

UEC Board of Directors Meeting

Friday, December 8, 2023 – 3:00 P.M.

Minutes

MEMBERS PRESENT: 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, Cynthia Crawford, Carson Fajardo

MEMBERS ABSENT: Juan Herrera, Destiny Shavers, Angelica Agudo

STAFF PRESENT: John Griffin, Sesar Morfin, Michelle Mondorf, Jennifer Osmond, Diane Trujillo, Paulina Tagle, Michelle Bulaon, Jon Merchant, Ingrid Valdez

GUESTS PRESENT: Liang “Kevin” Guo and his Student Investment Class

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 small number of Board Directors participating via zoom.

I. APPROVAL OF MINUTES

The minutes of the September 8, 2023, UEC Board of Directors meeting were approved as presented.

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

II. PRESIDENT’S REPORT

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

III. STUDENT MANAGED INVESTMENT FUND

CSUSB faculty instructor, Dr. Kevin Guo, and students from his Student Managed Investment Fund class gave a presentation to the Board. The student-class presentation included the investment strategies and results for the fall 2023 semester. The students thanked the Board for the additional \$100,000 investment in the fund which will provide additional flexibility with investment decisions.

IV. EXECUTIVE DIRECTORS REPORT

Executive Director, John Griffin, provided operational updates -

- The last phase of Food Service construction projects has been completed except for Einstein Bros. Bagels Express which is waiting for final clearance from the SB County Health Department. The completed projects include the Coyote Market at CGI, Habit Burger, Coyote Cantina, Panda Express, Bobos Pizza, Wild Blue Sushi and Frutas El Coyote.
- UEC, campus leadership, and the CSU Chief Procurement Officer have held several meetings with Chartwells regarding the next agreement. UEC is hopeful the agreement will be completed within the next month. Part of the discussion involves moving our stand-alone agreement to the CSU Master Sponsorship Agreement for better leverage and operational reasons. The new agreement will also include language that will allow the agreement to be renegotiated if a major change occurs in the core assumptions such as student enrollment or number of beds in housing.
- Chartwells has agreed to pay in advance for the new POS system and then invoice the cost over a 5-year period. The POS system will be included in the new Chartwells agreement. Current cost estimate is in the \$375,000 to \$400,000 range with a continued \$80,000 annual cost for cloud-based support. Target date for installing the new system is the start of the spring 2024 semester.
- Implementation of the Follett Equitable Access Program is targeted for fall 2024. This program combines digital and printed course materials at a significant cost reduction to students. The program includes a flat fee per credit hour with an opt-out capability. The campus program is being led by Dr. Brad Owen - Chief Academic Technology Officer, and Dr. Cary Barber, Affordable Learning Solutions Coordinator.
- UEC is moving our current credit card program with Bank of America to the new CSUSB corporate credit card through US Bank. Over sixty card holders out approximately seventy-five have converted. Implementing this new credit card program will necessitate a few minor revisions to the UEC Procurement and UEC Travel policies.

V. OFFICE OF ACADEMIC RESEARCH REPORT

Paulina Tagle reported that CSUSB received over campus received over \$31 million in awards and submitted 39 proposals requesting over \$24.8 million? After a 3-year search, they welcomed new pre-award team member Debra Logan.

Diane Trujillo, Director of Sponsored Programs Administration added that her department is looking to fill two current vacant positions.

VI. FINANCIAL REPORT

Michelle Bulaon, CSUSB Associate Controller, presented UEC's financial statements as of September 30, 2023. Ms. Bulaon noted that Total Revenue and Operating Expenses are tracking close to budget through September. Ms. Bulaon also noted the new Right of Use Asset and Lease liability categories that were added during the year end close process. These new balance sheet categories reflect the commitments UEC has regarding lease agreements. Items will be amortized over 4-5 years.

VII. BOARD RESOLUTION FOR CHILDREN'S CENTER – ACTION ITEM

Executive Director, John Griffin, presented a Board Resolution for the CSUSB Children's Center. The resolution is a requirement from the California Department of Education which is the primary funding agency for the Children's Center. Part of the funding renewal cycle requires a new board resolution granting signing authority. John Griffin will continue as the authorized signer until his retirement on January 31, 2024. Sesar Morfin becomes the signing authority thereafter.

The Board of Directors approved the resolution for the as presented.
Board Result (*Morales/Nava – Motion Passed*)

VIII. CHANGE IN SIGNATURE AUTHORITY – ACTION ITEM

With his upcoming retirement at the end of January, Executive Director, John Griffin reminded the Board about the need to authorize a replacement person with signature authority to sign all applications, contracts, agreements, and other legal documents on behalf of UEC. Dr Samuel Sudhakar and Sesar Morfin were identified to receive signature authority.

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

IX. PUBLIC COMMENT AND ANNOUNCEMENTS

ADJOURNMENT

The meeting was adjourned at 4:46 P.M.

Approved by the UEC Board of Directors

Valerie J Zellmer

Valerie J Zellmer (Jan 19, 2024 07:35 CST)

Valerie Zellmer, Vice Chair