

UEC Board of Directors Meeting

Friday, September 26, 2025 – 3:00 P.M.

Minutes

MEMBERS PRESENT: Paz Oliverrez, Sam Sudhakar, Rafik Mohamed, David Dufault-Hunter, Anthony Roberson, Timothy Akers, Raymond Watts, Jennifer Sorenson, Taewon Yang, Diego Rendon, Daisy Dominguez, Valerie Zellmer, Evajuani Bynum, Maritza Gomez, Robin Phillips, Dorothy Chen-Maynard, Mike Razo, Jeremy Dodworth.

MEMBERS ABSENT: Tomás Morales, David Dufault-Hunter, Timothy Akers, Jose Hernandez.

STAFF PRESENT: Jason Espinoza, Sesar Morfin, Michelle Mondorf, Michelle Bulaon, Julie Wessel, Ingrid Valdez, Naomi Rodriguez.

GUESTS PRESENT: No guests present.

CALL TO ORDER

Vice President, Dr. Paz Oliverrez, called the meeting to order at 3:05 P.M.

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

I. APPROVAL OF MINUTES – ACTION ITEM

The minutes of May 30, 2025, UEC Board of Directors meeting were approved as presented.

Board Result (*Yang/Roberson - Motion Passed*)

II. PRESIDENT’S REPORT

Dr. Oliverrez provided updates on campus activities and upcoming events on behalf of President Tomás D. Morales.

III. EXECUTIVE DIRECTOR’S REPORT

UEC Executive Director, Jason Espinoza provided updates and operational highlights:

- The Executive Director’s initial four months have focused on fostering campus partnerships to enrich student, faculty, and staff experiences.
- Dining sales totaled \$428,000 in the first five weeks of the fall semester, compared to \$317,000 in the same period last year, reflecting a 25% increase. This growth is attributed to higher student traffic on campus, menu expansions, and increased demand across all retail unit locations.

- To expand variety and increase affordable meal options, new dining options, including a boba and ramen station at CGI, increased menu options at Coyote Cantina and CraveBot vending machines were introduced at CSUSB and PDC.
- After several months of negotiations with the USDA, Howl & Growl recently became an authorized SNAP/EBT retailer. This marks a major step towards addressing food insecurity assistance, with plans to extend certification to the Coyote Markets and Coyote Commons.
- UEC and Chartwells are coordinating with Athletics and Special Events to expand weekend and evening food service options, including the potential a Happy-Hour at Howl & Growl.
- Engagement with faculty & staff has noticeably increased with the introduction of the Faculty & Staff Discounted Friday \$9 lunch rate.
- UEC distributed over \$20,000 in Coyote Bookstore gift funds to over 30 campus partners for branded merchandise, in efforts to support campus outreach and events, while strengthening school spirit and promoting CSUSB.

IV. CHANGES IN BOARD MEMBERSHIP FOR FY 2025/26 – ACTION ITEM

For the 2025–2026 fiscal year, several board membership changes were noted. Some members have expired terms, with new members stepping into key roles. Raymond Watts will join as the new Vice President of University Advancement, replacing Robert Nava; Diego Rendon is replacing Carson Fajardo; Jose Hernandez, the SMSU Board Chair, is replacing Shardul Kulkarni; Daisy Dominguez is replacing Juan Padilla. Jeremy Dodsworth will continue his service on the Board.

RECOMMENDATION:

It is recommended that the UEC Board of Directors approve changes in board membership for FY 2025/26.

Board Result – *(Chen-Maynard/Sorenson - Motion Passed)*

V. POLICY REVIEW-ACTION ITEM

Jason Espinoza reviewed the policy updates and new policies presented as action items, with the purpose of aligning with campus guidelines, to clarify internal responsibilities, and provide the organization with flexibility to support its strategic initiatives.

Key changes and new policies presented for consideration and approval include:

- **310.0 Travel Policy** – Updated to reflect the CSUSB travel policy changes effective July 1, 2025.

RECOMMENDATION:

It is recommended that the UEC Board of Directors approve the 310.0 Travel Policy.

(Chen-Maynard/Roberson - Motion Passed)

- **315.0 Delegation of Authority Policy** – Revised following the May 30, 2025, Board meeting, incorporating additional guidance from the CSU Chancellor’s Office.

RECOMMENDATION:

It is recommended that the UEC Board of Directors approve the 315.0 Delegation of Authority Policy.

(Roberson/Sorenson - Motion Passed)

- **320.0 Real Estate Acquisition and Development Policy** – A newly established policy that provides UEC the flexibility to explore real estate opportunities in direct support of the university’s mission.

