**61st ANNUAL CONFERENCE BUSINESS MEETING**

**The Hyatt Regency Hotel, Sacramento, CA**

**Hosts: Sacramento State University, Sonoma State University, and**

**the University of California, Davis**

**Tuesday, April 4, 2017**

***Approved 3/27/18 MS***

# Call to Order – Cindy Derrico, President at 3:14pm

# Roll Call (Establishment of Quorum) – Melissa Silverman, Secretary

## Melissa Silverman- quorum established with 36 institutions in attendance:

* + 1. California State Polytechnic University, Pomona; California State University, Channel Islands; California State University, Chico; California State University, Dominguez Hills; California State University, East Bay; California State University, Fullerton; California State University, Long Beach; California State University, Los Angeles; California State University, Monterey Bay; California State University, Northridge; California State University, Sacramento; California State University, San Bernardino; Chapman University; Holy Names University; Mills College; Notre Dame de Namur University; Pepperdine University; San Diego State University; San Francisco Art Institute; San Francisco State University; San Jose State University; Santa Clara University; Sonoma State University; Stanford University; University of California, Berkeley; University of California, Davis; University of California, Irvine; University of California, Los Angeles; University of California, Merced; University of California, Riverside; University of California, San Diego; University of California, Santa Barbara; University of California, Santa Cruz; University of San Francisco; University of Southern California; University of the Pacific

## Approximately 64 attendees

# Appointment of Parliamentarian – Cindy Derrico, President

## Emily Sandoval, USC

# Approval of WACUHO’s 60th Annual Conference Business Meeting Minutes – Melissa Silverman, Secretary

### Motion

* + 1. CSU Monterey Bay--Jen Novotny moves to approve the minutes. Stanford University --Makoto Ushihara seconds
    2. Discussion
       1. UC Riverside--Robert Stephens
          1. Page 2 Item IX.D.3 Discussion Section

“Piya Bos” should be spelled” Piya Bose”

“Maggie Malagnon” should be spelled “Maggie Malagón”

* + - * 1. Page 5 Item IX.I

“Justin Baca” should be spelled “Justin Vacca”

* + 1. Vote: Approval by acclamation

# ACTION: Additions/Changes to Agenda

# Executive Committee Elections – Dr. James C. Smith, Nomination Chair

## Introductions of candidates

* + 1. MAL South-Kate Hsieh
    2. MAL North-Kailyn Doyle, Hailey Lopez, Rachel Stice
    3. MAL Central-Steph Kaneen, Erin Martinez
    4. Secretary-Melissa Silverman
    5. Treasurer-Jenna Hazelton
    6. VP-Crystal Lay, Jen Novotny, Jordan Richman, Abeer Mustafa

### Motion

* + 1. University of San Francisco-Torry Brouillard-Bruce motions to close nomination. CSU San Bernardino-Barbara Ratcliff seconds.
    2. No Discussion.
    3. Vote: Approved by acclamation

## Ballots distributed by James Smith and Nominations Committee

## Run off for VP between Jen Novotny and Crystal Lay; Run off for MAL North between Kailyn Doyle and Rachel Stice.

# Announcements

## Retirements

* + 1. Stanford University-Makoto Ushihara: Dr. Roger Whitney retired and is housing emeritus at Stanford after 37 years
    2. CSU Channel Islands-Cindy Derrico: Cyndie Morozumi at Sonoma State
    3. UC Santa Barbara- Jill Hurd: Tom Beland Director of Residential Services UC Santa Barbara
    4. CSU Channel Islands-Cindy Derrico: Harry Le Grand from UC Berkeley was Vice Chancellor for Student Affairs
    5. UC Santa Cruz-Sue Matthews: Carol Roberts Corb from CSU Long Beach now is Assistant Dean at CSU Los Angeles
    6. CSU Channel Islands-Cindy Derrico: Lisa Cornish Executive Director at UCI retiring
    7. David Stephen: Gloria Torbeck from CSU Chico Associate Director of Facilities retiring
    8. Cal Poly Pomona-Jocelyn Bravo: Jason Lu has accepted position as Senior Coordinator of Orientation
    9. CSU Los Angeles-Rebecca Palmer: Betty Kennedy left housing field and works as VP of Fiscal Resource and Operations Manager
    10. UC Los Angeles-Matt Delos Reyes: Cheryl Sims from UCLA retired last year

## Passings

* + 1. President- Cindy Derrico: Augie Galvan passed away December 2015

# Committee Liaison Reports (Please refer to written reports)

## Justin Vacca, Member at Large – North

## Jordan Richman, Member at Large – Central

## Rexanne Bowman Anderson, Member at Large – South

## Christopher Young, Assistant Technology Coordinator

## Chad Fehr, Technology Coordinator

## Jocelyn Bravo**,** Marketing and Communications Coordinator

## Melissa Silverman, Secretary

* + 1. Started halfway through the year. Please have patience.

## Jason Lu, Treasurer

## Dave Keller, Vice President

* + 1. Interest in re-vitalizing the Facilities committee

## Tyler Miller, President-Elect

* + 1. Will be passing out committee recognition certificates at the breakfast tomorrow for distribution

## Cindy Derrico, President

* + 1. Tiffany Taylor left in October to be Director of Student Activities and Campus Life at Berkeley Community College and Dave Keller from UC Santa Cruz stepped in.
    2. Matt Lewis was at Cal State Long Beach and left to be Assistant Director of Residential Life at Northeastern University, Melissa Silverman from UC San Diego joined in January
    3. No questions about reports

# Association Business

## INFORMATION: 2017 Annual Conference overview (WACUHO’s 61st) – Kailyn Doyle, Ramona Hernandez, and Samuel Jones, Annual Conference Chairs

* + 1. Ramona Hernandez: 237 full registrants, 17 Monday, 26 Tuesday, 7 Wednesday, 287 headcount with 18 no shows. There are 73 new pros and 112 first time attendees. 17 roundtable programs, 48 workshop programs, 4 poster sessions.

## INFORMATION: Announce 2018 Annual Conference (WACUHO’s 62nd) – Kelly Cole, Time and Place Chair

* + 1. Kelly Cole: received bid for WACE 2018 by SDSU and UCSD March 25-28, 2018
    2. Slate of Co-chairs--Maggie Malagón and Michaële Antoine
    3. Looking for bid for 2019 in Northern CA and 2020 in Central, Southern, or Hawaii and working with Kris from HelmsBriscoe as a conference broker for bidding. Allows us to focus on other aspects of conference planning process.
    4. Goal: Want to demystify the bidding process for campuses.

## INFORMATION: Announce RAP and Annual Conference Hosting opportunities and process - Kelly Cole, Time and Place Chair and Tyler Miller, President-Elect.

* + 1. RAPs: looking to plan strategically a few years out for host schools. Great way to showcase what’s happening on campus and allow student staff to engage with other schools in the region
       1. Emails were sent to CHOs asking about interest or considering hosting for 2017, 2018, 2019, 2020. Would like to hear from all campuses to also identify barrier.
          1. Suggest to partner with other campuses as a collaboration, especially if there is not enough space on one’s campus.

## INFORMATION: 2015-16 Financial Audit Report – Cindy Derrico, President

* + 1. Thank you to UC Riverside who hosted the audit review meeting and Ramona Hernandez who served as Chair for that committee.
    2. Overview:
       1. Books in good order and got suggestions about procedure and practice.
       2. Recommendations implemented:
          1. Pay attention to detail in writing checks
          2. Did away with Treasurer signing check request form
          3. Ensure to always have back up documentation, which is an original receipt, for purchase
          4. Have documentation on scholarships--who received, how funds spent and allocated properly
          5. Changes made to travel reimbursement form and clarity around meals paid for the whole Exec Team which are paid at one time.
       3. Additional recommendations from FAC for the future:
          1. Last external audit in 2012/2013 and is recommended to do that again. FAC will be looking to do that again and Exec agrees to do so within the next fiscal year.
          2. Since we have healthy reserves--consider raising the cap from $150,000 to $200,000. Based on other initiatives that will be discussed in this meeting, it will be clear why that recommendation was not done this year. Question back to FAC is to further define what we want to have the reserves available for.
          3. FAC suggested to reevaluate the transfer of $5000 from reserves to balance the operational budget. The Executive committee looked at that recommendation and agreed to continue that practice. It is part of the operating budget for next year.

