

Associated Residential Community Housing (ARCH) Advisory Committee | MINUTES

Meeting date | time 5/3/2017 1:00 PM

Meeting location: Eucalyptus Point

Type of meeting: ARCH Advisory Committee	Attendees:
Facilitator: Cory Stevenson	Mark Cunningham
Note taker: Leticia Ruelas	Ramona Ferreira
	Malia Mahi
	Madhura Som
	Laura Chipman
	Daniel Jacobsen
	Mary Beth Ward
	Nada Boutros
	Zihan Xu
	Rosie Jimenez-Negrete
	Mayra Estrada
	Matthew Wills
	Cory Stevenson
	Kim Ciero

AGENDA

The meeting began at 1:03 PM

Cory reintroduced Laura Chipman.

Cory asked if anyone knew Rita lounge was under construction. He mentioned he wants the members to know ahead of time about changes and advised members to bring to the committee topics as such.

Appeal # 995

- Matt motioned to vote on the appeal.
 - Mary Beth seconded the motion.
 - Appeal decision: denied
 - Votes: 0 - approve – 10 deny – abstain

Housing

Mark mentioned the Chancellor wants to assure students/residents have enough common spaces to exercise and enjoy.

Mark took a tally about squash:

Actively play squash: 0

Have played squash: 3

Would like squash courts: 0

Mark mentioned they are trying to enrich the locations to be no more than 5 min away from residents' access.

Mark went through a list of potential amenities and made the following comments:

1. Fitness:
 - a. The priority is to make a fitness space in every community, even if it's small.
2. Bbq's:
 - a. Are placed around the communities for access to residents
3. Playgrounds:
 - a. They are trying to incorporate those, but some communities don't have them. He also mentioned it isn't ideal to place in every community as not every community has children.
4. Gardens:
 - a. Every community will have one, all housing communities including grad and undergrad. He mentioned making them neighborhood specific.
5. Community spaces:
 - a. There are already community spaces, but more are coming.
6. Tennis courts:
 - a. There is one across the street from Coast apartments.
7. Pool:
 - a. There are 2 pools currently in La Jolla Del Sol, and there will be a pool in Mesa Nueva.
8. Volley ball:
 - a. Students indicated that they don't want a formal pit.
9. Basketball:
 - a. There will be a half court in the new construction.
10. Music room:
 - a. Music rooms will be available in Mesa Nueva, Nuevo West and Nuevo East.
11. Bocce balls:
 - a. Included in Mesa Nueva.
12. Outdoor rock climbing:
 - a. Nuevo West will include an outdoor rock climbing area.
13. Indoor court:
 - a. Nuevo East will include an indoor court.
14. Game rooms:
 - a. Nuevo West will include a game room.
15. Pub:
 - a. Mesa Nueva will include a pub.
16. Market grab and go:
 - a. Nuevo West will include a grab and go market.
17. Coffee and tea:
 - a. They are working on adding them in new communities.
18. EV-hooks:
 - a. All communities have EV-hooks.

19. Bus access:

- a. All communities have bus access.

Mark also mentioned plans for the future (community nature walking path), other amenities (basketball, tennis etc.), and third party developments (Regents Pizza, fitness club, dining, etc.).

Mary Beth asked about doing a farmers market?

- Mark responded the new communities have the space for them.
- Laura asked who the vendors would be.
- Mark mentioned vendors is a topic that would need to be talked about.
- Mary Beth suggested the market should include fresh fruits and vegetables.

Mark asked the members to think about what they need, what they use and what others can benefit from.

