Meeting of RBAC members  
Thursday, May 9, 2013  
2:00 pm – 3:00 pm  
3-07 South Academic Building (SAB)

ATTENDEES:
Don Hickey, chair (VP F&O), Doug Dawson (Executive Director, Ancillary Services), Petros Kusmu (SU President), William Lau (SU VP Student Life), F. Robinson (Dean of Students), Hasin Haroon (GSA VP Student Life, for GSA President)

GUESTS:
Patrick Cajina Cortez (RHA President, guest of Students’ Union), James Vy (ASA President)

REGRETS:
Rene Poliquin (Vice-Dean, Grad Studies and Research)

Agenda:
1. Call Meeting to Order
2. Review of Agenda
   a. agenda approved
3. Introductions
   a. roundtable of introductions
4. Review of Terms of Reference
   a. Main purpose of committee is to formulate recommendations in regards to the Residence Budget, and to develop an understanding of rationale of decisions made.
5. Review of Membership
   a. Review of Standing Membership and request to send designates if a member is not available to attend a meeting. Members can phone in to meetings if necessary.
6. Part 2 of last year’s deferred price change re: 4 month contracts in Lister
   a. At the request of RBAC, proposed changes to the 2012-13 rent in Lister Hall were only partially implemented. Ancillary Services will bring forward the second part of these adjustments as part of the deliberations around 2014-15 rent proposal.
7. ECV General Update
   a. Progress is good. Confident that it will be ready for occupancy for Late August 2013. Messaging regarding definition of “substantial completion” is underway.
8. New 3-year Meal Plan proposal / Lister dining room
   a. 2013-14 is last year of current agreement. Changes to interpretation of the Excise Tax Act and to provincial legislation regarding use of “gift cards”, has prompted a change to the way that unused funds in the meal plan are treated. Ancillary Services proposes to bring forward changes that formalize those interpretations (unused funds transferred to ONEcard, for example) as well as
proposals to increase each commitment level by CPI (Food for Alberta) and eliminate the lowest commitment level.  

ACTION: D. Dawson to bring designs/drawings to next meeting.

9. Proposed changes to wireless program in Lister
   a. It is Ancillary Services intention to provide wireless medium-term goal to provide internet services (UWS) into all student rooms. Currently, students living in Lister Hall pay $25 over and above their rent for internet connection with an average subscription rate of over 90%. Ancillary Services proposes to undertake a capital project that would enable wireless internet access in all student rooms in Lister Hall. The current $25 monthly fee would be rolled into student rent in order to sustain the operation and provide for the upgrade of the service as required.

10. Other
   a. P. Kusmu: Please bring forward more information about Ancillaries buying WiFi from AICT.
      i. D. Hickey: Ancillary Services doesn’t get central funding, so none of their budget comes out of tuition fees. Government money can’t be used towards a business-operated unit (as like the bookstore). Ancillary Services has to buy the WiFi service from AICT.
   b. H. Haroon: requested update on additional flexibility of leases for graduate students.
      i. D. Dawson: need to find a practical solution. If the student leaves in January, the unit can be vacant for a long time when there would have been students turned away for it at the beginning of the lease. Ensure information about lease restrictions is well communicated before commitments are made.

Items to bring forward to next meeting/future meetings:
- Grad student lease extensions
- Deferred maintenance projects/reconciliation
- Meal plan forecast
- Designs for Lister Hall dining room upgrades
- Lister Hall WiFi proposal
- ECV communications

Future RBAC Meeting Dates:

- Thurs May 9  2:00-3:00  SAB 3-07
- Tue June 25  2:30-3:30  SAB 2-15
- Wed Sep 4  9:00-10:00  SAB 2-59
- Wed Sep 18  9:00-10:00  SAB 2-15
- Wed Oct 2  9:00-10:00  SAB 2-15
- Wed Oct 16  9:00-10:00  SAB 2-15
- Wed Oct 30  9:00-10:00  SAB 2-15
- Tue Nov 12  3:00-4:00  SAB 2-04A
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- Wed Mar 12  9:00-10:00  SAB 2-15
- Wed Apr 16  9:00-10:00  SAB 2-15
ATTENDEES:
Don Hickey, chair (VP F&O), Doug Dawson (Executive Director, Ancillary Services), Hasin Haroon (GSA VP Student Life), Petros Kusmu (SU President), William Lau (SU VP Student Life), Norma Rodenburg (for Frank Robinson)

REGRETS:
Rene Poliquin (Vice-Dean, Grad Studies and Research), F. Robinson (Dean of Students), James Vy (ASA President)

Agenda:
1. Call Meeting to Order 2:35 pm
2. Review of Agenda
   a. Item added: Review of Terms of Reference
      i. Specific clarification regarding attendance of people not on the ToR was requested. D. Hickey summarized the ToR and clarified that guests are permitted to attend the meeting with consultation and approval by the chair. For general discussion, student groups are to report back to the groups they represent.
      ii. D. Hickey also clarified that RBAC is a venue for discussion of budget related issues
      iii. Later in the meeting, N Rodenburg reminded students that the Residence Advisory Committee (RAC) had been established as a venue for discussion of other issues.
3. 2015-16 rent discussion
   a. General overview of the rental rates proposed for 2014/15
   b. Concern expressed by chair that currently noted 0.62% increase may not be sufficient to cover expense increases
   c. The 5% increase in 4 month products is part 2 of the 10% increase presented last year but deferred.
   d. There is a compounding effect on the second 5%.
4. AICT and wireless charges
   a. D. Dawson reviewed purpose of installation of wireless internet service in Lister Towers.
   b. It is intended that the fee for wireless services will be blended into rent in 2014-15. Approx 92% of students opt in to the current plan.
   c. A business case will come forward in the future, and figures regarding the blending of costs for the Sept 4th RBAC meeting.
5. 3-year Meal Plan proposal (handout)
   a. 2013-14 is the last year in the current agreement.
   b. The new agreement is proposed to have three tiers instead of four (the lowest tier would be taken out), and will be proposed as a three-year plan with annual CIP adjustments.
   c. Unused funds for each level would be moved to a different field on the ONEcard at end of year and still be available for use. In old system, remainder would be forfeited.
   d. Could look at a process of refunding money at the end of a student’s studies at the University of Alberta. Administration fees could be applicable on transactions.

6. Pinecrest and Tamarack move-in communication planning (handout)
   a. Communication package was distributed to group and reviewed
   b. Substantial completion expected for mid-August 2013; total completion will take longer. Facilities will need access to suites to attend to repairs and discrepancies.

7. Project reconciliation and planned for 2015-16
   a. Priority categories of capital budget forecast for 2014-15 were reviewed
   b. Interested in HUB security pilot project was expressed. D. Dawson expanded on possible projects that could be undertaken.

8. Lister Dining Hall upgrades (handout) (for information)
   a. Lister Dining Hall will become a space for student relaxation, work and interaction as well as dining. There will be more personal space, new lighting, quiet areas, social areas, fireplace, plug-ins, etc.
   b. D. Dawson answered question regarding student consultation. There were students involved in the consultation process. P. Kusmu suggested that a student who already represents the student body for whom the space is being developed for would be an obvious choice for consultation.

9. Other
   a. W. Lau asked how to request that a guest attend an RBAC meeting. Consult with the chair, Don Hickey, providing the area of interest that the guest is requested to attend for. Please send request via Kezia Pendleton at kezia.pendleton@ualberta.ca
ATTENDEES:
Don Hickey, chair (VP F&O), Doug Dawson (Executive Director, Ancillary Services), Petros Kusmu (SU President), William Lau (SU VP Student Life)

REGRETS:
Megha Bajaj, VP Student Services for Hasin Haroon, Norma Rodenburg for Frank Robinson

Agenda:

