University Auxiliary Services Board of Directors

MINUTES

Thursday,
November 29, 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 Broecke, Roxanne Herlien

1. Call to Order: The meeting was called to order by Chairperson Bill Robe at 11:02 a.m.

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

3. Director's Report (John Lazarus):
   a. Working with EOC in planning for future emergencies requiring food services
   b. D&O insurance in place under CSU risk pool plan
   c. STEPS program is being examined for labor savings and community involvement
   d. Retail Interest:
      i. All locations: exploring sale of 16oz reusable cup, with refill offer
      ii. TCM: shelf pricing, and consistent availability of eggs, milk, and bread
      iii. Grab N Go: looking to attract more commuters with a price point of $5
      iv. Camarillo HS shows profitable and more efficient
   e. Internal Audit: began 11/26/18, out of date findings expected

ACTION ITEMS:

4. Approval of Minutes for September 13, 2018:
   a. David Press – motion to approve, Maryanne McGrath – seconded the motion, and passed unanimously

5. Board Approval of Revised Bylaws (John Lazarus):
   a. Continuing item, board will approve electronically prior to February 28, 2019 meeting

6. Annual vote on Delegation of Authority (John Lazarus):

7. Approve Delegation of Authority from board to staff and oversight by CI staff (John Lazarus):
   a. Recommendation to include the UAS Operations Oversight Memo with the Delegation of Authority
b. David Press – motion to approve, Ysabel Trinidad – seconded the motion, and passed unanimously

8. Approval of 403(b) Plan Name Change (John Lazarus):
   a. Note: Determine date of name change in 2016 from UGC changed to UAS
   b. David Press – motion to approve, Maryanne McGrath – seconded the motion, and passed unanimously

9. Approve Board vote on the Annual Conflict of Interest Policy (John Lazarus):
   a. Andrea Grove – motion to approve, Maryanne McGrath – seconded the motion, and passed unanimously

    a. Statement of Net Assets:
       i. Assets: As of September 30, 2018: $2,358,550 VS September 30, 2017: $2,973,104
       ii. Liabilities: As of September 30, 2018: $2,316,673 VS September 30, 2017: $2,655,136
    b. Total Gross Sales (Food Services Only) YTD Comparisons:
       i. FYs 16-17 $1,426,572; FY 17-18 $1,366,795; FY 18-19 $1,444,762
    c. Total Cost of Goods Sold (Food Services Only) YTD Comparisons:
       i. FYs 16-17 $519,519; FY 17-18 $487,291; FY 18-19 $332,132
    d. David Press – motion to approve, Maryanne McGrath – seconded the motion, and passed unanimously

INFORMATION ITEMS:

11. Board members may make any comments or announcements. (Bill Robe):
    a. Bill Robe: pleased with all the changes.

12. Board members may request specific agenda items for a future meeting. (Bill Robe)
    a. David Press: would like to see a long-term projection of 5-10 years at the next meeting
    b. Bill Robe: audit committee needs to name its members

13. Adjourn Meeting (Bill Robe) Chairperson Robe adjourned the meeting at 11:56 a.m.

Next Meeting: Thursday, February 28 2018 at 11:00 a.m. - Islands Cafe Private Dining Room (#1996)

APPROVED

Bill Robe, Chair
University Auxiliary Services.
Board of Directors

Date