## Financial Report – Jason Lu, Treasurer

* + 1. INFORMATION: 2015-16 Financial Statement
       1. No questions.
    2. INFORMATION: 2016-17 Year to Date (YTD) Financial Statement
       1. Updated as of past Saturday morning 4/1/17.
       2. Haven’t paid bills for WACE yet. Still have some RegOnline fees to reconcile.
       3. Insurance fees continue to rise. Asking Hub International to come up with a more comprehensive event policy so we are not paying per event.
       4. Chapman University just confirmed membership.
       5. No questions.
    3. ACTION: Proposed 2017/18 Budget

### Motion

* + - * 1. Notre Dame de Namur University--Megan Fox motions to approve the 2017-2018 operating budget.
        2. Stanford University--Makoto Ushihara seconds.
      1. Changes
         1. Loss in revenue with institutional members--people retire and schools are not renewing--especially small schools in the southern region.
         2. Moved money over to Programs Reserves for programming committees to request money rather than certain committees have money and no one could access those funds.
         3. Credit card fees--on line 3 note 5--hoping that working with Central office will decrease our regonline credit card fees--$180,000 currently comes out of our account. New process will decrease the cost. Even though we say conferences are zero sum budget, the association subsidizes through admin fees such as insurance and credit card fees.
      2. President--Cindy Derrico: Joan F. Mortell Award
         1. Secretary--Melissa Silverman: The WoW Scholarship adopted the title of the Joan F. Mortell Award which had previously been given towards the WTI program and is in the operating budget.
         2. President--Cindy Derrico: Consulted with Past Presidents for their thoughts and there were no concerns. To clarify, the WoW Scholarship and WoW Award were separated with the intention of the WoW Scholarship focusing on financial need and the award for a deserving member to be recognized.
      3. Stanford University--Makoto Ushihara: Will the allocation in budget for ACUHO-I funding $9,375 will be the same per quarter?
         1. President-- Cindy Derrico: yes that is correct
      4. Stanford University--Kelly Cole: on page 30--line travel for exec decrease in budget, asking for clarification.
         1. Treasurer--Jason Lu: we need to figure this out. We are looking at expenses and revenues and notice travel keeps increasing and looking for ways to decrease that.
         2. President--Cindy Derrico:A budget is a plan at one point in time and we have additional planning to do and will look for funds if necessary later.

President Elect--Tyler Miller: looking to see if there are way to save to association money by carpooling or having meetings where Execs are located.

* + - 1. UC Santa Cruz--Sue Matthews: page 29 revenue typo should read $53101 under both Operating Revenue and Total Revenue.
      2. University of San Francisco--Torry Brouillard-Bruce: when is the last time we’ve assessed elasticity in members and prices?
         1. President--Cindy Derrico: last time FAC focused on that was when we raised rates 2 years ago. They were not implemented until the following year which is the current year. There was a thorough analysis of the rates we’ve been charging and aligned them with number of students at institutions to create equality across rate structures. Looked at where felt the tolerance was lower or higher. Felt lower tolerance for smaller schools. Added additional tier for campuses larger than 4000 and then at 8000 or more.
      3. UC Santa Cruz--Sue Matthews makes a friendly amendment
         1. Historically $5000 transfer was to maintain $150,000 in reserves which was 20 years ago and now we are doing better and suggest we transfer $7500 from reserves and make up the delta in travel expenses for Executive Committee as it could become more difficult for people to run for office with expenses.

Makoto Ushihara and Megan Fox accept friendly amendment.

* + - 1. Vote: 35 approve; 0 opposed; 1 abstention. Motion carries.

## INFORMATION: Strategic Plan Progress – Update on Central Office Initiative - Cindy Derrico

* + 1. Information provided in March to CHOs.
    2. Strategic plan a few years ago looked to identify a Central Office plan and created a workgroup to pursue 3 options:
       1. Member institution to be a home institution understanding there could have been cost for the association--info sent to CHOs and didn’t receive feedback that people were interested.
       2. Vendor quotes provided for variety of admin services. Still felt that we would do management of things as they may not understand how we operate and may not include everything we need.
       3. Jack Gibbons recommended the Central Office idea about 20 years ago. Past Strategic Plan in 2011 had recommended contacting ACUHO-I about partnering as they have a similar business model and purpose. As we entered into formal discussion with ACUHO-I they came forward with a proposal that Exec liked. Challenge is the cost as we are a volunteer association; however, it is important to note the amount of hours spent by the Treasurer and Exec are challenging as well. The amount of work for the Treasurer is no sustainable.
          1. Feasibility Study

We commissioned smaller group to look at feasibility of finance with the Central Office. Exec Committee felt comfortable that there were enough ways we could generate revenue.

