

University Auxiliary Services Board of Directors

**MINUTES**

**Thursday, April 12, 2018, 11:00 A.M.**

California State University Channel Islands,  
Islands Meeting Room, One University Drive, Camarillo, CA 93012

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

**CI Staff in attendance:** Stephanie Bracamontes, Deanne Ellison, , Diane Mandrafina, Leslie Brotcke, Elaine Crandall

**Public in attendance:** Rolland Vasin

- 1. Call to Order:** The meeting was called to order by Chairperson Bill Robe at 11:10 A.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 February 8, 2018:** The motion to approve the minutes as presented was made by Mr. Press, seconded by Ms. McGrath, and was unanimously approved.

INFORMATION AND ACTION ITEMS:

**4. INFORMATION ITEM: ANNUAL AUDIT ENTRANCE CONFERENCE:**

Rolland Vasin of Vasin, Heyn and Co reported an audit of the University Auxiliary Services has begun. The Campus staff will manage the audit. Rolland gave an overview of Audit Committee expectations, new standards affecting 2018 and value added services beyond the scope of audit. The audit fee of \$35,500 is identical to prior years and the deadline is September 21, 2018.

**5. ACTION ITEM: UAS BUDGET FY 2018-19:**

The Budget for 2018-19 was reviewed and discussed. Ms. Ellison gave high-level summary points of the budgets noting a new methodology to allocate Corporate Support costs to program units and a new program consisting of bookstore management, vending and One Card services will be added to the portfolio of the University Auxiliary Services. Ms. Ellison further discussed the most significant change, the transition of University of Auxiliary Services employees to the Site Authority who provide exclusive support to the Site Authority. Mr. Press requested an analysis of extrapolation of the transition and a performance comparison on costs of goods sold compared to actual.

**6. ACTION ITEM: ANNUAL ELECTION OF OFFCIERS:**

The slate of officer were nominated and discussed.

Chair: Bill Robe

Vice Chair: Marianne McGrath

Secretary/Treasurer: Ysabel Trinidad

. A motion to approve the nomination was duly made, seconded and approved 4-0-0

**7. INFORMATION ITEM: ANNUAL CONFLICT OF INTEREST POLICY AND INTEREST STATEMENT:**

Ms. Ellison explained that the California Education Code requires the review of policy and the signing of the Annual of Conflict of Interesting Reporting Form.

**8. INFORMATION ITEM: INTERIM EXECUTIVE DIRECTOR'S REPORT**

**10. NEW BUSINESS**

**11. ADJOURN**

Chairperson Robe adjourned the meeting at 12: 15 p.m.

APPROVED

---

Bill Robe, Chair  
University Auxiliary Services  
Board of Directors

---

Date