

CI University Auxiliary Services, INC.

BOARD OF DIRECTORS

Thursday, February 15, 2024

11:00am – 12:00pm

ATTENDEES

Laurie Nichols, Staff
Dave Armstrong, Board Chair
Barbara Rex, Treasurer and Secretary
Peter Maher, Staff
Jeff Kim, Staff
Stephanie Bracamontes, Staff

John Lazarus, Staff
Christina Salas, Staff
Bill Robe
Marianne McGrath, Staff
Andrea Grove, Staff
President Richard Yao

Minutes recorded by Christina Salas

I. CALL TO ORDER

Meeting was called to order at 11:03 by Dave Armstrong

II. MEETING MINUTES

Dave Armstrong made the motion to table the approval of meeting minutes from November 30, 2023 until the next UAS Board Meeting scheduled for May 16, 2024.

Andrea Grove seconded the motion.

All voted in favor

III. ACTION ITEM

John Lazarus moved to approve the revision of the current Policy on Procurement dated February 15, 2024, Policy Number 2.20.

Change proposed to Purchase Order Request Process item A., item exceed amount to be \$4,000.

Dave Armstrong made the motion to accept the revised Policy on Procurement

Bill Robe seconded the motion

All voted in favor

IV. INFORMATIONAL ITEM

A. Campus Update presented by President Yao

State of California projected deficit \$38 billion.

CSU still shows significant enrollment decline. Decrease campus appropriation and allocate to schools that have room for growth. Projected \$110 million shortfall.

Governor Proposal, Governor is committed but not funding until 25-26, with a plan to reimburse for prior year.

With new instruments in place hopeful to be at target for 26/27.

Focus on year three of rebranding, WSCUC re-accreditation, Spring Census.

Maximize 24/25 efforts with an expected huge turning point 2025.

Our academic profile is important, with emphasis on not only who were serving but what we're serving. Still working on establishing our institution identity.

B. Update and Planning presented by Laurie Nicoles

Implementing new controls, including reduction in labor, and establishing monthly reports.

Progress in reduction of salaries and benefits by 6%.

Exploring meal plan rate increase and review ADP costs and benefit package.

Update on late night dining. Lighthouse café is now open five days a week till 10pm.

It appears to be going in a positive direction. In another couple weeks we can better determine if this is generating revenue. Leaning to partner with campus for better marketing.

Next step is Spring Census and update on UAS proforma. Utilize all data to prepare proposed budget for May 2024 UAS board meeting.

V. INFORMATIONAL ITEM

A. 23/24 Q2 Board Report presented by John Lazarus

Reviewed our labor costs and made some necessary cuts.

Late night dining has not been negatively impactful. Any losses related to Pizza will be absorbed by corporate. Higher payroll fees with ADP have increased operating costs.

B. Directors Report presented by John Lazarus

Internal Audit. Currently collecting all requested data. We have been notified of not having an entertainment policy on file. Expect a much cleaner audit than our previous one.

Closed Pizza location. Continue to focus on how to activate the space. Currently KW is marketing the space and owned by Kennedy Wilson. In response to Bill Robe question, if an event is held at the location the fees paid would subsidize the rent.

SB 1383. Thanks to Dave we now have a second food donation partnership with Ventura County Food Bank. Our first partnership is with CSUCI Dolphin Pantry.

ADP Review. Collecting and reviewing all data in relation to ADP. Including fees, services offered, and benefits to determine if beneficiary to UAS.

VI. BOARD COMMENTS

- a. Dave Armstrong asked for regular updates from the campus regarding strategic planning

VII. NEXT BOARD MEETING

May 16, 2024, 11:00AM

VIII. ADJORN MEETING

Dave Armstrong adjourned meeting at 11:59AM