



**Minutes of the Regular Meeting of the Board of Directors
September 3, 2015**
Center for Children and Families Classroom

Attendees:

Members: Matthew J. Ceppi, Chuck De Leone, Linda Hawk, Brandon Losey, Dimitris Magemeneas, Sharon Whitehurst-Payne (Chair), David Chang, Graham Oberem, Jason Schreiber, Regina Eisenbach, Tres Conrique (entered at 4:20 p.m.)

Members Absent: DawnMarie Myers

Staff: Bella Newberg, Clint Roberts, Cynthia Fenimore, Michelle Hinojosa, Theresa Ruffolo, Roman Lazcano, Selma McDermid

Guests: Representing Sodexo Education – Regional Vice President, Dave Hanson; District Manager, Dave Aylmer; General Manager, Faizul Momin; Director of Strategic Account Development, Will Taylor; Senior Director of Business Development, John Monica

Convening of the Regular Meeting

A quorum being present, Chair Whitehurst-Payne called the meeting to order at 4:15 p.m. Whitehurst-Payne welcomed new Board Members Dr. Regina Eisenbach, Dean of Academic Programs and Jason Schreiber, Director of Student Life and Leadership.

Minutes of the May 28, 2015 Regular Meeting

A motion was made and seconded (Hawk/Oberem) to approve the May 28, 2015 minutes. Motion carried.

Special Guest Presentation

Newberg introduced special guest speakers from Sodexo Education. Sodexo provided some Financial information regarding Dining Services Revenue and Voluntary Meal Plan Revenue. Sodexo Revenue has steadily risen from \$1.6M in FY 2013 to \$1.9M in FY 2015. Operating Profit was (\$69K) in FY 2013 compared to (191K) in FY 2015. Voluntary Meal Plan Revenue increased from \$74K in FY 2014 to \$188K in FY 2015. Sodexo has experienced a Y-O-Y increase in catering services revenue of \$50K with an 85% for overall satisfaction. Summer Conference services continue to be a successful event. Sodexo has adopted an *IDology* perspective which stresses Insight, Strategy & Solutions. Along this line, interviews were conducted with key stakeholders on campus during the summer. Meal Plans were evaluated, financial analysis was conducted and short-term (12 month) action plans were adopted. Campus-wide surveys will be conducted in Fall, 2015 to measure customer satisfaction, student engagement, spending behavior & food preferences. Sodexo's goal is to align with the University's goal of "building the campus community and enhancing the student experience". Sodexo shared some of their short-

term initiatives with the Board; for example, align with Housing and Residential Life by having a Sodexo rep attend Programming Council meetings and align with campus events and programming. Sodexo will also introduce a new tier structure to "Dining Loyalty Cards" and will pilot "The Market at the University Store" which will provide Simply-to-Go, sushi, snacks, Breakfast and Starbucks coffee. They will support the campus catering RFP and focus on technical delivery and customer service. They talked about the important link between communal dining and student retention. Sodexo presented a study which indicated 62% of students said that eating in the dining center made them feel more socially connected which improved GPA scores. Following some discussion with the Board, Sodexo's presentation concluded.

Committee Reports

Finance and Operations Committee

Whitehurst-Payne reported. The Finance & Operations Committee met on August 27, 2015 to review the Quarterly Financial Report, Revision to FY 15/16 Operating Budget, Bonus Pay Policy and Cash for Benefits Policy. These items will be considered for action later in the meeting.

Joint Audit Committee

Chang reported. The Joint Audit Committee of the three Auxiliaries (UARSC, Foundation, and ASI) met on July 13, 2015 for pre-audit discussion with the new auditors, AKT. Andy Maffia, AKT partner responsible for all professional services, introduced his team and provided a review of their services, risk-based approach, updates, and audit timeline. AKT uses client-prepared (PBC) schedules and electronic documentation whenever possible. AKT ensures professional standards are met in maintaining independence with respect to the Auxiliaries. AKT gets audited every 3 years to ensure compliance with the highest professional standards. AKT highlighted some of the regulatory changes in the not-for-profit environment. Changes to the OMB Circular A-133 (Uniform Guidance) streamlines the Federal government's guidance on administrative requirements, cost principles and audit requirements for Federal Awards. Federal Awards granted prior to 12/26/14 follow the old guidelines and after 12/26/14 follow the new guidelines. There will be a grace period so impact will be felt in 2017/2018 and AKT will provide training to management and the Audit Committee members. Presentation of the audit results will occur the week of September 14, 2015.

Sponsored Projects Committee

Newberg reported. Sixty-two (62) proposals were issued and forty-six (46) awards were received. OSP meetings continue to explore the correlation between proposals and awards which is more of an art than a science. There will be an OSP meeting in the Fall. Post-Award is working with Pre-Award Office to ensure compliance with the Uniform Guidance changes and the different roll-out dates. Oberem reported that the Pre-Award office is fully staffed, including grant writers. There is increased interest from faculty in the area of grant writing. A monthly newsletter highlights grant writing opportunities. Pre-Award is expanding and updating their database to target faculty research interests. Workshops are being offered through the Faculty Center. Looking to streamline processes by moving towards on-line version of processing approvals.