RECOMMENDATION:

It is recommended that the UEC Board of Directors approve the 320.0 Real Estate Acquisition and Development Policy.

(Yang/Mohamed - Motion Passed)

VI. AUDIT COMMITTEE REPORT

Audit Committee Chair, Valerie Zellmer reported that the Audit Committee met on September 19th to review a draft of the auditor’s report, while advising that some outstanding items remain before the final reports for the single and childcare audits can be issued. The committee anticipates presenting the finalized reports at the next board meeting.

VII. COMMERCIAL ENTERPRISES COMMITTEE REPORT

Dorothy Chen-Maynard, Chair of the Commercial Enterprises Committee, presented information for CSUSB Commercial Operations:

- The Commercial Enterprises Committee met on September 5th to review updates from campus dining and bookstore operations. Highlights included the successful implementation of the Crave Bot at CSUSB and PDC campuses, and the popularity of Friday \$9 Faculty/Staff meals.
- General Manager Tyson Torres and Executive Chef Monica Castaneda-Black recently joined the Yotie Eats team, bringing extensive fine-dining experience and earning positive feedback from students and staff.

- The Coyote Bookstore reported strong summer sales figures, introduced an affordable apparel line, and welcomed a permanent Bath & Body Works fixture.

VIII. OFFICE OF ACADEMIC RESEARCH REPORT

Julie Wessel, Interim Director of Sponsored Programs Administration, reviewed the summary of awards and proposal submissions from July 2024 – June 2025:

- Year-end award data for July 2024–June 2025 shows 151 awards totaling over \$46M, with 141 proposals submitted worth nearly \$155M, reflecting steady growth.
- The post-award office and Research Administration Committee (RAC), in collaboration with Chief Research Officers (CECRO) and 23 CSU campuses, are monitoring potential federal changes to the indirect cost (F&A/IDC) rate. The Federal Government is proposing a flat rate, which could significantly reduce campus overhead returns.

The CSU system is reviewing a new fare model, with a white paper in preparation for federal submission to advocate for adjustments and a review period prior to the anticipated implementation date of October 1st.

IX. FINANCIAL REPORT

Michelle Bulaon, CSUSB Associate Controller, presented UEC's financial statements as of June 30, 2025. Ms. Bulaon reviewed the revenues, operating expenses, and other income/expenses and noted the following:

- Cash and cash equivalents increased by \$4.2 million, from successful collection efforts and incoming grant funds, while short-term investments rose by \$535k from money market income.
- Other receivables decreased by \$2.7 million as outstanding invoices were collected, bringing total assets to \$44 million.
- Deferred revenue rose from \$8.3 million to \$14.4 million due to revenue recognition adjustments, while net assets declined from \$18 million to \$13 million.
- Total revenue remained steady at \$7.7 million. Bookstore commissions decreased by \$15,000 due to the cancellation of CDOTA, vending revenue increased by \$17,000, and dining commissions declined by \$19,000. Sponsored Programs revenue decreased by \$425,000, reflecting lower ITC revenue.
- Bookstore expenses increased by \$75,000 due to rent accrual changes, Sponsored Programs Administration expenses rose by \$197,000 because of higher CAP billing. Overall, net income from operations was \$2.2 million, compared to \$2.7 million in the prior year.

- IDC expenditures increased by \$476k, skewed by prior year reimbursement, while Sponsored Programs revenue was \$916k compared to \$6.8 million last year, a timing difference.
- UPC-supported programs improved slightly, with expenditures of \$201k versus \$247k last year. Overall, the change in fund balance was –\$446k, contributing to the decline in total net assets.

X. CONFLICT OF INTEREST STATEMENTS

All UEC Board Directors are required to sign a Conflict-of-Interest Statement for the current year in accordance with California Education Code, Sections 89906-89909. Signed Conflict of Interest Statements are part of the auxiliary audit checklist provided by the Chancellor's Office. The Conflict-of-Interest Statements for the period of July 1, 2025, through June 30, 2026, were previously forwarded to each Board Director via email. All current board members have provided a signed statement and hard copies are available for new board members to sign. UEC will follow up via email, with any new board members who are not present to sign.

XI. PUBLIC COMMENTS & ANNOUNCEMENTS

Jason Espinoza acknowledged UEC's workforce of over 950 employees, commending Ingrid Valdez, and her team for overseeing 938 Sponsored Programs staff and describing their work as a remarkable accomplishment.

ADJOURNMENT

The meeting was adjourned at 4:39pm.

Approved by the UEC Board of Directors

Valerie J Zellmer

Valerie J Zellmer (Oct 9, 2025 06:49:28 CDT)

Valerie Zellmer, Board Vice-Chair