- Daniel stated a fitness area is important. He also asked if it was more weights versus cardio.
 - Mark answered they stayed away from free weights for safety purposes. Fitness center will be mostly cardio.
 - Malia mentioned fitness has common cardio equipment like elliptical machines.
 - Ramona stated Mesa Nueva will have multiple stations.
 - Mark mentioned having a fitness center in every community.
 - Daniel mentioned it wouldn't be a bad idea to include weight machines instead of free weights as it's harder to get hurt on a machine than with free weights.
 - Laura asked if there could be a mat space to be able to stretch or do pushups.
 - Daniel asked if mats would be provided.
 - Cory asked if there would be open spaces with right flooring.
 - Ramona responded a space to stretch will be available in Mesa Nueva. She also mentioned there will also be a wellness room on the second floor for classes, meditation and etc. Lastly, she mentioned the idea of providing mats had occurred, but decided mats are personal since people sweat so they might not be provided.
 - Cory asked about the flooring type.
 - Ramona answered it was the same as RIMAC.
 - Rosie asked if the fitness will have TRX equipment.
 - Mark mentioned everyone agrees to have a fitness center, but what goes in needs to be discussed to meet everyone's needs.
- Mark stated there was a concern of a lacking full field to play soccer and other sports.
 - Cory stated a full field might not get used and might not be needed.
 - Kim suggested a kickball court would be good.
 - Daniel mentioned a field would not be enough of a gain as the space can be used for something else.
 - Laura mentioned a large grass space could be used for different things. Potentially as a space for people to get together.
- Madhura suggested a prayer/meditation room.
 - Mark mentioned some where available in undergrad. He also mentioned there are very small and very few because most people will prefer to use their home.
- Mark mentioned one of his visions is to have places of calmness. A space/place to relax and not stress out.

- Madhura asked where the laundry rooms are located.
 - Mark mentioned they were all distributed.
 - Ramona mentioned laundry rooms are mostly in every other floor.
 - Mark clarified it depend on each project.
- Nada asked about a possible sauna.
 - Cory mentioned there's already a few on campus.
- Cory recommended storage lockers. A space that can fit big things that students do not normally use or would like to sell in the future.
 - Daniel asked if it would be a charge amenity.
- Zihan suggested buying digital instruments instead of a real piano so more people can use them. She also suggested the mini gyms can be compared to the CrossFit gyms to make it more community based. Lastly, she suggested to have a large black board in the fitness rooms for achievements to make it personalized.
 - Cory suggested white board.
 - Mark responded all the projects will have white board around communities.
 - Mark also responded the music rooms will be available, but still need to figure out what will go in them.
- Nada suggested community printers to have access to print documents.
- Laura suggested large grass areas, trees and green spaces.
 - Mark mentioned all of the neighborhoods are created around the green areas.
- Cory suggested a car maintenance location.
 - Mark mentioned they need to run it through environment health and safety as they believe oil will get thrown down the drain.
 - Cory mentioned designing the facilities to process water and catch oil.
- Matt mentioned all this costs money.
 - Mark responded it all has a cost box, but the list is just a list with input from students.
 - Matt answered the list is based on the idea that all people want what's on the list.
- Cory mentioned to members to think of their days and what they do on a daily basis and to think of what their friends do to see what they need.
- Mark mentioned he wants to make sure they have things that are cost effective. He provided an example and mentioned instead of students going to a 24 hour fitness and waste time driving and finding parking the students can go to the fitness space in their community.
- Mayra E. suggested housing continue to provide community rooms. She also commented the students really like the space.
- Mark mentioned having spaces that have double use. He gave the example of the parking structure top floor is used for a space to do a big party.
- Mark mentioned they do not have to commit to everything. Will send to the members.

By-laws review/updates

Cory went over by-law changes and edits. Members reviewed, discussed, approved, and/or denied.

Final changes below:

Bylaws of the Associated Residential Community Housing Advisory Committee

ARTICLE I: STATEMENT OF PURPOSE

The University of California, San Diego Associated Residential Community Housing Advisory Committee, hereby referred to as ARCHAC, is a committee dedicated to supporting graduate and professional students and ARCH residents in matters related to housing and to provide the best available living and community environment in support of the University's mission.. The purpose of these bylaws is to define the makeup, responsibilities, and procedures governing ARCHAC.