Coordination with Post-Awards helps to ensure compliance. There was a lag of submissions in the Fall with an up-tick in the Spring. The plan is to send quarterly reports of activity and to host a grant-writing boot camp. Five faculty will commit to writing grants. We hope is to see an increase in proposal submissions and to develop greater expertise.

Administration Update

Newberg congratulated Michelle Meeks for being appointed the permanent Manager of Sponsored Projects for post award. Cynthia Fenimore was welcomed as the new Director of Business Development & Finance, replacing Greg Svatora who retired in July, 2015. Cynthia comes to us from a local non-profit with a broad background in business and real estate. Follett Bookstore is in full swing and ready to open for the Fall Semester. A Grand Re-Opening is scheduled for September 30th from 3:00 – 4:30 p.m. A mini-tour of campus will be offered for UARSC Board Members who wish to participate at 2:30 p.m. Bookstore Sales continue to increase - 3.1 million dollars in sales were recorded which is an increase of 21.4% from the prior year, mainly in retail items. Sodexo will be opening “The Market at the University Store” to provide food services to that side of campus. Starbucks Remodel is complete and they are open for training this week to be ready for the start of the semester on Monday. Renegotiations with CCLC are finalized and UARSC will begin receiving revenue share back in March of 2016 - approximately \$50,000 per year. This is based upon their occupancy and gross margin. Contract will be extended for an additional 3 years. Enrollment is doing very well, and they anticipate being at approximately 90% occupancy at the start of classes. CCLC continues to have a waitlist for infants and toddlers. The Center is an academic hub that serves approximately 400 students per semester. The Catering RFP will be issued on September 14th. The plan is to select 4-5 caterers and to execute contracts by late October. This change will “keep dollars on campus” by generating commission for sales. DawnMarie sits on this committee. Sharon has agreed to serve an additional year as the Chair and Linda Hawk will serve as the Vice-Chair of the UARSC Board. New Board Members, Jason Schreiber, Director Student Life and Leadership and Dr. Regina Eisenbach – Dean of Academic Affairs will both serve on the Finance and Ops Committee. DawnMarie has agreed to serve another year as Student Member. Cynthia Fenimore will replace Greg as staff on the Board and Committees. The addition of university members will enhance collaboration and engagement with Student Affairs and Academics. We are working on updating our By-Laws with Robert Griffin’s assistance. We are also looking at updating our policies and procedures to ensure compliance with many new regulations. We continue to be on track and stay focused on meeting our five year goals!

Audit Update

Roberts reported that AKT is close to issuing financial statements for UARSC. There are no audit findings and no major adjustments.

University Update

Ceppi reported that classes began on Monday with just over 14,000 students attending either at the main campus or at CSUSM at Temecula, including 2,229 freshmen and 1,589 transfer students. This is the largest enrollment in the university's history, representing a total increase of nearly nine percent over the previous year. We are celebrating the Grand Opening of our University's first-ever Latin@Center on September 17. The center has been open since the beginning of the semester and is proving to be a big hit with the CSUSM community. We are also celebrating the Grand Re-Opening of our CSUSM University Store's expansive new location in the Commons behind Craven Hall on September 30. On September 20, we will launch CSUSM's first Comprehensive Campaign. No other university in the CSU system, and likely in the nation, has attempted to launch a comprehensive campaign at such a young age. The U.S. Department of Education awarded California State University San Marcos (CSUSM) a five-year renewal grant totaling over \$1.4 million to continue funding academic support for underrepresented students. Our program was one of only 968 TRiO programs funded nationally—58 fewer than in 2010. We are officially competing in the California Collegiate Athletic Association, so our team sport schedules include locally UCSD, Cal Poly Pomona, CSU San Bernardino. You likely saw on your way into campus that the Sports Center construction is progressing nicely, in fact ahead of schedule. We look forward to playing all of our home volleyball and basketball games in the new facility starting with the Fall, 2016 season. Strategic Planning is dynamic and goals were revised to close gaps. The University will focus on the following top five goals:

Goal 1: Student Retention, Success & Graduation

- Student Employment
- Undergraduate Research
- Student Placement and Internships

Goal 2: Active and Veteran Military Success

Goal 3: Donor Development

- Servicing the Foundation

Goal 4: Creating pathways and access through partnerships with K-12

- Grants, contracts, scholarships

Goal 5: Strengthening core infrastructure and capacity

- Leveraging our auxiliaries

Consent Agenda


Whitehurst-Payne explained that a Consent Agenda was included as Item VIII in the meeting Agenda. She explained the purpose of the Consent Agenda is to save time. Whitehurst-Payne asked if anyone had any questions about the Consent Agenda process. There being none Whitehurst-Payne then asked if anyone wanted to move any items from the Consent Agenda to the Regular Agenda. There being none, *a motion comes moved and seconded from the Finance and Operations Committee to approve Quarterly Financial Report & Summary 06/30/15 (Attachment E), Revision to 2015/2016 Operating Budget (Attachment F); Bonus Pay Policy (Attachment G), and Cash for Benefits Policy (Attachment H). Motion carried.*

Adjournment

The Regular Meeting adjourned by acclamation at 5:35 p.m.

*Respectfully submitted,
Theresa Ruffolo*

I, Bella Newberg, Secretary, hereby certify that the above Minutes were approved by the University Auxiliary and Research Services Corporation Board of Directors at a regular meeting held on November 19, 2015 at San Marcos, California.


Secretary

11.23-15
Date