**Off-Campus Life Advisory Board Minutes**

**October 19, 2011**

 Meeting came to order at 4:40 p.m.

 In attendance were: Jeannie Ortega, Katie McKie, Kirsten Silveira, Melissa Emerson, Forrest Orswell, Cara Fitzgerald, Adrienne Battis and Nancy Rhodes.

* Adrienne Battis, new Community Liaison/Assistant Director, was introduced.
* Jeannie reviewed the results of the Fall Clean-up survey with the Board.
* Current Rental Market – Jeannie discussed Residence Life’s plan to add more housing for students. Parmelee will only have half of its building used this year. Number of beds are going down. We are seeing more International students coming to campus. Also a squeeze off campus. Vacancy rate below double digits. Right now it’s less than 1%vacancy rate. What recommendation does the Board have?
* Another concern is more occupancy violations occurring.
	+ Lance: Have we seen violations going up?
	+ Adrienne: Steadily coming in. All complaint based.
* Spring Events:
	+ Sophomore Transitions
	+ Handbook – over 5000 distributed to Residence Halls
	+ Email newsletter to Residence Hall students, letting them know what’s available to them when looking for housing, etc.
	+ Off-Campus Jeopardies
	+ Bulletin boards, RA packets, etc.
	+ Just inundating Res Hall students with all our resources.
* Housing Fair coming up on March 2nd. Half way to our fiscal goal. Expect to be a little lower this year.
* Other events in the Spring – Renting 101 and CSUnity
* Handbook – we were able to bring the Handbook in house this year. We now have 2 student staff members who are proficient in InDesign and have been able to redo our Handbook.
* SFRB Budget and Powerpoint – Jeannie went through Powerpoint and budget with Board. Jeannie asked the Board for any feedback after reviewing the budget – Is the Board supportive of the figures and how we are using our funds?
	+ Cameron – If the 2 new student positions were created to supplement the lack of a CL, how are we justifying these positions now that we have a CL?
	+ Jeannie – Graphic Designer is an ongoing position because we need to continue to market our office. The student coordinator is to specifically assist with our Commuter Freshmen population.
* Jeannie opened the floor for any other issues or questions that the Board may want to address.

With no other issues to discuss, meeting was adjourned at 5:10pm.