* + - * 1. Current Status

Proposal was moved into a legal agreement which has been reviewed by FAC, Strategic Planning workgroup, Exec which generated questions which were addressed by ACUHO-I. Final review was a legal review to get feedback. Exec will be talking about that feedback later. Generally in the spirit of the agreement, we are comfortable moving forward.

* + - * 1. Bigger picture:

For less than the cost of a full time employee, we get all of the services available to ACUHO-I which would be a good deal in this arrangement.

We want to be able to move from the daily business to think bigger and do more and engage more of our professionals. The transactional things are binding us from moving forward at the speed we would like. Want to focus on what we can do to better serve our members--this is the main reason folks want to be part of Exec.

* + - * 1. Privacy of agreement

Costs around the agreement are private within us in the association and honor the relationship with ACUHO-I that we would keep that between our two associations.

* + - 1. Treasurer--Jason Lu: Overview of costs
         1. $48,000 for the first year, $37,500/year thereafter
         2. Treasurer is often not a financial expert which creates limits with investments, bidding, etc. that could be done by ACUHO-I.
      2. UC San Diego--Dana Pysz: elaborate on cost savings and revenue
         1. President--Cindy Derrico: Money comes in and out through dues and programs and operating expenses

Identified ideas for cost savings in the operating budget

Reduction in credit card fees reduction from working with ACUHO-I

Registration software expense decrease. There is also a separate agreement for an event app. We were spending $10,500 on Guidebook down to $5000.

Exec travel can be reduced.

Revenue gains

Working with HelmsBriscoe some of the money will come back from room rates to the association.

Looking to spread out money across some of our programs. Programs are subsidized by our program reserves such as credit card fees. Our membership dues cannot bear the full burden of these expenses.

* + 1. President--Cindy Derrico: Call for concerns
       1. UC Santa Cruz--Sue Matthews: The overall cost and how it could impact reserves if these other things don’t pencil out. UCs could afford higher dues, but not every campus. If we get locked into the contract, reserves could be depleted.
          1. President--Cindy Derrico: current contract is for 2 years with an optional 3rd. There are cancellation provisions. Don’t anticipate that the relationship wouldn’t work, but cost is a concern. This is why we approved the first year out of reserves and then looked to find out how to fund the future year out of our operating budget.
          2. President Elect--Tyler Miller: Asked Cindy to lead the transition team with ACUHO-I to determine how we’re going to pay for this. Have done some preliminary work and will communicate how we are moving forward.
          3. President--Cindy Derrico: we now as an association have committed to this agreement through the end of the next fiscal year. Should cover us through reserves to cover through April of next year. Know that we need to work on that plan immediately to make this sustainable.
    2. President--Cindy Derrico: Call for things people are excited about
       1. UC Riverside--James Smith: every time you have a program there’s somewhere else those checks are going which means they can get lost. This is a good way to streamline.
       2. Notre Dame de Namur University--Megan Fox: what is the Treasurer role going to look like?
          1. President--Cindy Derrico: Paid attention to ACUHO-I Treasurer role at the ACUHO-I Annual Business meeting. They are responsible for monitoring finances.

ACUHO-I Mary DeNiro

Clarification of ACUHO-I Corporate Records/Treasurer role: doesn’t sign checks or accounts payable or balancing but leads finance committee calls. Sheila provides incomes statement, Exec summary and meet prior to finance committee meeting. Makes sure to track to the monthly budget--how much are we spending, where are the variances. Leads Finance Committee call with Incoming President, President Elect, and MAL meet 12 times a year to go over finances. go over trends in membership and look at analytics of average costs. Get useful insight into raising rates or not raising rates. Changes for rates first goes to Finance Committee, then to the Executive Committee, then to the Executive Board. Treasurer needs to understand what is happening behind the numbers.

Treasurer would also be involved in the investments and could transfer to Merrill Lynch. Understand what membership wants and how conservative or risky we want to be with investment policy.

There are also processes where bills are scanned and sent to Treasurer for review.

President--Cindy Derrico: by law we need a financial officer even if not writing checks or making deposits. Have committees that need to adhere to financial policy.

ACUHO-I Mary DeNiro: ACUHO-I could absorb costs to set up a WACUHO phone line and Walt from ACUHO-I will answer the phone. On a business day when registration is due, can flex his hours to stay later for Pacific time phone calls.

* + - * 1. Jr. Tech Coordinator--Chris Young

With some of these changes, looking at Exec committee structure to see if we need Tech or Media Coord and look at MALs differently. This agreement addresses many different elements of business from Exec team.

