

## UEC Board of Directors Meeting

Friday, March 22, 2019 – 3:00 P.M.  
University Enterprises Boardroom

### Minutes

<b><u>Members Present:</u></b>	Tomás Morales, Doug Freer, Sam Sudhakar, Harry Le Grande, Robert Nava, Dorothy Chen-Maynard, Shari McMahon, Taewon Yang, Valerie Zellmer, William Stevenson, William Tooke, Yusra Serhan
<b><u>Members Calling In:</u></b>	LaNya Lyons
<b><u>Members Absent:</u></b>	Barbara Sirotnik, Prince Ogidikpe, Helen Martinez
<b><u>Staff Present:</u></b>	John Griffin, Thomas Sekayan, Christia Williams, Diane Trujillo, Dorota Huizinga, Rachel Weiss, Sam Singery, Michelle Mondorf
<b><u>Guests Present:</u></b>	Bibiana Diaz, Annie Buckley

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#### CALL TO ORDER

Sam Sudhakar called the meeting to order at 3:02 P.M.

#### I. APPROVAL OF MINUTES

The minutes of the December 14, 2018, UEC Board of Directors meeting were approved as circulated. (Chen-Maynard/Zellmer/Unanimous)

#### II. PRESIDENT'S REPORT

CSUSB President, Dr. Tomás Morales, provided an update on campus activities and upcoming events.

#### III. IMMEDIATE ACCESS PROGRAM UPDATE

Assistant Professor of World Languages and Literatures, Bibiana Diaz, discussed the Affordable Learning Solutions Program. This collaborative effort between the Coyote Bookstore, ITS, the Provost's office, and several other campus departments, is designed to provide affordable or free instructional materials to students.

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March 23, 2019

The ALS Program began in 2013, with 5 faculty members and has expanded to 62 faculty members. This program has helped over 12,347 students with a total of \$944,000 savings in textbooks and course materials.

Ms. Diaz was excited to share the results of the Immediate Access Program. Designed to provide students digital access to textbooks on or before the first day of class at a greatly reduced price, the Immediate Access Program has saved students \$237,282 over the fall and winter quarters.

#### IV. SPONSORED PROGRAMS PRESENTATION

Associate Professor of Visual Studies, Annie Buckley, shared details of the Prison Arts Collective Program. The Prison Arts Collective Program began as part of the Community Based Art program initiative that has been integrated into the Visual Studies major.

The purpose of this rehabilitative program is to assist incarcerated participants in developing self-esteem, renew connections to family and friends, and to foster community building. The Prison Arts Collective Program currently serves 1600 participants yearly in 8 local prisons, with plans to expand to 12 prisons by 2020.

Funding sources for this program include the Department of Corrections & Rehabilitation, The California Arts Council, The National Endowment for the Arts, and the Office of Community Engagement.

#### V. OFFICE OF RESEARCH & SPONSORED PROGRAMS REPORT

Dorota Huizinga, Associate Provost for Academic Research discussed upcoming events including Student Research Week, The Research Symposium, PI & Faculty Recognition event, and announced a major financial audit by the USDA.

Rachel Weiss, Director of Research & Sponsored Programs revealed that an Advisory Committee comprised primarily of senior faculty with experience in grants and contracts was formed and recently met, as a result of their the recent NCURA site visit. Rachel was pleased to announce that Sponsored Programs received \$5 million in new one-year and multi-year awards and \$14 million in new requests since December.

Diane Trujillo, Director of Sponsored Programs Administration, presented an indirect cost recovery comparison, noting they are on track to meet or exceed last year's targets. Diane added that efforts to automate the IDC calculation process are still ongoing with plans to begin production at the end of March.

#### VI. FINANCIAL REPORT

John Griffin, Executive Director of UEC presented the year-to-date financial statements as of December 30, 2018. Mr. Griffin noted that revenue was tracking close to budget in most areas,



except Dining Services due to the shortfall in meal plans. Total expenses were also better than budget.

## VII. POLICY REVIEW-ACTION ITEM

Executive Director, John Griffin, presented four policies to the board for review. Two policies contained no recommended changes by Management, Investment and the Post-Retirement Medical. Mr. Griffin reviewed the Reserves Policy which was updated to provide clarification on existing language and to establish target reserve amounts, per the recommendation of the Finance Committee.

Mr. Griffin also reviewed the new Travel Policy. UEC previously utilized simple travel guidelines. This new policy provides additional guidance, is consistent with CSU Travel Guidelines, and was recommended by the CSU Office of Audit and Advisory Services.

The Board of Directors approved the four policies as presented.  
(Chen-Maynard/Zellmer /Unanimous)

## VIII. EXECUTIVE DIRECTORS REPORT

UEC Executive Director, John Griffin provided an update on the new Sodexo Agreement Amendment. The initial Sodexo agreement was based on three key areas including a 95% occupancy rate, mandatory meal plan requirement, and an increase in retail sales as new food venues were brought online. Unfortunately, the shortfall in revenue due to the low 61% housing occupancy rate combined with the lack of an increase in retail sales, resulted in a \$1.5 million loss of revenue for Sodexo creating the need for an amendment.

The new amendment called for UEC to forgive approximately \$1.2 million in financial compensation this year in lieu of being invoiced by Sodexo for the lost meal plan revenue. UEC has the opportunity to recapture this revenue in the future as revenue stabilizes and grows.

Mr. Griffin was excited to announce the opening of the new mixed-beverage concept, Yotie Drinkz on March 16<sup>th</sup>. This UEC project was completed on time, within budget, and opened to positive reviews. The Grand Opening is scheduled for April 26<sup>th</sup>.

Mr. Griffin advised that UEC is collaborating with ASI, SMSU, and the Foundation on a joint proposal for audit services. Three firms have been identified with presentations to the four auxiliaries expected to occur in late April.

IX. ANNOUNCEMENTS & PUBLIC COMMENTS

ADJOURNMENT

The meeting adjourned at 4: 49 P.M.

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*Approved by the UEC Board of Directors*

 5/15/19

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*Dr. Doug Freer, Secretary/Treasurer*