ARTICLE II: MEMBERSHIP OF ARCHAC

1. ARCHAC will consist of eleven (11) appointed, voting members, one (1) appointed graduate student Co-chair and five (5) permanent ex-officio non-voting members. The committee shall have the following composition:
2. The one (1) voting staff representative from the Graduate Division or Scripps Institution of Oceanography shall be appointed by the Dean of Graduate Division or the Vice Chancellor of Marine Sciences, correspondingly.
3. The one (1) voting staff representative from the Health Sciences Administration shall be appointed by the Dean of the School of Medicine.
4. The one (1) voting staff representative from the School of Pharmacy shall be appointed by the Dean of Skaggs School of Pharmacy.
5. The two (2) voting graduate coordinators at large shall be appointed by the Assistant Dean of Graduate Division.
6. The five (5) voting graduate student representatives shall be appointed by the Graduate Student Association (GSA).
7. The one (1) voting student representative for undergraduate couples and families shall be appointed by the Associated Students.
8. The one (1) graduate student co-chair shall be appointed by the GSA.
9. The five (5) permanent ex-officio non-voting members shall be the Assistant Vice Chancellor of Housing, Dining and Hospitality (HDH), the Associate Director of Housing Services, the Associate Director of Strategic Initiatives,, the GSA executive who appoints to ARCHAC, and the GSA Vice President Diversity, Equity, and Inclusion.
10. Additional ex-officio non-voting members from the HDH staff may be designated by the Assistant Vice Chancellor of HDH on an as needed basis.
11. The Co-chairs of ARCHAC shall be the Assistant Vice Chancellor of Housing, Dining, and Hospitality and the graduate student Co-chair appointed by the GSA. Both Co-chairs shall have equal responsibilities with regard to committee business and neither Co-chair will serve as a voting member on the committee, except in the case of a tie vote, at which point the student Co-chair will cast the deciding vote.
12. The term of service for all members of ARCHAC shall be from November 1 of the first year of service to October 31 of the final year of service.

ARTICLE III: RESPONSIBILITIES

The purpose of this committee is to represent the interests of students related to graduate housing.

ARCHAC has the following responsibilities as laid out in the Committee Charge:

1. Advise the Vice Chancellor of External and Business Affairs and the Assistant Vice Chancellor of Housing, Dining, Hospitality with regard to issues related to graduate housing, current and prospective policies, levels of service, budgets, and rates.
2. Serve as a resource for current and future residents in Associated Residential Community Housing (ARCH) facilities (Coast, Mesa, One Miramar Street, Rita Atkinson Residences, Single Graduate Apartments, and any other HDH facilities where graduate students reside).
3. Review requests for exceptions to policies and procedures that have been previously denied by HDH.
4. Determine an annual set of tasks to accomplish that may be supplemented by issues brought forth from the represented communities, from HDH, or as determined by the Co-chairs.

ARCHAC has the following additional responsibilities, beyond those laid out in the Committee Charge:

1. Advise the Dean of Graduate Studies with regard to issues related to graduate and professional student housing.
2. Act as a liaison between GSA, ARCH residents, and HDH, particularly with regard to handling complaints and issues concerning ARCH management and policies.
3. Establish open lines of communication between HDH and the student community, including current, past, and potential ARCH residents.
4. Work with HDH to review and approve proposed annual operational budget and related rental rates as well as short-, mid- and long-term financial plans for recommendation to the Vice Chancellor of External and Business Affairs and the UCSD Chancellor.
5. Request and review all relevant information regarding HDH policy and operations in order to serve the needs of ARCH residents and to make recommendations directly to relevant parties.