* + - 1. UC Davis--Ramona Hernandez: as current FAC committee chair offers to answer any questions and welcomes others to join FAC.
      2. President Elect--Tyler Miller: recognize Willie Brown and Lisa Slavid on work on Strategic Planning for the first proposal. Additionally to recognize Willie Brown and Christopher Young who lead the work group with Ramona Hernandez, David Stephens, and Jack Gibbons. Acknowledge Cindy Derrico’s work with the contract negotiator with ACUHO-I. Also recognize Emily Sandoval and the Strategic Planning Task Force along with Ramona Hernandez and FAC for reviewing the feasibility.
      3. Cindy: acknowledge Mary De Niro--was able to visit central office to learn more about how operations work

### Motion

* + - * 1. UC Riverside--Robert Stephens moves to do a non-binding vote of support for Exec moving forward with this proposal
        2. San Francisco Art Institute--Elizabeth Traynor seconds
        3. No discussion
        4. Vote 36 in favor, 0 opposed, 0 abstentions. Motion carries.

## ACUHO-I Presentation – Mary DeNiro and Sheila Meyer

* + 1. Campus housing index
       1. Create a searchable database
       2. If you complete 50% of the index, you will be in the database and will be able to look up other institutions to compare similar institutions to others
          1. As long as there are 7 members in a cluster
          2. Executive summaries coming out in April and will reopen in May. if it is done once, just need to make changes the next time as there will be pre-populated data.
    2. Funded research grants
       1. Deadline is April 13th
       2. Group of colleagues can submit proposal
       3. Done twice a year
    3. ACUHO-I Exec Board has 6 positions and nominations are open
    4. Public policy advisory committee
       1. Voice of the professionals to share what people like or don’t like about what ACUHO-I is doing.
    5. 2017 annual conference in Providence RI; 2018 in Denver, CO

## ACUHO-I Foundation – Dan Ocampo, Trustee

* + 1. Fundraising arm for ACUHO-I for things like STARS College and NHTI.
    2. SHTI--Student Housing Training Institute--faculty from US go to South Africa to train Student Housing Professionals on theory and best practices as there are not Masters programs there.
    3. Makes plea for donation to help the puppies and kittens
    4. Last year WACUHO $1150 raised at WACE. This year the goal was $1250 Raised $1500.

## INFORMATIONAL: Proposed change in nomenclature from Chief Housing Officer to Senior Housing Officer. Vice President, Dave Keller

* + 1. Other institutions have made the change from CHO to SHO as decision making may not rest with only 1 person. Article 8 section 5 appears 1 time in bylaws. Voting on bylaw change next year.
    2. Discussion:
       1. UC Santa Cruz--Sue Matthews: seems like a small issue can we just vote to change?
          1. Vice President--Dave Keller: we did not give enough notice according the the bylaws
       2. CSU Monterey Bay--Jen Crompton: Point of order question can we waive those bylaws? Do people need an opportunity to discuss on campus?

### Motion

* + - * 1. CSU Monterey Bay--Jen Crompton motions to waive the bylaws that mention the need to give 2 week notice to a change in the bylaws.
        2. San Diego State University--Eric Hansen seconds.
        3. No Discussion.
        4. Vote: 36 approve, 0, abstain, 0 oppose. Motion Carries.

### Motion

* + - * 1. CSU San Bernardino--Barbara Ratcliff motions to approve the change to the bylaws of Chief Housing Officer to Senior Housing Officer.
        2. CSU Monterey Bay--Jen Crompton Seconds.
        3. No Discussion.
        4. San Francisco Art Institute--Elizabeth Traynor calls for approval by acclamation.

## Other Association Business – Cindy Derrico, President

## 2016/17 Executive Committee Election Results – Dr. James C. Smith, Nominations Chair

* + 1. UC Riverside--James Smith: thank you to candidates who ran and to the nominations committee.
       1. Pres elect-Dave Keller
       2. VP-Jen Novotny
       3. Treasurer-Jenna Hazelton
       4. Secretary- Melissa Silverman
       5. MAL North-Rachel Stice
       6. MAL Central-Steph Kaneen
       7. MAC South-Kate Hsieh

## Adjournment

### Motion to adjourn

* + 1. Pepperdine University--Luke Bost motions to adjourn the meeting
    2. Stanford University--Kelly Cole seconds
    3. Stanford University --Makoto Ushihara calls for approval by acclamation.
  1. Meeting adjourned at 5:11pm