

UEC Board of Directors Meeting

Friday, September 25, 2020– 3:00 P.M.

Minutes

- MEMBERS PRESENT:** Tomás Morales, Sam Sudhakar, Doug Freer, Shari McMahon, Robert Nava, Paz Olivérez, Dorothy Chen-Maynard, Jennifer Sorenson, Taewon Yang, Jeremy Dodsworth, William Stevenson, Valerie Zellmer, LaNya Lyons.
- MEMBERS ABSENT:** Yusra Serhan, Graciela Moran, Quinay Ross
- STAFF PRESENT:** John Griffin, Thomas Sekayan, Christia Williams, Diane Trujillo, Dorota Huizinga, Paulina Tagle, Rima Tan, Jon Merchant, Michelle Mondorf
- GUESTS PRESENT:** Julie Nichols, Larry Rose, Liang Guo, Jonathan Perez, Mallory Jehl, Nikki Hamzaeff
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CALL TO ORDER

Board Chair, Dr. Sam Sudhakar, called the meeting to order at 3:05 P.M.

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

I. APPROVAL OF MINUTES

The minutes of the June 12, 2020, UEC Board of Directors meeting were approved as circulated. (Zellmer/Lyons/Unanimous)

II. APPROVAL OF NEW DIRECTORS OF NEW DIRECTORS-ACTION ITEM

Executive Director, John Griffin noted that two additional Board Members had been identified since the June 12th Board Meeting. ASI President, Graciela Moran and Resident Hall Business Administration Coordinator, Quinay Ross will serve as Student Directors.

The following board action was recommended for approval:

- The appointment of Graciela Moran as Student Director for a 1-year term
- The appointment of Quinay Ross as Student Director for a 2-year term

The recommendations were approved unanimously.
(Zellmer/Lyons/Unanimous)

III. PRESIDENT'S REPORT

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

IV. CHARTWELLS HIGHER ED PRESENTATION

Chartwells District Marketing Manager Nikki Hamzaeff, discussed the graphic and brand refresh at the Coyote Commons, Howl-N-Growl, and the Coyote Market including new signage and logos at the registers, beverage stations, and an interactive “Meet The Chef Wall.”

General Manager Mallory Jehl, discussed Chartwells engagement efforts since July 1st. These efforts included providing free burrito cards to essential employees, implementing a burrito cart near the new SMSU construction site, and partnering with Residential Housing to provide Yotie Eats Move-In boxes to new CSUSB students.

The Coyote Commons and Howl-N-Growl were merged to provide more efficient services to students, Boost Mobile Ordering was introduced, smaller and more affordable meal bite plans were made available to students, and Chef Ashley conducted a Zoom cooking class in partnership with the Office of Student Engagement.

Future refresh and operational projects include a Tradecraft Coffee refresh at Howl-N-Growl, updated market branding at all C-Stores, new menus for fall semester, and plans for HR recruitment once Campus returns to full operations.

V. AUDIT COMMITTEE REPORT

Audit Committee Chair, Valerie Zellmer, provided an update of the Audit Committee meeting held on September 10th. Financial results yielded no abnormalities or nuances to report. Consequently, the auditors are issuing an unmodified opinion in their final audit report.

However, upon testing internal controls using government auditing standards, CLA identified a minor deficiency in attendance reporting at the Childcare Development Center. This deficiency resulted in a finding with a response by Management to conduct additional training and closely monitoring attendance records.

VI. FINANCIAL REPORT

Associate Controller for Financial Services, Rima Tan, presented the year-to-date financial statements as of July 31, 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 remain slightly lower than budget due to reduced campus operations.

VII. STUDENT MANAGEMENT FUND-ACTION ITEM

Executive Director, John Griffin provided a short history of the Student Investment Management Fund (SMIF). The fund has now almost doubled in size, creating both challenges and additional investment opportunities. Management met with Dean Rose from the Jack Brown College of Business Administration to discuss the possibility of UEC contributing \$100,000 to the Student Managed Investment Fund that will be invested in socially responsible investments.

Jonathan Perez, CSUSB Alumni and former Co-President of the Student Managed Investment Fund, made a short presentation to the Board on the benefits of this investment class.

The Board of Directors approved the contribution of \$100,000 to the Student Managed Investment Fund.

(Morales/Freer/Unanimous)

VIII. OFFICE OF RESEARCH & SPONSORED PROGRAMS

Dorota Huizinga, Associate Provost for Academic Research, was pleased to announce \$30 million in new awards for FY 2019-20, noted a change in how grants are reported, and acknowledged her staff for National Research Administrator Day.

Senior Director of Research and Sponsored Programs, Paulina Tagle, reported 91 grant proposal submissions, totaling \$47.2 million in requests for FY 2019-20.

Diane Trujillo, Director of Sponsored Programs Administration, advised that the current Facilities Cost Proposal submission was extended until December 31st. Sponsored Programs is still working on the CO Audit responses due by the end of the month, and recruitment for two RA positions is ongoing.

IX. POLICY REVIEW-ACTION ITEM

Executive Director, John Griffin, presented the UEC Procurement Policy to the Board for review. The Procurement Policy was updated to provide clearer language per Uniform Guidance and CSU Requirements. Additionally, the requirement for three quotes for a sole source when the vendor or sub-contractor is named in the award was removed.

The Board of Directors approved the updated policy as presented.

(Chen-Maynard/Dodsworth /Unanimous)

X. EXECUTIVE DIRECTOR'S REPORT

Executive Director, John Griffin, discussed the revised budget as result of the decision by CSU to keep students off campus the remainder of the academic year due to COVID-19.

Mr. Griffin was pleased to report an increase in total revenues due to a \$1.3 million sign-on bonus from Chartwells. Unfortunately, operating expenses will increase as a result of UEC's obligation to provide food service to the students living in Housing and essential personnel on campus.

XI. CONFLICT OF INTEREST STATEMENTS

All UEC Board Directors are required to sign a Conflict of Interest Statement yearly, in accordance with California Education Code, Sections 89906-89909. Signed Conflict of Interest Statements are part of the audit checklist performed by the Chancellor's Office every three years.

Conflict of Interest Statements for the period of July 1, 2020 through June 30, 2021 were signed by each director.

XII. PUBLIC COMMENTS & ANNOUNCEMENTS

ADJOURNMENT

The meeting adjourned at 4:57 P.M.

Approved by the UEC Board of Directors

Douglas R. Freer
Douglas R. Freer (May 14, 2021 16:48 PDT)

Dr. Doug Freer, Secretary/Treasurer