1. Call Meeting to Order (D. Hickey)
   a. Meeting called to order at 9:08 am

2. Review of Agenda (D. Hickey)
   a. P. Kusmu added “lease issues” to the agenda

3. UWS in Residence (D. Hickey and D. Dawson)
   a. UWS is a net reduction for those who already have internet. The availability of wireless internet is a part of the university's mandate. It will be incorporated into new buildings and retrofitted into old. The business case is in defense of the capital expenditure to show that it is a sustainable system.
   b. P. Kusmu questioned if the cost will go down once the fixed costs have been covered. D. Dawson replied that, no, instead of the costs paying for the fixed expenses, they will go towards operational costs to maintain and upgrade the system as required. D. Dawson added that wireless is not a stand-alone system. It is part of Residence Services and is an amenity to be maintained.

   a. Increase in cost of 4 month lease is step two of a two year increase requested by previous student representatives.
   b. D. Dawson will send out a review/update of 4 month leases.
   c. There was clarification that the increase in cost of 4 month leases is to cover cost of risk of vacancies. P. Kusmu added that an increase in costs wouldn’t necessarily deter people from taking a 4 month lease.
   d. D. Dawson offered to meet with student executives between RBAC meetings regarding the residences’ consolidated budget.

5. Security in HUB (P. Kusmu and W. Lau)
   a. P. Kusmu raised concern that when students lock themselves out of their room and need an RA to let them in they are charged a service fee. Wants to know where the funds go. D. Dawson was not aware of the charge, but stated that all money that comes in through residences stays with residence. D. Dawson will review and report back.
b. P. Kusmu related information that there are student requests for stairwell locks in HUB. D. Dawson ensured the committee that research has been done and is underway in regards to security in HUB. UPS reported last year that "crime" on campus, including in HUB was down significantly year-over-year. Problems are often around unlocked unit doors, and there are a number of considerations in regards to stairwell locks (ie, egress).

6. Lease Issues (P. Kusmu)

a. P. Kusmu reported hearing about students who have been double booked, though they have a lease. D. Dawson replied that there is a small group in this situation. Residence Operations typically accept a few more applications than available spaces to compensate for no-shows and manage the associated financial risk. When there are issues, students are put into other accommodations, rent free, until a space is available for them. Mr Hickey added that Residence Operations must manage financial risks appropriately because losses add pressure to rent. P. Kusmu asked about a particular student who has been moved into the Varscona Hotel and has no cooking facilities. Concern regarding increase in food costs for the student. D. Dawson will look into the particular situation. Mr. Hickey reminded the group that operational issues should go to the Residence Advisory Committee (RAC) for discussion. (After the meeting, D. Dawson provided the student with a pre-loaded meal card with a balance on it to cover food costs on campus).

7. Other

a. D. Hickey asked the group to review the rental proposal in advance of the next meeting inasmuch as the University’s budget process is starting.

b. D. Dawson offered to meet with student executives between RBAC meetings regarding the residences’ consolidated budget.

c. D. Dawson offered to make brief presentations to the student association executives as he has in the past. Additionally, D. Dawson and his staff will be available to review Residences’ consolidated budget with student association executives.

d. Please send any future agenda items to Kezia Pendleton.

e. Budget meeting will be in mid-October.

*Please note, next RBAC meeting is Wed Sept 18, 9:00-10:00, SAB 2-15*

**Future RBAC Meeting Dates:**

- Wed Sep 18 9:00-10:00  SAB 2-15
- Wed Oct 2  9:00-10:00  SAB 2-15
- Wed Oct 16 9:00-10:00  SAB 2-15
- Wed Oct 30 9:00-10:00  SAB 2-15
- Tue Nov 12 3:00-4:00  SAB 2-04A
- Wed Nov 27 9:00-10:00  SAB 2-15
- Tue Dec 10 3:00-4:00  SAB 2-04A
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- Wed Apr 16 9:00-10:00  SAB 2-15
ATTENDEES:
Don Hickey, chair (VP F&O), Hasin Haroon (GSA VP Student Life), Petros Kusmu (SU President), William Lau (SU VP Student Life), Rene Poliquin (Vice-Dean, Grad Studies and Research), Geoff Rode, Norma Rodenburg, James Vy (ASA President)

REGRETS:
Geoff Rode attended on behalf of Doug Dawson (Executive Director, Ancillary Services), Norma Rodenburg attended on behalf of F. Robinson (Dean of Students)

