



University Glen Corporation
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Board of Directors Meeting

Thursday, August 25, 2011

Minutes

The Board of Directors of University Glen Corporation met on August 25, 2011 at 4:30 p.m. The meeting was held in the Conference Room the University Glen Corporation Offices, California State University Channel Islands (CSUCI), 45 Rincon Drive, Suite 104-A, Camarillo.

Chairperson Press presided and called the meeting to order at 4:33 pm.

Members Present:

Michael Berman
Beatrice de Oca
David Press
Bill Robe

Members Absent:

Jacquelyn Kilpatrick
Barbara Thorpe

Public Forum

Mr. Press called for public comments. There being no comments, Mr. Press closed the public comment period of the University Glen Corporation Board of Directors.

Approval of Minutes

Mr. Press called for the approval of the minutes of the April 14, 2011 regular meeting. The motion to approve the minutes was duly made, seconded, and approved 4-0-0.

Executive Director's Report

- UGC Operations
 - Our new catering menu is online.
 - Islands Café was repainted during the summer, the booths in Islands Café were also repaired.
 - New grill has been installed in SUB with a new menu posted. This is the first week of operation and so far it is being well received.
 - During the fall semester, Spirit Card program purchases totaled \$1,139. The spring semester was \$1,409. Total was \$2,548, making this a successful program.

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- At the end of the first year of operation, Islands Café statistics include:
 - Served 139,363 meals to the residence hall students.
 - Served 12,088 meals to faculty and staff.
 - Served 1,156 meals to the general public.
 - Meal average M-Th: 721
 - Meal average Friday: 577
 - Meal average Sat/Sun: 376
 - Most residence hall meals served in one day was 1,075
 - Most “any kind of meal” served in one day was 1,156
- Spending breakdown for the Dining Dollars Program is:

	Fall 2010	Spring 2011	Total
● Islands Café	\$6,782	\$12,569	\$19,351
● Student Union Building	\$41,752	\$42,615	\$84,362
● Library Freudian Sip	\$7,175	\$8,303	\$15,478
● Tortillas Grill	\$26,908	\$25,547	\$51,455
● Sammy’s Market	\$71,513	\$78,886	\$150,455
	\$154,130	\$167,920	\$322,050

- Site Authority Operations

- Home Sales
 - Direct sales in play, no buyer: 11
 - Direct sales in escrow: 0
- Phase IA/B/C and Town Center apartments are 90% occupied and 92% leased.
- Brush clearance program is nearly complete, the Fire Department is very pleased with progress and Long Grade Creek is the only remaining area to be completed.
- Copy Center Too has paid all past due amounts in full and was expected to open for business on August 22, 2011.
- A portion of the reclaimed water line has failed and requires replacement. Initial bid came in at roughly \$170,000.
- A new ATM was installed in the Student Union Building
- CI Power
 - The plant has completed revisions to the emergency response plan and the plan is fully integrated into the CI emergency response plan.
 - The natural gas contract for CI Power expires August 30, 2011. We are in the process of looking at options for renewal, including entering into an agreement with the Department of General Services.
 - The Gas Company has issued roughly \$70,000 in credits from Oct 2010 through April 2011 since CI Power was exempted for the Municipal Surcharge and was inadvertently charged that amount.

Homeowners Advisory Council

- Issues discussed at the Homeowners Advisory Council meetings include:
 - Community Garden
 - Have the trash company wash out trash cans once a month for all residents.

- Remind residents to pick up after their dogs.
- There are areas where trees have lifted sidewalks.

Financial Report

Financial Reports for the period June 2011 were reviewed and discussed.

Delegation of Authority for 2011-12

The board reviewed, discussed and approved the annual delegation of authority with a motion that was duly made, seconded and approved 4-0-0.

Travel Policy

The board reviewed, discussed and approved the revised Travel Policy with a motion that was duly made, seconded, and approved 4-0-0. This policy was revised to reflect the new CSU travel policy that was adopted April 2011. UGC will follow the CSU policy.

Articles of Incorporation

The board reviewed, discussed and approved the restated Articles of Incorporation with a motion that was duly made, seconded, and approved 4-0-0. The Articles of Incorporation were restated to reflect new business the corporation has taken on, namely commercial services.

Risk Management Policy

The board reviewed, discussed and approved the Risk Management Policy with a motion that was duly made, seconded, and approved 4-0-0. This policy was developed to meet the CSU standard that each auxiliary have their own risk management policy and not rely on the CSU policy as the auxiliary policy.

2011-12 Schedule of Meetings

The board reviewed, discussed and approved the 2012 schedule of meetings with a motion that was duly made, seconded, and approved 4-0-0. The UGC Board will meet s follows:

- February 2
- April 12 (annual meeting)
- August 23 (CAM Budget)
- October 25

Old Business

There was no old business.

New Business

There was no new business.

There being no further business to come before the Board, the meeting adjourned at 5:40 pm.

APPROVED

University Glen Corporation

Barbara Thorpe, Secretary

Date: