

UEC Board of Directors Meeting

Friday, May 12, 2023 – 3:00 P.M.

Minutes

MEMBERS PRESENT: Sam Sudhakar, Robert Nava, Dorothy Chen-Maynard, Paz Olivérez, Taewon Yang, Jeremy Dodsworth, Jennifer Sorenson, William Stevenson, Juan Herrera, Paola Galvez, Alexandra Thambi

MEMBERS ABSENT: Tomás Morales, Rafik Mohammed, Valerie Zellmer, Destiny Shavers, Doug Freer

STAFF PRESENT: John Griffin, Michelle Mondorf, Jennifer Osmond

GUESTS PRESENT: Michelle Bulaon, Jesse Felix. Paulina Tagle, Dorota Huizinga

CALL TO ORDER

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

This meeting was held in the University Enterprises Boardroom, UE-102 with a Zoom option.

I. APPROVAL OF MINUTES- ACTION ITEM

The minutes of the February 24, 2023, UEC Board of Directors meeting were approved as presented.

Board Result. (*Chen-Maynard/Yang – Motion Passed*)

II. PRESIDENT’S REPORT

Board Chair, Dr. Sam Sudhakar, provided an update on campus activities and events on behalf of President Morales.

III. EXECUTIVE DIRECTOR’S REPORT

Executive Director, John Griffin, provided updates and operational highlights -

- A special Commercial Enterprises Committee Meeting is scheduled for May 15th to discuss food program issues and campus expectations
- The new short-term investment account with Citizen’s Business Bank has generated around \$40,000 in a little over a month.
- Campus ITS is continuing their efforts to replace the MICROS point-of-sale system with a newer system. Implementation is scheduled for January 2024.
- \$46,000 flood insurance claim expected to be paid before June 30th
- Mr. Griffin provided a short update on summer projects –

- Panda Express project is waiting on final approval from the Health Department. June start date expected with completion in August.
- Einstein Bros Bagels will be adding an express line for grab-and-go options.
- Wild Blue Sushi is looking at moving into the Coyote Market space in the Student Union South

IV. APPOINTMENT OF OFFICERS – ACTION ITEM

Executive Director, John Griffin, noted that Michael Au-Yeung had left the University leaving the Secretary and Treasurer Officer positions vacant.

Mr. Griffin discussed the Officer vacancies with President Morales per the Bylaws, and the President nominated Dr. Taewon Yang, to serve as Interim Treasurer, and Juan Herrera, to serve as Interim Secretary for the rest of the FY 22/23 fiscal year and the FY 23/24 fiscal year. President Morales also nominated Dr. Sam Sudhakar, Chair, and Valerie Zellmer, Vice Chair, to continue in the same Officer positions for next fiscal year.

Board Result. *(Chen-Maynard/Sorenson – Motion Passed)*

V. FINANCIAL REPORT

Michelle Bulaon, CSUSB Associate Controller, presented the UEC financial statements as of February 28th 2023. Actual year to date revenue is better than budget due to Sponsored Programs Indirect Cost Recovery exceeding budget by \$500,000. Sponsored Programs highlights include \$1.1 million from the Department of Corrections and another \$665,000 from a STEM Cell Scholarship.

VI. APPROVAL OF REVISIONS TO UEC CORPORATE BYLAWS – ACTION ITEM

Management worked with UEC Corporate Counsel to update the UEC Bylaws. The update was incorporated in an amendment. The revisions include:

- Adding a new Vice President for Human Resources, increasing the number of Vice Presidents to six (6)
- Creating a new Sponsored Programs Administration Director position to be filled by the Associate Provost for Research and Dean of Graduate Studies
- Increasing the total number of Board Directors to nineteen (19)

Board Result. *(Sorenson/Chen-Maynard – Motion Passed)*

VII. OFFICE OF ACADEMIC RESEARCH

Dr. Dorota Huizinga, Associate Provost for Research and Dean of Graduate Studies, stated they are on track for another record year.

Paulina Tagle, Senior Director of Research and Sponsored Programs, provided SPA updates

- Number of submissions from January 1st through April 30th increased to \$72.6 million
- There were 117 proposals as of the end of April

VIII. APPROVAL OF FY 2023/24 BUDGET – ACTION ITEM

Executive Director, John Griffin discussed the proposed FY 23/24 budget highlights:

- Per the Bylaws, the budget was presented by Management to the Finance Committee on April 19th, 2023. After a comprehensive review and discussion, the Finance Committee voted to recommend approval by the Board.
- Mr. Griffin reviewed the Executive Budget summary and noted the following:
 - The projected financial results for this year will be very close to budget due to the \$492,000 HEERF reimbursement received from campus
 - Major challenges for next year include a projected decrease in student enrollment and the possibility of faculty teaching classes remotely versus on campus
 - Uncertain campus population could impact retail sales
 - The new Chartwells agreement will also provide less financial compensation
 - The Adjusted Net Loss w/o depreciation of (\$665,400) for next year is a worst-case scenario and may be reduced if certain campus projects come to fruition

Board Result. *(Chen-Maynard/Dodsworth – Motion Passed)*

IX. CHANGES IN BOARD MEMBERSHIP FOR FY 2023/24 – ACTION ITEM

Executive Director, John Griffin discussed the four board members with terms expiring as of June 30, 2023:

- Jennifer Sorenson – Staff Director
- Valerie Zellmer – Community Director
- Paola Galvez – Student Director, ASI President
- Alexandra Thambi – Student Director, SMSU Board Chair

Mr. Griffin recognized and thanked outgoing student Board Members Paola Galvez and Alexandra Thambi as they were graduating on May 20th and leaving the Board. A gift from the Coyote Bookstore was presented to both.

Jennifer Sorenson and Valerie Zellmer were nominated for new three-year terms of service.

Board Result. *(Chen-Maynard/ Yang – Motion Passed)*

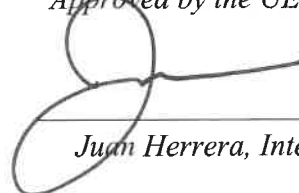
X. PUBLIC COMMENTS & ANNOUNCEMENTS

There were no public comments or announcements.

ADJOURNMENT

The meeting was adjourned at 4:07 P.M.

Approved by the UEC Board of Directors



Juan Herrera, Interim Secretary