Agenda:
1. Call Meeting to Order
   - Called to order at 9:12 am
2. Review of Agenda
   - Agenda approved, no items added
   - D. Hickey reviewed action notes from Sept 4th minutes
3. 2014-15 rent proposal discussion
   - Reviewed of proposal development
   - This is the last half of the differential adjustment
   - This budget ensures that residence operations are sustainable
   - Strategy to rebuild HUB, Michener Park is still being developed
   - Don reiterated that he felt 1.75% increase would not be sufficient for the Graduate Student Residence, and it has since been raised to 3% to align with the Board approved proforma.
   - P. Kusmu: Does increase go only to deferred maintenance costs?
     - D. Hickey: Refer to consolidated budget. Will cover increase in expenses related to utilities, property taxes, vacancies, property management, Residence Life, supplies and materials, insurance, contracting services, grounds, etc.
   - G. Rode will be prepared to meet regarding the Residence Services budget by late next week, or early the following week.
   - ACTION: ECV proformas that have been sent out previously in Board packages will be resent to RBAC committee.
3. Other
   - none
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MINUTES

Meeting of RBAC members
Wednesday, October 2, 2013
9:00 a.m. – 10:00 p.m.
2-15 South Academic Building (SAB)

ATTENDEES:
Doug Dawson, acting chair (Executive Director, Ancillary Services), Hasin Haroon (GSA VP Student Life), Petros Kusmu (SU President), William Lau (SU VP Student Life, F. Robinson (Dean of Students), James Vy (ASA President)

REGRETS:
Don Hickey, chair (VP F&O), Rene Poliquin (Vice-Dean, Grad Studies and Research)

Agenda:
1. Call Meeting to Order
2. Review of Agenda
3. Review of information going forward for approval and/or information
   a. Residence Meal Plan proposal
      i. Review of minutes from Dec 2010 Board of Governors
      ii. Current draft will move forward
      iii. No motion required because it was carried by BoG in 2010 (Item 4.4)
      iv. 2nd motion provides for annual increase as long as it is reflective of the CPI
      v. Bottom commitment of program will be dropped as approved in 2010
      vi. Review of spending of balance on food card
         1. Is there an admin fee to get the refund on the ONEcard?
            a. D. Dawson will find out and report back – no there is not
         vii. Details about Augustana food plan
            1. Flat rate included in rent for 3 meals per weekday and 2 meals per weekend day.
            2. Is not regulated through RBAC
   a. Residence Rental Rate proposal
      viii. Unchanged from last meeting
      ix. Will be marked as attachment #1 to BFPC
      x. P. Kusmu requested electronic copies of pro formas
         1. D. Dawson will have Kezia send out to group
         2. D. Dawson and G. Rode will review with student groups at meeting scheduled for
            Monday, October 7, 2013.
      xi. Are all HUB agreements 8 month?
1. No, there are 4 month agreements can be created if requested, but they are not an official part of the budget/business case

2. P. Kusmu would like to review 4 month rates for HUB at next meeting

   xii. D. Dawson reviewed increase in rental fee for UWs as opposed to a flat fee

   xiii. P. Kusmu asked that Residence Rental Rate proposal be updated to include 2013/14 fees for Pinecrest and Tamarack now that they are known.

      1. D. Dawson will update document and distribute.

   xiv. GSA will be invited to attend a meeting between D. Dawson, G. Rode and SU currently scheduled for Monday, October 7, 2013.

b. Parking Rate proposal (for information)
   i. Goes forward without a motion
   xv. Is non-tuition CPI
   xvi. Demand is strong; faculty and staff requests increase every year, however, students are increasingly choosing universal bus pass instead of parking

4. Process
   a. Next RBAC is October 16th, after which meetings will be as required, determined by the chair.
   b. Meetings can be held to discuss rent numbers with student groups
   c. Last year the GSA requested a presentation, but the SU did not – meetings are at the request of the student groups
   d. There can be small presentations given by either Ancillaries or Student Groups at the BFPC meeting. These are generally shared ahead of time to allow for effective responses to each other’s presentations.

