

CI University Auxiliary Services Inc.

Board of Directors

Meeting Minutes

Thursday, February 17, 2022 11:00am – 12:00pm

Click to join the meeting: <http://csuci.zoom.us/j/82505576123>

University Auxiliary Services Board of Directors members present: David Press, Bill Robe, Marianne McGrath, Andrea Grove, Barbara Rex, Stephanie Bracamontes,

CI and UAS staff present: John Lazarus, Jeff Kim, Peter Maher, Leo Cervantes

- 1) Welcome and call to order (Bill Robe)- Meeting called to order at 11:03am
- 2) Public comments on matters not on the agenda (Bill Robe)- no public comments
- 3) **ACTION ITEM:** Request approval of minutes from November 18, 2021 (Bill Robe)
 - a. Stephanie Bracamontes motions to approve. David Press seconds. Unanimously approved
- 4) **INFORMATION ITEM:** Q2 Financial update (John Lazarus)
 - a. John explains that his original forecast of losing 1 million dollars is now looking more like 1.1 million dollars. This is due to the reduced sales in retail as well as the summer conferences not looking as good as originally thought.
 - b. John explained in detail that we currently have 50 more residential students which is approximately \$100,000 in sales but that is offset with retail losing about \$100,000
 - c. HERF funds continue to stabilize UAS
 - d. John explained that he is now taking on responsibilities for the Site Authority. ½ time goes to UAS and now ½ will go to Site Authority. John will continue to be as supportive to UAS now as he has been in the past.
 - e. Summer conference down due to Omicron including some legacy groups dropping off for summer 22
 - f. Campus will pay John's salary and bill back to UAS.
 - g. John included projections for Q2 but will not include them for the Q3 reports
 - h. Sales down about 25% in all the retail operations
 - i. John suggests further conversation regarding the future of Pizza 3.14.
 - j. Inflation projection for the year according to Sysco will be in the 15% range. Starbucks has gone very high. We increased prices to be competitive with local Starbucks.
 - k. Copiers is down due to not much printing.
 - l. John asks if anyone wants him to go through income statement. No reply
 - m. David Press asked about 22/23 budget. How do we plan for inflation in the budget? John expects residential to be down next year, but we can make up for some of it in retail. With retail sales we control our prices and adjust quickly. We will also be at Admitted Dolphin Days which can result in parents opting for larger meal plans. We are not expecting another minimum wage increase so we will be able to plan accordingly.
- 5) **DIRECTORS REPORT:** Update on current state of UAS Operations (John Lazarus)
 - a. John now acting to support Site Authority operations.

- b. Paper usage has reduced. John explains we have a total of 32 printers on campus of which we lease 15 and own 17. John is working on getting a reduced number of printers ~~on all~~ throughout campus.
 - c. John spoke to the effect inflation is having and we are raising prices in retail to keep up.
 - d. John forecast that residential Meal Plan sales will drop in revenue because of inflation.
 - e. John spoke with an attorney regarding the lease at Pizza 3.14 and came up with these two options 1) Invest in a remodel or 2) Pay off lease and terminate. Dave Press asked when the lease is up? 2027. David also asked if we could change the concept for use? John will investigate.
 - f. Islands' goal is to be fully opened by the Fall 2022. John stated that we are currently reopening stations. Islands needs to be fully opened to maintain reputation and entice students to purchase larger meal plans.
 - g. John spoke to the fraud incident- somebody created fraudulent checks that passed through the bank. Account was shut down immediately. No financial loss due to insurance. Bill Robe asked if it was reported to police. Stephanie Bracamontes responded yes, and the investigation is ongoing.
 - h. Stephanie spoke of the switch to Wells Fargo which was mentioned at the last Board meeting in November. Chancellors' office will only support Well Fargo, David Press asks if Wells Fargo has access to our general ledger and if so if they get hacked can they get into our ledger? Stephanie will verify with Chancellors office. David also asked when fraud occurred was it in the same fiscal year? Leo Cervantes responded yes.
 - i. John mentioned that he is currently getting the Sea Store approved for Cal Fresh before graduation. John also mentioned pilot Restaurant Meal Program that will allow food insecure students to use up to \$190 at our restaurants and the Sea Store.
- 6) **INFORMATION ITEM:** Next UAS Board meeting Thursday, May 19th2022
- a. Bill asked if there were any conflicts? No Conflicts
- 7) **BOARD COMMENTS:** Board members may make any comments or announcements (Bill Robe)- No Comments
- 8) **AGENDA ITEMS FOR FUTURE MEETINGS-** Board members may request specific agenda items for a future meeting (Bill Robe)- No Requests
- 9) **ADJORN MEETING (BILL Robe)-** Bill adjourns meeting at 11:51am