



University Glen Corporation  
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## Board of Directors Meeting

Thursday, October 27, 2011

### Minutes

The Board of Directors of University Glen Corporation met on October 27, 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 4:35 pm.

#### Members Present:

Michael Berman  
Jacquelyn Kilpatrick  
David Press  
Bill Robe  
Barbara Thorpe

#### Members Absent:

Beatrice de Oca

#### 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 August 25, 2011 regular meeting. The motion to approve the minutes was duly made, seconded, and approved 3-0-2.

#### Executive Director's Report

- UGC Operations
  - Revised Articles of Incorporation to be signed by Chair and Secretary.
  - New grill has been installed in SUB with a new menu posted.
  - An employee abandoned his position, left the country, came back and filed a worker's comp case against UGC. He was observed working on campus for a campus vendor lifting heaving objects. UGC has been assigned counsel and will be appealing the case.

- A former University Glen Corporation employee has filed a complaint with the Chancellor's Office against UGC, alleging wrongful termination. Under the direction of campus counsel, these allegations will be investigated.
- The California Assembly Committee on Accountability and Administrative Review has requested the Sodexo contract and other related documents. In discussions with the Committee consultant, the issue has to do with Sodexo administrative and labor practices.
- The audits have been completed. There were several findings that have been resolved. The findings were mostly related to the starting up of commercial services and policies have since been written to support the food service operation. The findings include:
  - Operating Agreement and Articles of Incorporation were approved and filed.
  - Reserve Policy has been revised.
  - UBIT. We have developed a UBIT policy and process to determine whether an event is subject to UBIT.
  - Commercial Services cash handling, register and sales polices have been developed.
  - Conflict of Interest. All forms were obtained for 10/11 and the permanent annual agenda template has been revised to include conflict of interest statements.
  - Change fund policy has been developed. It includes weekly counts on our own and Missy's department will conduct a monthly count as well.
  - Personnel and Payroll. We have implemented a policy where at the end of each pay period I print out two ADP reports, 1) New Hire and 2) Personnel Change reports. Those reports are given to Dave who will compare the information on those reports to the personnel file. If all good, he signs the report and we file a copy in an audit file. If there is a problem he will bring that to my attention and we will fix it, note it, and file it.
  - Commercial Services food transfer and inventory policies have been developed.
  - As part of a different audit, a risk management policy was written, vetted by Risk Management on campus, and approved by the Board.
- Site Authority Operations
  - Attached to this report:
  - Home Sales
    - Direct sales in play, no buyer: 8
    - Direct sales in escrow: 0
  - Phase IA/B/C and Town Center apartments are 90% occupied and 92% leased.
  - Copy Center Too has opened for business. They are indicating they may close the copy center if business does not improve.

#### Homeowners Advisory Council

- Issues discussed at the Homeowners Advisory Council meetings include:
  - The number of raccoons in University Glen

Financial Report

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

Retirement Plan Funding Resolution

The board reviewed, discussed and approved the retirement plan funding resolution with a motion that was duly made, seconded and approved 4-0-1.

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 5:10 pm.

APPROVED

University Glen Corporation

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Barbara Thorpe, Secretary

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Date: