University Auxiliary Services Board of Directors

MINUTES

Thursday, May 2, 2018 11:00 a.m.
California State University Channel Islands - Islands Cafe Private Dining Room 1996
One University Drive, Camarillo, CA 93012

University Auxiliary Services Board of Directors Members Present: Bill Robe, Chair; Ysabel Trinidad, Secretary/Treasurer; Andrea Grove, David Press, Hannah Dineley, Marianne McGrath, Elaine Crandall

CI Staff in Attendance: John Lazarus, Peter Maher, Stephanie Bracamontes, Roxanne Herlien

1. Call to Order: The meeting was called to order by Chairperson Bill Robe at 11:04 a.m.

2. Public Forum: Chairperson Robe called for public comment. Hannah Dineley announced that CSUCI received a grant for fruit trees, the fruit will be donated to the Dolphin Pantry.

3. Information and Action Items:
   a. Approval of minutes from February 28th, 2019 (Bill Robe): David Press – motion to approve, Hannah Dineley – seconded the motion, and passed unanimously.

b. Director’s Report (John Lazarus):

c. Executive Summary (John Lazarus) and Presentation of 19/20 Budget (John Lazarus and Stephanie Bracamontes)
   1. Review of Revenues and Expenses for: Corporate, Dining, Auxiliary Services, and Reimbursed Activities.
   2. Base Management decrease by $153k due to elimination of salaries and benefits.
   4. Support Staff-Eliminate 1 support staff $45K
   5. Benefits -Reduction due to elimination of Management salaries $50K
   6. Food Sales reduced by $88K to reflect a 3 year avg. growth rate of 5%
   7. Residential Flex Cash Revenue increased by $130K based on census information, also includes a reduction of 40 meal plans projected in the spring
   8. Meal Plan revenue decreased by $78k based on census information, also includes a reduction of 40 meal plans projected in the spring
   9. Management Salaries: Executive Chef increase $9k, Retail Manager increase $13k, Eliminate 2 Managers $93K
   10. Management Fee decreased by $147K due to eliminated positions in UGC Corp
   11. Management Fee decreased by $ 6kdue to eliminated positions in UGC Corp
   12. Lease payments -increased by $17k due to TC Cams reconciliation for 16-17
   13. Town Center Market and Pizza 3.14 continue to be unprofitable
14. Freudian Sip (at library) Conversion to Starbucks (Proudly Serving) should see a $49K increase with 3yr projection
15. Bookstore selling less books – Renegotiated operating agreement with Follett

d. **Discussion of Budget (Bill Robe)**
   Business expected to trend upwards since student enrollment is increasing.
   Further research needed on CAM fees.

e. **Requesting the Board to approve converting Freudian Sip at JSB to Starbucks We Proudly Serve (John Lazarus)**
   David Press – motion to approve, Marianne McGrath – seconded the motion, and passed unanimously

f. **Requesting the Board to approve the 19/20 UAS Budget (John Lazarus)**
   David Press – motion to approve, Andrea Grove – seconded the motion, and passed unanimously

g. **Requesting Board to approve a meeting calendar for the 19/20 Academic Year. (John Lazarus)**
   September 19th, November 21st, February 20th, April 16th, and May 21st (Annual Meeting)
   David Press – motion to approve, Hannah Dineley – seconded the motion, and passed unanimously

4. **Board members may make any comments or announcements. (Bill Robe)**
a. Hannah Dineley: Students hoping for a Myci meal plan donation option online.

5. **Board members may request specific agenda items for a future meeting. (Bill Robe)**
a. No suggestions

6. **Adjourn Meeting (Bill Robe)** Chairperson Robe adjourned the meeting at 12:07 p.m.

**Upcoming Meeting:**

*Thursday, May 23, 2019 at 11:00 a.m. - Islands Cafe Private Dining Room (#1996)*

APPROVED

Bill Robe, Chair  
University Auxiliary Services  
Board of Directors