



University Auxiliary Services Board of Directors

MINUTES

Thursday, December 14, 2017, 1:00 p.m.

California State University Channel Islands
Lindero Hall Conference Room 1874
One University Drive, Camarillo, CA 93012

University Auxiliary Services Board of Directors Members Present: Bill Robe, Chair; Ysabel Trinidad, Treasurer; Matthew Federis; Marianne McGrath.

CI Staff in attendance: Stephanie Bracamontes, Deanne Ellison, Missy Jarnagin, Diane Mandrafina, Alisha Price.

Public in attendance: Rolland Vasin

- 1. Call to Order:** The meeting was called to order by Chairperson Bill Robe at 1:02 p.m.
- 2. Public Forum:** Chairperson Robe called for public comment. There being none, Chairperson Robe closed the public comment period.
- 3. Approval of Minutes of September 7, 2017:** The motion to approve the minutes as presented was made by Ms. Trinidad, seconded by Ms. McGrath, and was unanimously approved.

INFORMATION AND ACTION ITEMS:

4. ACTION ITEM: Approval of the Financial Statements and Independent Auditor's Report

Ms. Mandrafina introduced Mr. Vasin, who presented the audit report. Ms. Mandrafina reminded the group of the exit conference that was completed over the phone in fall 2017.

Mr. Vasin explained that generally accepted auditing standards for consistent application of accounting principles were used in the University Auxiliary Services (UAS) audit. He then explained some standout pieces of the audit, including the statement of net position, which showed little change in assets. The related party payables increased with the discovery of some debts that were owed within the organization. The loan was paid down, increasing total liabilities for the year. One of the larger changes was the interest expense increasing. Revenues in food service increased, and management fees decreased. Overall, it was operating at a deficit of \$112,000. Mr. Vasin explained that UAS performed services for other auxiliaries and interest paid impacted cash flow, but overall, there was a net increase of cash attributable mainly for operations. Mr. Vasin clarified that templates were included in the audit packet to assist the Chancellor's Office in consolidating the university system each year.

Ms. Jarnagin discussed that due to the expansion to Islands Café, which was paid for by the Student Housing bond, UAS is required to pay back \$10.5 million to Student Housing. This is not reflected in the financial statements, but each year, this will need to be reflected in the balance of the bond.

Chairperson Robe discussed that UAS is an agent for the Site Authority, closely working with the for-profit operations, which encompasses the management of the University Glen Community, the CI Power cogeneration plant, in addition to all Dining Services and other auxiliary services for the campus.

Chairperson Robe called for a motion to approve the Financial Statements and Independent Auditor's Report. The motion was made by Ms. Trinidad, seconded by Ms. McGrath, and approved unanimously.

5. ACTION ITEM: Financial Report

Ms. Bracamontes presented the Financial Report as of October 31, 2017. She is currently working with Ms. Ellison and Mr. Peter Maher on the budget projections to June 30, 2018.

Chairperson Robe called for a motion to approve the Financial Report as of October 31, 2017. The motion to approve the Financial Report was made by Ms. Trinidad, seconded by Ms. McGrath, and approved unanimously.

6. INFORMATION ITEM: Interim Executive Director's Report

Ms. Ellison first discussed the home sales report. Of the 88 townhomes offered for sale, there are only 16 left to sell, and buyers are believed to be identified for those homes. The projection was that it would take over four years to sell the homes, and it has taken just over one year to accomplish. All homes should sell by June 2018. Chairperson Robe asked if homeowners are on the priority list. Ms. Ellison confirmed that they are predominantly in the priority schedule; however, some homes are sold to the current occupants. Ms. McGrath asked if there was a discount for employees. Ms. Ellison replied that there is a maximum resale price for home purchases, and there are 100 subsidized apartments available for rent to employees.

Ms. Ellison then discussed the issue of homeowners attempting to convey an unauthorized interest in their homes without consent of Site Authority or adherence to the Ground sub-lease. There is added vigilance with the assistance of legal counsel, to monitor.

Ms. Ellison continued that food service operations have seen a great deal of success over the last couple of months with some positive changes taking place. UAS completed outreach to many student organizations and has been responding to feedback, including extending hours at the Islands Café and Broome Library Freudian Sip during pre-finals and finals weeks. Students have been responsive to the additional hours, and it has shown in the bottom line with Freudian Sip with sales of \$3,100 yesterday.

Ms. Ellison mentioned appreciation for having the new faculty and student representatives to the Board. She met with another staff member who may be interested in joining the Board.

Ms. Ellison then discussed the plan to reorganize UAS, developed by Ms. Trinidad, Chairperson Robe, and Ms. Jarnagin, among others. The current philosophy includes Ms. Trinidad as Executive Director of UAS, which is a model used by CSU Monterey Bay. This organization was discussed with Board members, the University Glen Advisory Group, members of the Homeowners Advisory Council, and Kennedy Wilson. Ms. Trinidad continued that this model is looking at University resources regardless of

general or non-general fund, finding efficiencies, reallocating resources, and in this case, not hiring an Executive Director at this time.

7. INFORMATION ITEM: Updating University Auxiliary Services Policies

Ms. Ellison prepared a brief about the UAS policies currently in existence. The goal is to update policies to reflect the new UAS organization and name, as well as to suggest the adoption of additional policies that reflect the growth of the organization. The policies will be drafted and be subject to Board approval. Ms. Trinidad added that although there may not be a policy for some of the items on the brief, it is not to say that UAS is not following correct procedures. For example, UAS does have delegation of authority from the president, so there would not be a policy that speaks to that specifically.

8. ACTION ITEM: Approval of Food Insecurity – Basic Needs Initiative

Ms. Ellison respectfully requested that this item be removed from the agenda and revisited at a future meeting due to forthcoming information regarding the grant applications with the Chancellor’s Office. The Board agreed to revisit this item at a future meeting.

9. ACTION ITEM: Approval of 2018 Meeting Calendar

Chairperson Robe reiterated that all meetings will be held at 1:00 p.m. in Lindero Hall 1874. Ms. Ellison mentioned that the reasoning is to be sensitive to the academic schedule. Two members of the Board have conflicts with the February 8 and April 12 meeting times. Ms. Ellison will attempt to reschedule the two spring meetings.

Chairperson Robe called for a motion to approve the 2018 meeting calendar, with exception to the February 8 and April 12 meetings. The motion to approve the 2018 meeting calendar excepting the first two meetings was made by Ms. Trinidad, seconded by Mr. Federis, and approved unanimously.

10. NEW BUSINESS

Chairperson Robe asked for any new business. Ms. Ellison mentioned that, in addition to updating policies, the UAS bylaws and other guiding documents will also be updated. The Board will need to appoint a new treasurer if Ms. Trinidad takes the Executive Director role. These items are to be considered as the structural reorganization of UAS is completed.

11. ADJOURN

Chairperson Robe adjourned the meeting at 1:37 p.m.

APPROVED

Bill Robe, Chair
University Auxiliary Services
Board of Directors

Date