University Auxiliary Services Board of Directors

MINUTES

Thursday, September 13, 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; Marianne McGrath, Vice Chair; Ysabel Trinidad, Secretary/Treasurer; Andrea Grove, David Press, Elaine Crandall

CI Staff in Attendance: John Lazarus, Peter Maher, Stephanie Bracamontes, Diane Mandrafina, Leslie Brotcke, Roxanne Herlien, Michele Naveau

Presenter of Financial Audit Report for FY 2017-18: Rolland Vasin of VASIN, HEYN & COMPANY

1. Call to Order: The meeting was called to order by Chairperson Bill Robe at 11:05 a.m.

2. Public Forum: Chairperson Robe called for public comment. There being none, Chairperson Robe closed the public comment period.

3. Approval of the Consent Agenda:
   a. Approval of Minutes of April 12, 2018

ACTION ITEMS:

4. Resolution to Approve the Audit Committee (Elaine Crandall)
   a. Non board members welcome on the committee. No further discussion.

   a. Review financial statements highlighting major balances and fluctuations; discuss MD&A, footnotes, RSI, and supplemental information. Obtain Committee desired changes to audit package.
   b. Deliver SAS 114 AU Section 380 Communications verbally
   c. Discuss adjustments resulting from auditor initiation, adjustments passed, and potential improvements to financial statement presentation and strategy
   d. Present timing of final audit report issuance
   e. Discuss audit fee budget/actual results
   f. Executive session, if requested.
   g. Value-added services beyond the scope of the audit.
   Free presentations offered: Form 990 As Fund Development Tool Presentation, Board Training Presentation, and Fraud Prevention Training.
6. Approve Elaine Crandall for signature authority with Rabobank on behalf of UAS (Leslie Brotcke)
a. It was noted that two signatures are required for $50,000 or more.

7. Direct staff to bring Revision of Bylaws to November Meeting (Elaine Crandall)
a. Send input on revisions to John Lazarus.
b. One student member, not yet appointed.

8. Approve meeting calendar for FY 2018-19 (Elaine Crandall)
a. Meetings are proposed to be scheduled on the fourth Thursday of every month, for one hour, at 11:00 AM to coincide with the close of the financial quarter.
   Regular Meeting: NOVEMBER 29, 2018
   Regular Meeting: FEBRUARY 28, 2019
   Annual Meeting: MAY 23, 2019
   Regular Meeting: AUGUST 22, 2019
b. Faculty meeting conflict on meeting scheduled for August 22, 2019

   a. Net profit/Loss compared to projection resulted in a loss primarily due to a drop in Food Services revenue and unanticipated payroll costs.
   c. Expenses:
      Under Projections Include: Management Salaries (due to salary Savings of the Executive Director and Accounting Manager also includes severance pay out); Lease Payments (primarily due to recalculation of Islands existing lease based on square footage).
      Over Projections Include: Support Staff, Student, Benefits (includes a benefit allocation correction); Costs of Goods Sold; Misc. Operating Supplies (primarily due to Book Store Operations not included), and Utilities.

INFORMATION ITEMS:

10. Update on Initiatives: (Peter Maher)
    a. Food Insecurity – 250 meal swipes donated during the first week of school at tabling in Islands entrance during lunch and dinner hours.
    b. Plastic Straws – Paper straws now at all retail operations and given upon request only. There may be a shortage due to supply and demand from the distribution company.
    c. One Card Capability in Cove Bookstore – $390 in transactions thus far in semester.

11. Discussion of operations managed by UAS (Bill Robe)
    a. Review of Executive Director Position Description
    a. Stephanie Bracamontes will oversee Site Authority and UAS Finance.

12. Board members may make any comments or announcements. (Bill Robe)
    a. CI planned enrollment expected to increase at 2% per year, however more classrooms need to be in place prior to growth and development.
13. **Board members may request specific agenda items for a future meeting.** (Bill Robe)

14. **Adjourn Meeting (Bill Robe)** Chairperson Robe adjourned the meeting at 12:00 p.m.

**Next Meeting:** Thursday, November 29 2018 at 11:00 a.m. - Islands Cafe Private Dining Room (#1996)

APPROVED

____________________________________  ___________________________________
Bill Robe, Chair         Date
University Auxiliary Services
Board of Directors