



## University Auxiliary Services Board of Directors

### MINUTES

**Thursday, September 7, 2017, 1:00 p.m.**

California State University Channel Islands,  
Islands Café Private Dining Room, Islands Cafe, One University Drive, Camarillo, California 93012

**University Auxiliary Services Board of Directors Members Present:** Bill Robe, Chair; and Ysabel Trinidad, Treasurer

**CI Staff in attendance:** Deanne Ellison, Missy Jarnagin, Caroline Doll, Peter Maher

- 1) **Call to Order** – The meeting was called to order by Chairperson Bill Robe at 1:36 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 July 7, 2017** – The following corrections were made to the Minutes dated 7/6/2017: Chairperson Robe requested that a quote attributed to him regarding the Audit Committee was made by Mr. Press. With that change, the minutes were approved unanimously.

#### INFORMATION AND ACTION ITEMS:

- 4) **INFORMATION ITEM: Operational Update from the Field** - Director of Dining Services and Executive Chef Peter Maher introduced himself and discussed the UAS philosophy of customer service, cross training and management of Dining Services. With the understanding that one of the primary goals this year will be to drop as much to the bottom line as possible, it will not be at the expense of quality or customer experience. He spoke about responding to student requests, such as expanding to offer evening hours in the SUB on weeknights, and shared the current marketing campaign with the Board.
- 5) **INFORMATION ITEM: Interim Executive Director's Report** - presented by Deanne Ellison:
  - A. Audit Update: The Financial Statements and Supplementary Information for Year Ended June 30, 2017 and Independent Auditor's Report are being finalized and will be presented at the December 14, 2017 UAS Board of Director's meeting.
  - B. Home Sales Report: We received confirmation on August 30, 2017 from the Bureau of Real Estate (BRE) that our Licensed Officer change was effective. Caroline Doll is now our broker of record. We pushed forward with the Site Authority (SA) sales same day as effective date.

At present, we have forty-seven (47) closed SA sales totaling \$16,007,000. Eight (8) SA townhomes are currently in escrow with closing dates in the month of September and October. Five (5) SA townhomes have offers written and are now under review. Our original projection of sixty (60) closed sales by end of September, early October is slightly delayed due to broker change. However, we do anticipate sixty (60) SA units sold by the end of October, early November. Looking forward, we are optimistic that we will have a total of (65) sixty-five units sold by December's end.

In addition to the 88 townhomes units, we sold 15 resales (9 townhomes and 6 single family homes) in the 2016-17 fiscal year, earning a one percent transaction fee for each sale. In the beginning of the 2017 fiscal year we sold 2 resales (2 townhomes – one which was under a Notice of Default). Further, we have 1 TH in escrow, and 1 single family home going on the market September 8. It should be noted; we are receiving an unordinary number of requests from our homeowners for their Maximum Resale Price (MRP). Homeowners are interested in the resale price of their homes so as to prepare and determine practicality of purchasing capabilities in the new Phase 2 development. Typically, the MRP is requested within 30 days prior to the giving of the Homeowner Sale Notice.

- C. Executive Director Search – Ms. Ellison reported that the position description for the Executive Director position is being finalized with the intention of commencing the search for the position prior to the next Board of Director’s meeting.
- D. Executive Order 1108 “Smoke and Tobacco Free Campus” – Ms. Ellison reported that effective August 23, 2017, CSU Channel Islands joined all campuses of the California State University by implementing CSU Executive Order 1108 – Policy on Systemwide Smoke and Tobacco Free Environment.

The issue was raised about the approach that the Site Authority may take regarding the Smoke and Tobacco Free Policy as it applies to Site Authority land. This included the east campus – the Town Center, rental properties and individually owned residential units in the University Glen community and any other land leased to the Site Authority. Because the Site Authority is a unique entity (and not an auxiliary), we were compelled to review its application to the University Glen community on Site Authority land. Notification was provided to the residents, commercial tenants and property managers of University Glen, and feedback is being solicited through presentations to the Homeowners’ Advisory Council, the University Glen Community Advisory Group. A survey is being conducted, an open forum meeting has been scheduled for Thursday, September 28, and will be facilitated with all key stakeholders through the months of August and September 2017.

Based on feedback collected, the University Glen Community Advisory Group will make a recommendation to the Site Authority Board.

- 6) **INFORMATION ITEM: Financial Report** – Ms. Ellison presented the Financial Report as of June 30, 2017. There being no significant issues, the financials were approved unanimously as presented.
- 7) **ACTION ITEM: Approval of Draft Request for Proposal for Consultants.** Ms. Ellison reported that UAS is considering retaining a consultant would be retained to review the organizational structure, fiscal responsibilities, operational efficiencies and growth opportunities for the auxiliary in service to the campus community. Ms. Trinidad commented on the opportunity to have an outside Auxiliary expert review the organization, as has been done for a number of unites within the Division of Business and Financial Affairs. Ms. Trinidad made a motion to approve the RFP as written, Bill Robe seconded and passed unanimously. The RFP will be forwarded to campus Procurement for processing.
- 8) **NEW BUSINESS:** With no further business, the meeting was adjourned by Mr. Robe at 2:46 p.m.

APPROVED



Bill Robe, Chair  
University Auxiliary Services  
Board of Directors

4/26/18  
Date