

UEC Board of Directors Meeting

Friday, June 14, 2019 – 3:00 P.M.
University Enterprises Boardroom

Minutes

<u>Members Present:</u>	Tomás Morales, Doug Freer, Sam Sudhakar, Harry Le Grande, Robert Nava, Dorothy Chen-Maynard, Shari McMahon, Jennifer Sorenson, Barbara Sirotnik, Taewon Yang, Valerie Zellmer, Prince Ogidikpe, Helen Martinez
<u>Members Absent:</u>	William Tooke, William Stevenson, LaNya Lyons
<u>Staff Present:</u>	John Griffin, Thomas Sekayan, Sam Singery, Dorota Huizinga, Diane Trujillo, Michelle Mondorf
<u>Guests Present:</u>	A.J Beechko

CALL TO ORDER

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

I. APPROVAL OF MINUTES

The minutes of the March 22, 2019 UEC Board of Directors meeting were approved as circulated. (Chen-Maynard/Zellmer/Unanimous)

II. INTRODUCTION OF UEC GENERAL COUNSEL

Executive Director, John Griffin, welcomed and introduced UEC General Counsel, Andrew Beechko.

III. PRESIDENT'S REPORT

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

IV. FINANCIAL REPORT

Associate Controller for Financial Services, Sam Singery presented the year-to-date financial statements as of April 30, 2019. Mr. Singery noted that revenue was tracking close to budget in most categories, except Dining Services commissions due to the shortfall in meal plan sales.

Total expenses are better than budget, with net income from operations almost doubling from the previous year at \$2.6 million.

V. OFFICE OF RESEARCH AND SPONSORED PROGRAMS REPORT

Dorota Huizinga, Associate Provost for Academic Research, announced the submission of two new graduate proposals and a financial education program that will help undergraduates understand student loan debt.

Diane Trujillo, Director of Sponsored Programs Administration, presented an indirect cost recovery comparison, noting that they are on track to exceed last year's targets. Diane also shared plans to submit the Facilities Administrative Cost Proposal by the end of June, and added that all vacant positions in her department have been filled.

VI. FY 19/20 BUDGET APPROVAL-ACTION ITEM

Executive Director, John Griffin discussed the FY 19/20 budget presented by management to the Finance Committee on May 16, 2019. The Committee held an in-depth discussion and review of financial assumptions and details. Budget Highlights include:

- Decrease in Dining Services commissions due to the shortfall in meal plan sales
- Continued tight control on operating expenses

Major budget factors for next year include an increase in Dining Services expense due to the inclusion of custodial services and an increase in depreciation expense related to Starbucks, Einstein Bros. Bagels, and Yotie Drinkz projects.

The Board of Directors approved the FY 19/20 Budget. (Chen-Maynard/Sorenson)

VII. COMMERCIAL ENTERPRISES COMMITTEE UPDATE

Commercial Enterprises Committee Chair, Dorothy Chen-Maynard, presented a report on last year's activity. The Committee met three times last year to discuss UEC's commercial partnerships, vending options, and how to promote and grow meal plan sales.

The Campus Dining Advisory Committee instituted a Secret Shopper Program, and created three subcommittees aimed at monitoring food waste, exploring vegan food options, and looking at how to effectively utilize space at the Coyote Commons. UEC is creating a Bookstore Advisory Committee to improve collaboration between Campus and the Coyote Bookstore, and working with Sodexo on new dining strategies.

VIII. CHANGES IN BOARD MEMBERSHIP FOR FY 2019/20-ACTION ITEM

UEC Executive Director, John Griffin noted 3 board members with terms expiring in June 2019:

- Faculty Director Barbara Sirotnik
- Student Directors Prince Ogidikpe and Yusra Serhan

The Executive Director discussed the appointment of Jeremy Dodsworth as a Faculty Director and advised that the names of the two new Student Directors will be forwarded by SMSU & ASI, at a later date.

The following board action was recommended for approval:

- The appointment of Jeremy Dodsworth as a Faculty Director for a 3 year term

The recommendation was approved unanimously. (Morales/Chen-Maynard/Unanimous)

IX. APPOINTMENT OF BOARD OFFICERS FOR FY 2019/20-ACTION ITEM

A nominations committee was formed consisting of Jenny Sorenson, Taewon Yang, and Yusra Serhan. The Committee discussed and recommended the following proposed Board Officer candidates for FY 19/20:

- The re-appointment of Sam Sudhakar as Board Chair
- The re-appointment of Valerie Zellmer as Vice-Chair
- The re-appointment of Doug Freer as Secretary/Treasurer

The recommendation was approved unanimously. (Chen-Maynard/Sirotnik/ Unanimous)

X. EXECUIVE DIRECTORS REPORT

Mr. Griffin presented the Executive Director's report. UEC's major focus this past year was on expanding food programs into previously underserved food areas on campus, growing commercial revenue streams, renovating the UEC building, the HVAC upgrade project, and the implementation of the Immediate Access Program.

Next year's efforts are to continue to grow revenue while monitoring expenses, assessing the current dining strategy to determine the right number, mix, and location of food units, and launching the Bookstore Advisory Committee. Engagement efforts include establishing an iPad giveaway Program in conjunction with Pepsi.

XI. ANNOUNCEMENT & PUBLIC COMMENT

Barbara Sirotnik, Prince Ogidikpe, and Yusra Serhan thanked the Board for their terms of service. Harry Le Grande announced his departure in September and expressed his gratitude to his colleagues and UEC.

ADJOURNMENT

The meeting adjourned at 4: 04 P.M.

Approved by the UEC Board of Directors

 7/23/19

Dr. Doug Freer, Secretary/Treasurer