ARTICLE IV: PROCEDURES

The determination of ARCHAC procedure shall be at the discretion of the Co-chairs. If the Co-chairs so decide, Robert's Rules of Order may be used as a means of establishing meeting procedure. Regardless of whether or not Robert's Rules of Order are implemented in meeting procedure, the following rules of procedure shall be followed:

1. The Co-chairs must jointly approve agenda items for all ARCHAC meetings.
2. The Co-chairs reserve the right to call an issue to question, with agreement from his/her counterpart.
3. The Co-chairs reserve the right to adjourn a meeting, with agreement from his/her counterpart.
4. The Co-chairs have the responsibility to clarify any additional requests or recommendations with regard to the official decisions set forth by the committee.

5. Any committee member can motion to bring business forward to the committee or change the meeting agenda.

SECTION I: MEETINGS

1. All ARCHAC meetings shall occur on a weekly basis during the academic year, except where both Co-chairs agree that a meeting is not necessary (e.g. finals week). ARCHAC must meet at a minimum of once every two months, including during the summer months or other UCSD breaks. Each quarter, the Co-chairs are responsible for assessing and determining the best possible meeting times for all committee members. If a change in meeting time is deemed necessary, it must be approved by a majority of committee members. The Co-chairs are responsible for providing notice well in advance of any changes to regularly scheduled meeting times. In order to cancel a planned meeting, the approval of both Co-chairs is required, and they are to provide notice to committee members as much in advance as possible.

2. The ARCHAC Co-chairs may call an emergency meeting when deemed necessary by both Co-chairs. If a committee member feels that an emergency meeting is necessary, he or she may contact the Co-chairs to request that a meeting be called. If the Co-chairs both agree, they may then call an emergency meeting. At least one Co-chair must be present at any emergency meeting and quorum must exist to discuss relevant business.

3. In order for an ARCHAC meeting to have requisite quorum, at least one (1) co-chair, two (2) staff representatives, and three (3) student representatives must be present.

4. Minutes from all ARCHAC meetings shall be taken by a member of the HDH staff and be made accessible to all committee members prior to the next regularly scheduled meeting. Minutes shall be approved by the committee at a subsequent meeting and, after approval, shall be made publicly available. Minutes should include pertinent points of discussion relating to budget and policy. No personal information shall be contained in any ARCHAC minutes and ARCHAC committee members have the right to ask for minutes to be changed accordingly.

SECTION II: VOTING

1. Voting on all ARCHAC business at a meeting requires a simple majority.

2. All votes on appeals cast using the online appeals system must be approved at a subsequent committee meeting. Appeals that do not receive 2/3 of the vote in either direction through the online appeals system must be presented for discussion and decision at the next available ARCHAC meeting. All discussions of appeals shall be held in a closed session. The final decision of all appeals shall be reflected in the minutes.

3. If a member cannot be present for a given meeting, they may proxy their vote to another member on the committee. Intent to proxy one's vote must be sent in advance of the meeting both to the person to whom one wishes to proxy and to the Co-chairs. In the case that a person needs to proxy their vote because of a need to leave a meeting early, they may do so through verbal confirmation from the Co-chairs.

ARTICLE V: AMENDMENTS TO THE BYLAWS

These bylaws shall take effect after being approved by a two-thirds majority of ARCHAC in its entirety. They may be amended by a vote of a minimum of eight (8) voting ARCHAC members after the amendments have been proposed at least one (1) week prior to the ARCHAC meeting where the vote is to take place. A copy of the updated bylaws will be sent to the GSA for inclusion in their records.

ARTICLE VI: RECONCILIATION OF THE BYLAWS WITH THE COMMITTEE CHARGE

These bylaws shall reflect the Charge of the Committee from the Vice Chancellor of External and Business Affairs. In the case of discrepancies, the committee charge takes precedence. If modifications to these bylaws occur from such reconciliation, a copy of the current bylaws and Charge will be sent to the GSA when new members have been officially appointed.

Final remarks

Cory asked Mark to add the charge letter to the Drop Box. Mark will upload.

Meeting adjourned at 2:20 PM. The next meeting will be on May 10, 2017, at the Barrett Room in the Admin building by Revelle at 1:00 PM.