



University Auxiliary Services Board of Directors

MINUTES

Thursday, May 23, 2019 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 and UAS 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 11:02 a.m.
2. **Public Forum:** Chairperson Robe called for public comment. No public persons present.
3. **Approval of minutes from May 5th, 2019 (Bill Robe):** Andrea Grove – motion to approve, David Press – seconded the motion, and passed unanimously
4. **Approval of minutes from May 5th, 2019 (Bill Robe):** Andrea Grove – motion to approve, David Press – seconded the motion, and passed unanimously
5. **Director's Report (John Lazarus):**
 1. Corporate:
 - a. Moved almost all invoices to an electronic approval process resulting in more accurate financials and reduced workload
 - b. Hired a revised job for a budget analyst
 2. Auxiliaries:
 - a. Bookstore
 - i. Negotiation of Bookstore agreement with Follett is moving forward
 - ii. New manager
 - iii. Rental graduation gown program for 2020
 - b. Copiers/ PHAROS program
 - i. Ordering paper automatically
 - c. Dolphin One Card
 - i. Hiring consultant, hopefully early 19/20 academic year.
 3. Dining:
 - a. Change in dining structure is complete
 - b. Business update
 - i. Residential: Islands shifts to supporting C&E business
 - ii. Retail: Pizza 3.14 and TCM Reduced operating hours based on 2018 summer sales.
 - iii. Catering and Summer Conferences:
 1. Created operating manuals in consultation with C&E to more efficiently schedule dining in Islands for conference groups

2. Commencement sales up over 30% YOY. Credit card readers added this year.
4. Sustainability:
 - a. Path Water sales good and company promotional event end of August (same promotion that was held spring semester)
 - b. Beginning free Green Business Certification for JSB and Pizza next week
 - c. CERT Training completed by John and Lorraine Jackson will finish in June.
5. Reducing Food Insecurity:
 - a. Assisted Basic Needs CI program in collecting 249 meals in Fall 2018, then distributed in April 2019.
 - b. Basic Needs CI purchased 201 additional meals, distribution will continue Fall 2019. The 2019 Class Gift of donated meals will also help next year.
 - c. Restaurant Meals Program: CSU Chico will assist us after their implementation in the coming months.
 - d. Cal Fresh: UCSB signed up 2,600 students this academic year bringing over \$300k per month onto campus.
6. **Discussion of Audit Committee Charter (Bill Robe)**
 1. Needs to codify the structure and frequency of meetings
 2. DRAFT language included in the Board Meeting Packet
 3. Recommendation that three members serve, one of those being the chairperson
 4. All votes will be majority
 5. John will revise the DRAFT as discussed and Board will review and vote by email
7. **Discussion of Board Approval Situations (John Lazarus)**

When should items be presented to the Board for approval?

 1. Significant financially
 2. Ability to cause damage to UAS or CI reputation
 3. Follow policy and standards of practice
 4. Seen on financial statements
8. **Financial Report (Stephanie Bracamontes)**
 - a. Totals shows for 9 months (YOY March 2018/ March 2019)
 - b. Audit entrance procedures discussed
 - c. UAS leases equipment from campus
 - d. Preventative maintenance schedule is needed
9. **Board members may make any comments or announcements. (Bill Robe)**
 - a. Request for audit entrance minutes
10. **Adjourn Meeting (Bill Robe)** Chairperson Robe adjourned the meeting at 11:58 a.m.

Upcoming Meeting:

Thursday, September 19, 2019 at 11:00 a.m. - Islands Cafe Private Dining Room (#1996)

APPROVED

Bill Robe, Chair
University Auxiliary Services
Board of Directors

Date