1. Floor opened for round table
   e. W. Lau: concerns regarding amount of deferred maintenance at Michener Park
      i. Plans for Michener Park are part of the Sector Plan for that area, and a business planning study is underway to determine how much space is needed, appropriate density, land use, etc.
      i. P. Kusmu: when will Pinecrest and Tamarack reach 100% completion?
         1. Next spring, as some tasks are weather sensitive (i.e., landscaping). Construction is currently substantially complete. The connector to International House was intentionally designated as a final project to ensure the focus of the work was to complete student rooms.
      i. H. Haroon: will Hub and ECV month-to-month agreements
         1. Shifting to primarily 8 month agreements; this is reflected in the rates. HUB is unchanged as there has never been a formal 4 month agreement so it doesn’t affect the budget.
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Ancillary Services 2014-2015 Proposed Residence Rates (revised Oct 2) 1.75% base, 3.76% weighted average

<table>
<thead>
<tr>
<th>Campus Saint-Jean</th>
<th>2013-2014 Rent</th>
<th>Proposed Rent 2014-2015</th>
<th>% Rent Incr</th>
<th>% UWS Incr</th>
<th>Tot Incr</th>
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<tbody>
<tr>
<td>Single</td>
<td>$600 8 mos</td>
<td>$631</td>
<td>1.75%</td>
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<tr>
<td>Single</td>
<td>$616 4 mos</td>
<td>$667</td>
<td>5.00%</td>
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<th>East Campus Village Apartments</th>
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<th>% UWS Incr</th>
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<tbody>
<tr>
<td>1 Bedroom</td>
<td>$954</td>
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<tr>
<td>2 Bedroom</td>
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<td>4 Bedroom</td>
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<th>% UWS Incr</th>
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<tbody>
<tr>
<td>Single/bath 8 mos</td>
<td>$600</td>
<td>$631</td>
<td>1.75%</td>
<td>2.90%</td>
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<td>$616</td>
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<td>2.75%</td>
<td>7.75%*</td>
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<th>HUB</th>
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<th>% UWS Incr</th>
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<th>% UWS Incr</th>
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<td>2 Bedrm Walk-up</td>
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<tr>
<th>Newton Place</th>
<th>2013-2014 Rent</th>
<th>Proposed Rent 2014-2015</th>
<th>% Rent Incr</th>
<th>% UWS Incr</th>
<th>Tot Incr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor</td>
<td>$805-$871</td>
<td>$825-$893</td>
<td>2.50%</td>
<td>2.50%</td>
<td>2.50%</td>
</tr>
<tr>
<td>1 Bedroom</td>
<td>$993-$1070</td>
<td>$1028-$1107</td>
<td>3.50%</td>
<td>3.50%</td>
<td>3.50%</td>
</tr>
<tr>
<td>2 Bedroom</td>
<td>$1301-$1396</td>
<td>$1324-$1420</td>
<td>1.75%</td>
<td>1.75%</td>
<td>1.75%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ECV Houses</th>
<th>2013-2014 Rent</th>
<th>Proposed Rent 2014-2015</th>
<th>% Rent Incr</th>
<th>% UWS Incr</th>
<th>Tot Incr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Houses</td>
<td>$424-$1041</td>
<td>$431-$1059</td>
<td>1.75%</td>
<td>1.75%</td>
<td>1.75%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Graduate Student Residence</th>
<th>2013-2014 Rent</th>
<th>Proposed Rent 2014-2015</th>
<th>% Rent Incr</th>
<th>% UWS Incr</th>
<th>Tot Incr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studio Suites</td>
<td>$947</td>
<td>$980</td>
<td>3.50%</td>
<td>3.50%</td>
<td>3.50%</td>
</tr>
<tr>
<td>2 Bedroom</td>
<td>$778</td>
<td>$792</td>
<td>3.00%</td>
<td>3.00%</td>
<td>3.00%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pinecrest and Tamarack Houses</th>
<th>2013-2014 Rent</th>
<th>Proposed Rent 2014-2015</th>
<th>% Rent Incr</th>
<th>% UWS Incr</th>
<th>Tot Incr</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Bedroom/person</td>
<td>$856</td>
<td>$877</td>
<td>2.50%</td>
<td>2.50%</td>
<td>2.50%</td>
</tr>
<tr>
<td>4 Bedroom/person</td>
<td>$764</td>
<td>$783</td>
<td>2.50%</td>
<td>2.50%</td>
<td>2.50%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Augustana (Room &amp; Board)</th>
<th>2013-2014 Rent</th>
<th>Proposed Rent 2014-2015</th>
<th>% Rent Incr</th>
<th>% UWS Incr</th>
<th>Tot Incr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Rm 8 month</td>
<td>$921</td>
<td>$937</td>
<td>1.75%</td>
<td>1.75%</td>
<td>1.75%</td>
</tr>
<tr>
<td>Double Rm 8 month</td>
<td>$780</td>
<td>$794</td>
<td>1.75%</td>
<td>1.75%</td>
<td>1.75%</td>
</tr>
<tr>
<td>Single Room 4 month</td>
<td>$966</td>
<td>$983</td>
<td>1.75%</td>
<td>1.75%</td>
<td>1.75%</td>
</tr>
<tr>
<td>Double Rm 4 month</td>
<td>$820</td>
<td>$834</td>
<td>1.75%</td>
<td>1.75%</td>
<td>1.75%</td>
</tr>
</tbody>
</table>

