



University Glen Corporation
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Board of Directors Meeting

Thursday, August 23, 2012

Minutes

The Board of Directors of University Glen Corporation met on August 23, 2012 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 4:30 pm.

Members Present:

Beatrice de Oca
David Press
Barbara Thorpe
Ysabel Trinidad

Members Absent:

Bill Robe

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 12, 2012 regular meeting. The motion to approve the minutes was duly made, seconded, and approved 4-0-0.

Executive Director's Report

• **UGC Operations**

- UGC organized a welcome back to the campus community by having a reduced cost lunch this week in Islands Café from Monday to Thursday. A total of 566 meals were served over the 4 days.
- Deanne Ellison, our Manager of Human Resources has received her license to provide notary services.
- Executive Chef Peter Maher was accepted to the National Association of College and University Food Services (NACUFS) Leadership Institute. Admission to this institute is not guaranteed, and the competition is fierce. Over 200 people applied and enrollment is limited to 30 attendees!

We are also sponsoring Peter to become a Certified Executive Chef from the American Culinary Federation. This is a rigorous process and he is currently preparing for the onsite practical examination.

- UGC is transferring Rick Houser to the Student Union Building as the Food Services Manager. Roxanne Herlien will move to Islands Café as the Assistant Manager. As part of this change UGC hired a new Catering Manager.
 - We budgeted 957 for meals and loaded 1065 into the system. This translates to roughly an additional \$183,000 in revenue which we would expect to net to roughly \$82,000.
- **Site Authority Operations**
 - Home Sales
 - Direct sales in play: 6
 - Direct sales in escrow: 2
 - Phase IA/B/C and Town Center apartments are 98% occupied and 100% leased.
 - Student Housing is over 100% and University Glen has agreed to provide overflow housing for this program. They have asked for 22 two-bedroom apartments, which we have provided. They have also asked for additional units as they now have a waiting list. We are providing an additional 6 units.

Financial Report

Financial Reports for the year end June 30, 2012 were reviewed and discussed.

Restated Articles of Incorporation

Due to changes by the Chancellor's Office all California State University system wide auxiliaries were required to revise their Articles of Incorporation. This was a minor within Article IX. The motion to approve was duly made, seconded, and approved 4-0-0.

Retirement Plan Funding Resolution

The Board reviewed the annual resolution authorizing funding of the UGC retirement plan. The motion to approve was duly made, seconded, and approved 4-0-0.

2012-13 Delegations of Authority

The Board reviewed the annual delegations of authority to UGC staff. The motion to approve was duly made, seconded, and approved 4-0-0.

2013 Schedule of Meetings

The board reviewed, discussed and approved the 2013 schedule of meetings with a motion that was duly made, seconded, and approved 4-0-0. The UGC Board will meet follows:

January 24
April 25 (annual meeting)
August 22
October 24

Homeowners Advisory Council

No new report

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 5:30 pm.

APPROVED

University Glen Corporation

Barbara Thorpe, Secretary

Date: