

## UEC Board of Directors Meeting

Friday, February 23, 2024 – 3:00 P.M.

### Minutes

<b><u>MEMBERS PRESENT:</u></b>	Sam Sudhakar, Rafik Mohamed, Robert Nava, Dorothy Chen-Maynard, Paz Oliverrez, Taewon Yang, Valerie Zellmer, Robin Phillips, Jeremy Dodsworth, Cynthia Crawford, Carson Fajardo, Juan Herrera.
<b><u>MEMBERS ABSENT:</u></b>	Tomás Morales, Jennifer Sorenson, William Stevenson, Angelica Agudo.
<b><u>STAFF PRESENT:</u></b>	Sesar Morfin, Michelle Mondorf, Michelle Bulaon, Jon Merchant, Ingrid Valdez.
<b><u>GUESTS PRESENT:</u></b>	Shardul Kulkerni, Jocelyn Paz.

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#### CALL TO ORDER

Board Chair, Dr. Sam Sudhakar, called the meeting to order at 3:05 P.M.

#### Introductions

This meeting was held in the University Enterprises Boardroom, UE-102, with a small number of Board Directors participating via zoom.

#### I. APPROVAL OF MINUTES

The minutes of the December 8, 2023, UEC Board of Directors meeting were approved as presented.

Board Result (*Nava/Zellmer - Motion Passed*)

#### II. PRESIDENT'S REPORT

Board Chair, Dr. Sam Sudhakar provided updates on behalf of President Tomás D. Morales on campus activities and upcoming events.

#### III. UEC MANAGEMENT UPDATE

Board Chair, Dr. Sam Sudhakar provided management updates:

- John Griffin retired on January 31, 2024.
- Sesar Morfin, AVP – Finance and Administrative Services is the interim Executive Director of UEC until a permanent Executive Director is identified at a later time.
- Michelle Mondorf was appointed Interim Operations Business Manager and will assist with the operations of UEC.

- Ingrid Valdez was promoted to Human Resources Manager.
- Siska Pumawan retired in December 2023 and Darrin Orvananos will start in the next few weeks as the new Payroll Manager.
- A comprehensive audit of UEC operations will start on March 25<sup>th</sup>, and the findings will be reported to the Board of Trustees. UEC will appoint a consultant to help identify strengths, weaknesses and opportunities following the audit.
- Provost Rafik Mohamed recently called for monthly meetings with colleagues to ensure Sponsored Programs is being properly supported.

#### IV. OPERATIONAL UPDATE

Sesar Morfin, AVP – Finance & Administrative Services provided operational updates:

- Yotie Eats, partnered with First Year Orientation Team on a recent orientation event where they welcomed new students to campus and handed out free swag and provided meal plan information.
- UEC is working in conjunction with our commercial partners, First Year Experience, and Campus Tours on providing a greater overall experience for new and potential students at CSUSB. This includes messaging on the benefits and savings associated with the new Equitable Access program scheduled to launch Fall 24, introducing students to the Coyote Bookstore, and offering them discounts as an incentive to purchase, and providing meal plan information to students to familiarize them with our food program.
- UEC partnered with Yotie Eats, to launch one monthly major event at the Commons to provide activities for students and celebrate cultural events.
- UEC partnered with Yotie Eats on the first Campus Advisory Committee (CDAC) Meeting for the semester, to gather valuable feedback and share details of the new POS system, new lower-priced menu at Coyote Cantina, Late Night Cosmic Bowling Events, and plans for a Faculty and Staff Happy Hour.
- UEC is working with Follet and Pepsi for the upcoming Grad Days events scheduled for April 8-9<sup>th</sup> and April 9-10<sup>th</sup> at PDC campus.
- UEC is working with Follett on tabling for CSUSB's next Commencement on May 17<sup>th</sup>. UEC and Yotie Eats are also looking at ways to provide support with food services to make this event successful.

V. OFFICE OF ACADEMIC RESEARCH REPORT

Associate Provost, Cynthia Crawford reported 84 new submissions through January 2024, totaling \$46 million.

VI. FINANCIAL REPORT

Michelle Bulaon, CSUSB Associate Controller, presented UEC's financial statements as of December 31, 2023. Ms. Bulaon reviewed the revenues and operating expenses for Dining Services commissions and contributions along with Sponsored Programs, Indirect Cost Recovery and the UEC Business Office.

Michelle noted fluctuations in the short-term investment accounts due to the transfer of money between both accounts. She reported the completion of audits for all 4 business units and single audit for Sponsored Programs, with no findings.

VII. PUBLIC COMMENT AND ANNOUNCEMENT

There were no public comments or announcements.

ADJOURNMENT

The meeting was adjourned at 3:49 P.M.

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*Approved by the UEC Board of Directors*

*Samuel Sudhakar*

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*Dr. Sam Sudhakar, Board Chair*