| WEIGHTED % INCR.               |                |                         |             |            | 3.76%    |

*Increase includes monthly charge for in-room wireless service.
Ancillary Services 2014-2015 Proposed Residence Rates (revised Oct 2) 1.75% base, 3.76% weighted average

*Increase includes monthly charge for in-room wireless service.
ATTENDEES:
Don Hickey, chair (VP F&O), Doug Dawson, (Executive Director, Ancillary Services), Hasin Haroon (GSA VP Student Life), Petros Kusmu (SU President), Norma Rodenburg for Frank Robinson

REGRETS:
William Lau (SU VP Student Life), Rene Poliquin (Vice-Dean, Grad Studies and Research), F. Robinson (Dean of Students), James Vy (ASA President)

Agenda:
1. Call Meeting to Order at 9:10 am
2. General Business
   a. D. Dawson reviewed minutes and action items from previous meeting. Nothing is outstanding.
3. Review of Agenda – agenda approved
   a. Review of any presentations to be given at Board of Governors on Friday, October 18
      i. Presentations should only be given at BFPC, not at Board of Governors meetings
      ii. P. Kusmu: no plans/need for presentation but will speak to issue
   b. Review 4-month rates for HUB
      i. These agreements are managed through the Residence Advisory Committee (RAC)
      ii. HUB has month-to-month agreements for the current time and for next year. RAC may present a proposal for change to 4 or 8 month agreements only.
      iii. There is a certain amount reserved for special situations, such as Grad students, where a nonstandard agreement length is required.
      iv. P. Kusmu: Are there other month-to-month spaces available on campus? D. Dawson: No
      v. P. Kusmu: Do you try to pair up students who intend to stay on campus for a full year? D. Dawson: There is a process, but month-to-month agreements present a challenge for that.
      vi. K. Pendleton will send out the revised Oct 2nd Rent Increase document if it has not already been sent out (the corrected document had been sent out to the RBAC committee via email Oct 2, 2013)
      vii. D. Hickey agreed that RBAC will review the proposed changes to the HUB rental agreements at its meeting in April.

Future RBAC Meeting Dates:
- Wed Oct 30 9:00-10:00  SAB 2-15
- Tue Nov 12 3:00-4:00  SAB 2-04A
- Wed Nov 27 9:00-10:00  SAB 2-15
- Tue Dec 10 3:00-4:00  SAB 2-04A
- Tue Jan 7 3:00-4:00  SAB 2-04A
- Wed Feb 12 9:00-10:00  SAB 2-15
- Wed Mar 12 9:00-10:00  SAB 2-15
- Wed Apr 16 9:00-10:00  SAB 2-15