

## UEC Board of Directors Meeting

Friday, June 12, 2020 – 3:00 P.M.

### Minutes

**MEMBERS PRESENT:** Tomás Morales, Doug Freer, Sam Sudhakar, Shari McMahon, Robert Nava, Paz Olivérez, Dorothy Chen-Maynard, Jennifer Sorenson, Taewon Yang, Jeremy Dodsworth, Williams Stevenson, William Tooke, Valerie Zellmer, LaNya Lyons, Helen Martinez

**MEMBERS ABSENT:** Adonis Galarza-Toledo, Yusra Serhan

**STAFF PRESENT:** John Griffin, Thomas Sekayan, Christia Williams, Rima Tan, Dorota Huizinga, Jon Merchant, Diane Trujillo, Paulina Tagle, Michelle Mondorf

**GUESTS PRESENT:**

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#### CALL TO ORDER

Board Chair, Dr. Sam Sudhakar, called the meeting to order at 3:03 P.M.

This meeting was conducted via Zoom due to COVID-19 social distancing guidelines.

#### I. APPROVAL OF MINUTES

The minutes of the March 20, 2020, UEC Board of Directors meeting were approved as circulated. (Freer/Nava/Unanimous)

#### II. PRESIDENT'S REPORT

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

#### III. FINANCIAL REPORT

Associate Controller for Financial Services, Rima Tan, presented the year-to-date financial statements as of April 30, 2020. Ms. Tan noted that commercial revenues are lower than budget in most categories, due to campus closures as a result of COVID-19.

Total expenses are also slightly lower than budget due to reduced campus operations.

IV. OFFICE OF RESEARCH & SPONSORED PROGRAMS REPORT

Dorota Huizinga, Associate Provost for Academic Research, announced the receipt of an NIH grant and introduced the new Senior Director of Sponsored Programs Pre-award Department, Paulina Tagle.

Paulina presented a report on Sponsored Programs activities through May 31<sup>st</sup>, noting a record year with 77 grant submissions and \$38 million in new awards.

Diane Trujillo, Director of Sponsored Programs Administration, reported \$20 million in direct expenditures, \$2.3 million in indirect expenditures, with an IDC recovery rate of 11.9%.

V. POLICY REVIEW-ACTION ITEM

Executive Director, John Griffin, presented two policies to the Board for review. Mr. Griffin reviewed the Surplus Equipment Disposal and Equipment Management Policies. These policies were updated to clear a finding from the Chancellor's Office and to comply with current campus and federal regulations.

The Board of Directors approved the two policies as presented.  
(Stevenson/Freer /Unanimous)

VI. FY 2020/21 BUDGET APPROVAL-ACTION ITEM

Executive Director, John Griffin began the FY 20/21 budget discussion by noting the inclusion of two different budget scenarios based on when students might return to campus as result of the COVID-19 pandemic. The FY 20/21 budget was presented by Management to the Finance Committee on May 13<sup>th</sup> where the committee discussed and reviewed the financial details behind the proposed budget.

Mr. Griffin provided a summary of how the actual projections for FY 19/20 were significantly impacted by the COVID-19 pandemic with a projected result of (\$560,000) worse than budget. Regarding the budget for FY 20/21, in light of the continued impact of the COVID-19 pandemic on commercial revenues, expenses were reduced accordingly to limit the negative impact of restricted campus operations. The one bright spot for next year is the \$1.0 million signing bonus from the new dining services agreement with Chartwells Higher Ed.

Mr. Griffin informed the Board about filing a COVID-19 related claim with FEMA as well as submitting an application to the SBA for an Economic Disaster Recovery Loan. Both of these actions are being taken to provide additional financial support during this pandemic.

The Board of Directors approved the FY 20/21 Budget. (Freer/Nava/Unanimous)

VII. CHANGES IN BOARD MEMBERSHIP FOR FY 2020/21-ACTION ITEM

UEC Executive Director, John Griffin noted five board members with terms expiring in June 2020:

- Valerie Zellmer – Community Director, Board Vice-Chair
- Jenny Sorenson – Staff Director
- William Tooke – Community Director
- Adonis Galarza-Toledo and Helen Amaris Martinez – Student Directors

The Executive Director recognized and thanked outgoing Board Members William Tooke, Adonis Galarza-Toledo, and Helen Martinez.

The following board action was recommended for approval:

- Reappointment of Valerie Zellmer to a three-year term as a Community Director (7/1/20 to 6/30/23)
- Reappointment of Jenny Sorenson to a three-year term as a Staff Director (7/1/20 to 6/30/23)

The recommendation was approved unanimously. (Stevenson/Martinez/Unanimous)

VIII. EXECUTIVE DIRECTOR'S REPORT

Mr. Griffin presented the Executive Director's report. UEC's major focus this past year was on:

- Conducting an RFP and selection process to identify a new Campus Dining Services provider
- Signing a new agreement with Jostens to bring in \$40,000 in additional annual revenue
- Moving UEC's Corporate office to an off-campus virtual operation

Next year's efforts will be focused on finding additional ways to grow revenue while closely monitoring expenses, assisting with the Chartwells transition, working with Chartwells and campus to grow the sustainability program, and working closely with Follett to increase bookstore operations.

IX. ANNOUNCEMENTS & PUBLIC COMMENTS

ADJOURNMENT

The meeting adjourned at 4:00 P.M.

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*Approved by the UEC Board of Directors*

*Samuel Sudhakar*

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*Dr. Sam Sudhakar, Board Chair*