

UEC Board of Directors Meeting

Friday, December 14, 2018 – 3:00 P.M.

University Enterprises Boardroom

Minutes

MEMBERS PRESENT: Tomás Morales, Doug Freer, Sam Sudhakar, Harry Le Grande, Ron Fremont, Dorothy Chen-Maynard, Valerie Zellmer, Jennifer Sorenson, Shari McMahon, Taewon Yang

MEMBERS ABSENT: William Stevenson, William Tooke, LaNya Lyons, Barbara Sirotnik, Prince Ogidikpe, Yusra Serhan

STAFF PRESENT: John Griffin, Thomas Sekayan, Christia Williams, Diane Trujillo, Rachel Weiss, Michelle Mondorf

GUESTS PRESENT: Robert Nava

CALL TO ORDER

Sam Sudhakar called the meeting to order at 3:04 P.M.

I. APPROVAL OF MINUTES

The minutes of the September 28, 2018, UEC Board of Directors meeting were approved as circulated. (Zellmer/Fremont/Unanimous)

II. PRESIDENT'S REPORT

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

III. FINANCIAL REPORT

John Griffin, Executive Director of UEC presented the year-to-date financial statements as of September 30, 2018. Mr. Griffin noted that revenue was tracking close to budget in most operations resulting in total revenue exceeding budget by \$84,000. Total expenses were also better than budget.

IV. POLICY REVIEW-ACTION ITEM

Executive Director, John Griffin, presented five UEC policies for review and stated no changes were proposed by Management. He then reviewed the Hospitality Policy. UEC did not have a Hospitality Policy, thus this policy was adopted in accordance with CSU requirements.

The Procurement Policy was revised to define direct expenditures and provide clarification on existing language. The use of p-cards will be addressed in a separate policy that will be presented at the March board meeting.

The Board of Directors approved the adopted policies as presented.
(Fremont/ Le Grande/Unanimous)

V. OFFICE OF RESEARCH & SPONSORED PROGRAMS REPORT

Rachel Weiss, Director of Research & Sponsored Programs was pleased to announce that Sponsored Programs received \$2 million in new one-year awards, \$5.4 million in renewed multi-year awards, and \$ 2.7 million in new requests since October.

Diane Trujillo, Director of Sponsored Programs Administration presented a 3-year comparison of direct expenditures and indirect cost expenditures, noting that they are currently on track to hit or exceed expenditure levels from last year.

Diane Trujillo added that efforts to automate the IDC calculation process are still ongoing, and that Sponsored Programs Administration is currently recruiting for a new staff position.

VI. EXECUTIVE DIRECTORS REPORT

The Executive Director advised that campus housing occupancy rates are lower than expected at 63% compared to 95% historically, resulting in a large shortfall in revenue. Consequently, the Sodexo agreement will need to be renegotiated.

A meeting with senior leadership is scheduled for next week to discuss the new agreement and ways to increase campus housing occupancy rates.

Mr. Griffin was pleased to share details of the successful launch of the Immediate Access Program pilot. As previously discussed, this programs offers students digital access to textbooks on or before the first day of class at a greatly reduced cost. The Immediate Access Pilot saved students a total of \$13,000, with plans to add Spanish 102 and Spanish 203 in the winter quarter.

UEC is working in collaboration with ASI, SMSU, and the Foundation on a joint proposal for tax and auditing services. The purpose of conducting a joint RFP for tax and auditing services is to test the current market and to maximize potential savings. Plans are to have the RFP completed by mid-April.

Mr. Griffin discussed details for new mixed beverage concept, Yotie Drinkz. Yotie Drinkz is slated to begin construction in January, with an expected completion date of late February. This project is expected to be completed within budget by Gray Construction.

The Executive Director was happy to report that Einstein Bros. Bagels is doing well and has exceeded initial sales expectations.

Mr. Griffin provided brief updates on the Global Café and the SMSU Expansion projects. The new Global Café will be located in the College of Extended Learning on the 1st floor, and will feature local sustainable salads and hand-crafted artisan sandwiches. The SMSU Expansion Project will total approximately 100,000 square feet and will feature The Habit, a Mexican food concept, coffee kiosk, and bowling alley.

VII. PUBLIC COMMENT & ANNOUNCEMENTS

Executive Director, John Griffin recognized and thanked Ron Fremont for his many years of service to the UEC Board of Directors, following his retirement announcement earlier this year.

ADJOURNMENT

The meeting adjourned at 3:54 P.M.

Approved by the UEC Board of Directors

 3/10/19

Dr. Doug Freer, Secretary/Treasurer