

UEC Board of Directors Meeting

Friday, September 8, 2023 – 3:00 P.M.

Minutes

<u>MEMBERS PRESENT:</u>	Tomás Morales, Rafik Mohamed, Sam Sudhakar, Robert Nava, Dorothy Chen-Maynard, Paz Oliverez, Jennifer Sorenson, Taewon Yang, Valerie Zellmer, Robin Phillips, William Stevenson, Jeremy Dodsworth, Juan Herrera, Cynthia Crawford, Carson Fajardo
<u>MEMBERS ABSENT:</u>	Destiny Shavers, Angelica Agudo
<u>STAFF PRESENT:</u>	John Griffin, Michelle Mondorf, Jennifer Osmond, Diane Trujillo, Paulina Tagle, Michelle Bulaon, Jesse Felix
<u>GUESTS PRESENT:</u>	Joe Fischioni, Omar Galvez, Joan Chang, Tayha Hostetler

CALL TO ORDER

Board Chair, Dr. Sam Sudhakar, called the meeting to order at 3:02 P.M.

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

I. APPROVAL OF MINUTES

The minutes of the May 12, 2023, UEC Board of Directors meeting were approved as presented.

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

II. APPROVAL OF NEW DIRECTORS FOR FY 2023/24 - ACTION ITEM

Executive Director, John Griffin, introduced ASI President, Carson Fajardo and SMSU Board Chair, Angelica Agudo as the new Student Directors for FY 2023/24.

The following board action was recommended for approval:

- The appointment of Carson Fajardo as Student Director for a 1-year term (7/1/23 to 6/30/24)
- The appointment of Angelica Agudo as Student Director for a 1-year term (7/1/23 to 6/30/24)

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

III. PRESIDENT'S REPORT

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

IV. CHARTWELLS HIGHER ED PRESENTATION

Western Division President, Joe Fischioni, acknowledged the Breach of Service Notice and highlighted Chartwells efforts to cure the notice. Support on campus has been provided from the national, divisional, regional and district level to identify and correct the issues starting with qualifications and leadership. This includes hiring a new General Manager, Michael Singarayar, a new Catering Manager, Alejandro Iniguez, and a new Marketing Manager, Bhavishka Malhotra.

District Manager, Omar Galvez, described the changes to the catering department such as rebranding from “Yotie Eats” to “Coyote Catering,” implementing a new catering ordering system CaterTrax, and a new budget friendly “catering to go” option. Mr. Galvez added the Food Hall at SMSU South is re-opening and will include Frutas El Coyote, Bobo’s Pizza and Wild Blue Sushi. The Chartwells Business Implementation Team has been working to resolve performance issues by improving National Brand Support, increasing Boost auditing, and providing additional training.

District Marketing Manager, Joan Chang, shared the recent progress made within the marketing department. To increase presence on campus, the marketing team focused heavily on building campus relationships and has partnered with over fifteen campus departments. Ms. Chang highlighted efforts in creating a visible presence, including increasing signage and participating in tabling events across campus. Communication through campus email has also been increased to create a higher virtual presence.

V. EXECUTIVE DIRECTORS REPORT

Executive Director John Griffin provided updates and operational highlights –

- The Breach of Service Notice sent to Chartwells CEO on July 3rd included a 60-day cure period which has now passed. A formal acknowledgement of the notice and cure status is required.
- Campus leadership and the Chief Procurement Officer from the Chancellors Office are participating in contract negotiations and evaluating the possibility of CSUSB joining the CSU Multiple Employer Agreement with Chartwells.
- UEC has made a commitment to continue supporting the Palm Desert Campus food truck program for another year and is collaborating with PDC leadership towards creating a \$5 off voucher program.
- Campus leadership requested UEC make a \$900,000 contribution to Housing for the debt service on the Coyote Commons. The funds came from the \$1.3 million Chartwells signing bonus.
- The Oracle Micros point-of-sale system replacement had an unexpected annual cost of \$100,000 for annual support and maintenance. Management is working with Chartwells on the possibility of Chartwells purchasing the POS system and leasing it back to UEC.

VI. OFFICE OF ACADEMIC RESEARCH REPORT

Diane Trujillo, Director of Sponsored Programs Administration, reported \$90 million in proposals and submissions with \$52 million in new awards for fiscal year-end 22/23. Regarding staffing needs, the Pre-Award department is finalizing interviews for their vacant analyst position. Ms. Trujillo acknowledged her staff and their efforts, highlighting September 25th as National Research Administrator Day.

Cynthia Crawford, Interim Associate Provost for Academic Research, was pleased to announce Jason Burke as her replacement as Director of Research Development.

VII. FINANCIAL REPORT

Michelle Bulaon, CSUSB Associate Controller, presented a draft of UEC's financial statements as of June 30, 2023. There was a new accounting standard for leases resulting in some new line items on the balance sheet. Total revenue is tracking better than budget, with Sponsored Programs Indirect Cost Recovery up \$1.6 million over budget. Total expenses are close to the budget for the year.

VIII. POLICY REVIEW – ACTION ITEM

Executive Director, John Griffin, presented three policies to the board for action. The UEC Hospitality Policy was updated with a few changes. The UEC Procurement Policy and UEC Post-Retirement Medical Insurance Policy were also updated with minor changes for clarity and additional information.

The Board of Directors approved the three policies as presented.
Board Result (*Chen-Maynard/Herrera – Motion Passed*)

IX. STUDENT MANAGED INVESTMENT FUND – ACTION ITEM

Executive Director, John Griffin, provided a brief history of the second Student Managed Investment Fund. Mr. Griffin described the impact and success of the program over the past two and a half years. A second transfer of \$100,000 to the Student Managed Investment Fund is being requested and would provide additional investment opportunities for the students. Management will ask the investment class to make a presentation at the next BOD meeting.

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

X. CONFLICT OF INTEREST STATEMENTS

In accordance with California Education Code, Sections 89906-89909, all UEC Board Directors are required to sign a Conflict-of-Interest Statement yearly. Conflict of Interest Statements for the period July 1, 2023 through June 30, 2024 were distributed for signatures.

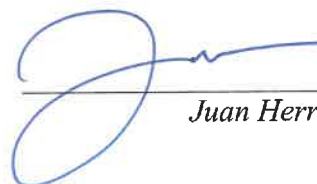
XI. PUBLIC COMMENT AND ANNOUNCEMENTS

Executive Director, John Griffin, announced his retirement effective January 31st, 2024.

ADJOURNMENT

The meeting was adjourned at 4:51 P.M.

Approved by the UEC Board of Directors

A handwritten signature in blue ink, consisting of a large, stylized 'J' followed by a horizontal line and a small flourish.

Juan Herrera, Interim Secretary