



University Auxiliary Services Board of Directors

MINUTES

Thursday, February 28, 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

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

1. **Call to Order:** The meeting was called to order by Chairperson Bill Robe at 11:00 a.m.
2. **Public Forum:** Chairperson Robe called for public comment. There being none, Chairperson Robe closed the public comment period
3. **Information and Action Items:**
 - a. Introducing our newest Board Member Hannah Dineley. Hannah is a 2nd year graduate student in the Master of Arts in Educational Leadership, Higher Education emphasis at CSUCI.
 - b. **Director's Report (John Lazarus):**
 1. Elaine Crandall out until 4/1/2019
 2. Chancellor's office audit was completed and we await the final report.
 3. 25% water bottle use reduction, looking for ideas
 4. Scheduled UAS Board audit training meeting for 2/28/2019
 5. Proforma three year projections requested to include growth of CI, minimum wage increase, and operational changes
 6. 19-20 Budget, using Micros for projections
 7. Camp Kramer summer 2019 to bring \$400,000 in Catering
 8. 3% increase for all management and full time staff
 9. Utilities price increase
 10. Looking closer at how much Town Center Market and how much should be subsidized by UAS
 11. Bookstore sales dropping
 12. I am going to be proposing that we hire a one card consultant in 19-20
 - c. **Approval of minutes from November 29, 2018 (Bill Robe)**
David Press – motion to approve, Andrea Grove – seconded the motion, and passed unanimously
 - d. **Recommend the UAS Audit Committee become a standing committee. (John Lazarus)**
Need Bylaws approved first, so audit committee language is changed
Vote taken on Bylaws changes – approved unanimously.
 - e. **Requesting Board to convene a Special Meeting (John Lazarus)**

- Review and vote on the 19-20 UAS Budget by a 5/15/19 deadline for Board recommendation. David Press – motion to approve, Andrea Grove – seconded the motion, and passed unanimously with 10 days of review requested.
- f. Board approves Stephanie Bracamontes for signature authority. (John Lazarus)**
Andrea Grove – motion to approve, David Press – seconded the motion, and passed unanimously
 - g. Retail operations tour given at the end of meeting (John Lazarus)**
 - h. Financial Report (Stephanie Bracamontes)**
- 4. Board members may make any comments or announcements. (Bill Robe)**
a. Hannah Dineley: Report on EBT use at campus, new bill suggests UAS may qualify for a restaurant meals program, waiting on Ventura County list.
- 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 12:05 p.m.

Upcoming Meetings:

Thursday, May 2, 2019 at 11:00 a.m. - Islands Cafe Private Dining Room (#1996)

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

Date