-0-0 vote.
    • Rafael Acevedo asked how the community will address other people (non-residents) using the showers.
      • Emily Goodman said it may not be an issue because Coast does not get the same kind of foot traffic as Mesa.
      • Cory Stevenson suggested discussing this later if it becomes an issue.
  
  o Community BBQ.
    • Emily Goodman said that this might be a fire hazard.
    • Katie Knoll shared that at Rita, the residents have to check out a key. The only issue she can see is that there is no office the residents can go to at Coast to pick up a key.
      • Cory Stevenson asked if there is a CA on site.
        o Katie Knoll said no.
  
  o Shana Slebioda asked about the status of the pet survey.
    • Katie Knoll shared that HDH IT is currently working out the logistics of getting it out to the right people.
  
  o No Smoking policy and enforcement.
    • Rochelle Lorkovic asked whether there was a discussion regarding the consequences, if people are caught smoking.
      • Emily Goodman said that the University’s goal this year is to take an educational approach.
      • Rochelle Lorkovic asked about the current smoking policy at the other facilities. She said that at Mesa, there are a certain number of notices
given before the resident loses their housing. She asked if the policies were the same across the board at the other facilities or if they differed. She also asked if there was going to be designated smoking areas.

- Cory Stevenson said there will not be any designated smoking areas. The entire campus will be smoke free.

- Shana Slebioda asked if the waitlisted people have been notified of the smoking policy.
  - Katie Knoll said yes. She explained that the application now asks the student to “click” to show that they are aware of the smoking policy.

- Stove Vents
  - Kim Ciero said that she has a similar set up in her house and the smoke is not recirculated back into the room.
  - Katie Knoll shared that the smoke is filtered first and then circulated back into the kitchen.

- Events with alcohol
  - Katie Knoll shared that a lot of events are held outside. For those held inside, there are residents that attend who are under 21.

- Students knowing where they are on the waitlist.
  - Shana Slebioda suggested providing International students with resources to find housing when they arrive.
  - Mary Beth Ward said that the website is very confusing. She said that students don’t realize that some of the students currently on the waitlist, got on the list a year before.
  - Shana Slebioda said that next year, the goal is to reach out to International students earlier.

- Fixit Access
  - Katie Knoll said that this is currently being worked on. Currently, OMS and Rita use the same system. All the other facilities are using something else. Soon, everyone will be converted to the same system. Once this happens, it will allow residents to request work orders online. It will be a slow process to convert everyone over, but staff is working on it.

- Mesa/OMS
  - Emily Goodman suggested tabling these topics until the next meeting.

Meeting adjourned. The next meeting will be on Wednesday, August 21, 2013, at 1:30pm, in the Rita Atkinson 3rd Floor Conference Room.