



**Minutes of the  
Educational Housing Corporation Board of Directors Regular Board Meeting  
November 6, 2025 3:00 p.m.**

**In-Person at the District Office (3401 CSM Drive, San Mateo, CA 94402)  
and ZOOM Webinar**

<b>DIRECTORS</b>	<b>OTHER ATTENDEES</b>
Michael Pierce, President	David McLain, SMCCCD
Richard Holober, Vice President	Peter Fitzsimmons, SMCCCD
Grace Beltran, Treasurer	Carina Warne, SMCCCD
Peggy Berlese	Sabrina Cosentino, BLVD Residential
Wayne Lee	Selena Gillette, BLVD Residential
Meta Townsley	Stephanie Montenegro, BLVD Residential
<b>ABSENT</b>	
Brittney Sneed	

**OPEN SESSION**

**Call to Order and Roll Call**

President Pierce called the meeting to order at 3:04 p.m. Members in attendance are listed above. Treasurer Beltran joined at 3:05 p.m. and Vice President Holober joined at 3:12 p.m.

**Review and Approve the Order of the Agenda**

The order of the agenda was approved unanimously with all members voting aye.

**Public Comments on Non-Agenda Items**

None

**Approval of Minutes**

It was moved by Ms. Townsley and seconded by Ms. Berlese to approve the Minutes of September 25, 2025. The motion was approved.

**District Staff Updates**

Mr. McLain provided an update on the status of the Faculty & Staff Housing Waitlist. He said the waitlist currently has a total of 317 employees (57 Full Time Faculty, 189 Full Time Staff, and 68 Adjunct Faculty).

Mr. McLain also reported at the October 29<sup>th</sup> regular meeting of the Board of Trustees, the Board approved the reappointment of Richard Holober to the Educational Housing Corporation Board for a second term beginning January 1, 2026, and ending December 31, 2029.

Mr. McLain also reported that staff is exploring solutions for package lockers at Cañada Vista.

## **BLVD Residential Updates**

Ms. Cosentino provided an occupancy update. She said Cañada Vista is 98% occupied with 1 vacancy, College Vista is 97% occupied with 1 vacancy under remodel, and College Ridge is 93% occupied with 2 vacancies.

## **DISCUSSION ITEMS**

### **Discussion with Housing Board Applicant – Sheena Collins**

Ms. Collins shared an introductory statement covering her background, current and past experience, and interest on serving on the board. She described the Educational Housing Corporation Board of Directors opportunity as an excellent chance to learn more about faculty and staff housing and expressed eagerness to lend her expertise.

### **Review of Q1 Financial Statements for FY 2025-26**

Ms. Cosentino presented the Q1 Financial Statements for FY 2025-26 for Cañada Vista. She said this reporting is for July through September 2025. Ms. Cosentino gave an explanation for variances in each category. Ms. Townsley asked about rent through payroll credit. Ms. Cosentino said there are some 10-month employees who do not have payroll deductions in July and August, so they are allowed to pay rent manually through the portal.

Ms. Cosentino presented the Q1 Financial Statements for FY 2025-26 for College Vista. Ms. Cosentino gave an explanation for variances in each category. She discussed the College Vista Roof Replacement Project and said the only remaining invoice is the retention invoice.

Ms. Cosentino presented the Q1 Financial Statements for FY 2025-26 for College Ridge. Ms. Cosentino gave an explanation for variances in each category. She said there was one unit vacant longer than expected which affected the budget.

## **ACTION ITEMS**

### **Consideration and Recommendation of Director Application – Sheena Collins**

The Board discussed and agreed to recommend Sheena Collins as a Director of the Educational Housing Corporation Board.

President Pierce clarified that the Housing Board makes a recommendation, after which the Board of Trustees gives final approval at the Board Meeting on November 19, 2025.

It was moved by Director Lee and seconded by Director Townsley to approve the Recommendation of Director Application – Sheena Collins. The motion was approved.

### **Setting of Meeting Dates for 2026**

The Housing Board approved the Setting of Meeting Dates for 2026, except for the May and September dates which will be changed to Wednesday, May 6<sup>th</sup> and Thursday, September 10<sup>th</sup>.

It was moved by Vice President Holober and seconded by Director Berlese to approve the Setting of Meeting Dates for 2026 as amended. The motion was approved.

## **Consideration of Amendments to the Educational Housing Corporation Board Bylaws**

Mr. McLain presented the proposed amendments to the Educational Housing Corporation Board Bylaws. The proposed amendments clarify residency requirements for board members by specifying that members must reside in San Mateo County at the time of appointment, aligning with other SMCCCD boards and committees. The proposed changes also formally recognize the longstanding practice of having members of the Board of Trustees serve on the Housing Board; while this has typically included two trustees, the revised language would allow for one or more members to provide greater flexibility. In addition, the proposed amendments define experience requirements for Housing Board members.

Mr. Holober asked about the current practice for Housing Board members who move out of the San Mateo County area. Mr. McLain responded that, under the Brown Act, there are limits on the number of Board meetings a member may attend virtually, which can affect a member's ability to continue serving if they no longer reside locally.

Mr. Lee asked if it is a requirement for the Housing Board to have a resident serve as a Board member. Mr. McLain said it is not a requirement, but in the past the Faculty representative and Classified Staff representatives on the Board have often been residents or employees on the waitlist. While having a resident's perspective is beneficial, it is not required. Mr. Pierce suggested making it a preference instead of a requirement.

The Board discussed member representation, member qualifications, and overall composition, as well as potential changes to terminology and related wordsmithing.

Mr. McLain also discussed proposed amendments to Board member succession planning. Mr. Holober said there needs to be a member of the Board clearly designated to preside over the meeting in the absence of the President or Vice President, for whatever reason including resignation.

Mr. McLain said he will make the recommended revisions and bring it back to the Housing Board for a second review at the next meeting.

### **Statements from Corporation Directors**

Mr. Holober thanked Mr. Pierce for his service to the Housing Board. He thanked Mr. Pierce for his leadership and wisdom.

### **Public Comment on Closed Session Items Only**

None

### **Recess to Closed Session**

President Pierce announced the Closed Session item for discussion is Pursuant to Gov. Code 54956.9 (d) (4): Conference with Legal Counsel – Anticipated Litigation: Initiation of Litigation – Number of Potential Cases: 1

### **Reconvene to Open Session**

President Pierce announced the Board acted in Closed Session. He reported that the Board voted unanimously to authorized legal counsel to initiate litigation, the specifics of which shall be disclosed upon request once litigation has formerly commenced.

### **Recognition Item**

### **Recognition of Service – Director/President Michael Pierce**

Mr. McLain acknowledged and thanked Mr. Pierce for his dedicated service to the Educational Housing Corporation Board.

### **Adjournment**

The meeting was adjourned at 5:08 p.m.