



**Minutes of the Regular Meeting of the Board of Directors
November 19, 2015**

Center for Children and Families Classroom

Attendees:

Members: Chuck De Leone, Linda Hawk (Vice Chair), Brandon Losey, Sharon Whitehurst-Payne (Chair), David Chang, Graham Oberem, Jason Schreiber, Regina Eisenbach, DawnMarie Myers

Members Absent: Matthew J. Ceppi, Dimitris Magemeneas

Staff: Bella Newberg, Clint Roberts, Cynthia Fenimore, Michelle Meeks, Theresa Ruffolo, Karla Frazee

Guests: Kyle Button, AVP, Development, University Advancement; Pamela Lovsted, Manager, University Bookstore

Convening of the Regular Meeting

A quorum being present, Chair Whitehurst-Payne called the meeting to order at 4:03 p.m.

Minutes of the September 3, 2015 Annual Meeting

A motion was made and seconded (Losey/Oberem) to approve the September 3, 2015 minutes. Motion carried.

Minutes of the September 3, 2015 Regular Meeting

A motion was made and seconded (Losey/Myers) to approve the September 3, 2015 minutes. Motion carried.

Special Guest Presentation

Whitehurst-Payne introduced special guest speaker Kyle Button, AVP, Development, University Advancement. Button provided information regarding the CSUSM Capital Campaign. Whitehurst-Payne introduced special guest Pamela Lovsted, Manager, University Bookstore. Lovsted presented information regarding the Bookstore's new Price Match Program & Rental Savings program.

Committee Reports

Finance and Operations Committee

Whitehurst-Payne reported. The Finance & Operations Committee met on November 3, 2015 and reviewed two items which 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 September 15, 2015 to review Financial Audit Reports for 6/30/15. AKT Audit Team provided an overview of the audit process and the processes set in place to ensure independence of team members. The Joint Audit Committee took action to accept and move forward to their respective Boards, the Financial Audit Reports for the 3 Auxiliaries and the A-133 Compliance Report for UARSC. A motion carried to move forward to the UARSC Board and recommend for acceptance, the Financial Audit Report and A-133 Compliance Report, 6/30/15.

Sponsored Projects Committee

Oberem reported on the first quarterly report and compared it to last year. The number of submissions is up and the number of dollars requested is up. Pre-award is preparing to launch a winter grant writing bootcamp. The Dean of OGSR anticipates making 5 awards in support of major grant proposals. The electronic Sponsored Project Approval Form (e-SPAF) has been deployed. OGSR is working on using the same system for Conflict of Interest forms.

Administration Update

Newberg provided the HR & Payroll Services update. UARSC has surpassed its former employee count from when UARSC was self-operating the Bookstore and Dining Services. We have 75 full-time, benefited employees, 95 part-time or temporary employees and 178 student employees for a total of 348 active employees. The Institute for Palliative Care has doubled in size which required recruitments to be processed through UARSC HR. We had consistent growth in our Sponsored Projects departments. By 2016, we anticipate a new high with a count of 80 regular, full-time, benefited employees. Our HR Specialist, Kathi Taylor-Elms completed 122 new hire orientations in the months of July-October compared to an average of 70. The implementation of the online Recruiting and Time & Attendance systems through the new ADP system will be critical to our HR and Payroll operations. SODEXO Customer Survey was released in October, 2015, close date is November 13, 2015. Over 1,000 responses have been received. Catering RFP rollout is scheduled for January 2016. Five proposals were received, interviews to take place November 23rd and 24th, 2015. Contracts will be executed in December 2015. A Chancellor's Office Compliance Audit is underway. Risk assessments are due by November 20, 2015 and request for documents by November 25. Fieldwork will take place January 25, 2016 through February 26, 2016 with the exit conference scheduled for February 26, 2016.

University Update

Hawk reported CSUSM has garnered some impressive awards and rankings.

- HEED Award- Higher Education Excellence in Diversity
- HSI Grant- Awarded from the U.S. Department of Education. \$2.6 million over the next five years
- TRiO SSS Grant- Awarded by the U.S. Department of Education. A five-year renewal grant totaling over \$1.4 million

- ETC College Ranking Index- The nonprofit organization “Educate to Career” released its College Rankings Index. CSUSM came in at number 13
- CSUSM Best for Vets- Military Times Magazine ranked CSUSM in the top 25 “Best Colleges for Veterans” in its “Best for Vets: Colleges 2016” rankings

The CSU System Budget was approved by the Board of Trustees at its November, 2015 meeting. Our request was submitted to the system for increases to our FTES (Full-Time Equivalent Students) for the next Academic Year, 2016/2017. A 7.8 percent increase in funded FTES was requested. The California Faculty Association membership have authorized their leaders to initiate a strike or other concerted activities. Faculty are not striking now. The CSU and faculty are entering fact-finding, and will be meeting through early December in the hope of reaching a negotiated settlement. The annual American Indian Film Festival -- organized by our California Indian Culture and Sovereignty Center took place on November 19 & 20, 2015 at the Pechanga Resort. The Sports Center is ahead of schedule.

Consent Agenda

Whitehurst-Payne 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 09/30/15 (Attachment D) and Revision to Investment Policy (Attachment E). Motion carried.*

Whitehurst-Payne announced that Item IV.C Revision to the FY 15/16 Board Meeting Calendar will be moved from the Consent Agenda to the Regular Agenda as Action Item V.C since the Board needs to approve it.

Action Items

Fixed Price Contracts Policy

Meeks reviewed the Fixed Price Contracts Policy. *A motion was made and seconded (Hawk/De Leone) to approve the Fixed Price Contracts Policy as presented. Motion carried.*

Financial Audit Report & A-133 Compliance Report 06/30/15

Chang reported that this item has already been discussed in detail during the Joint Audit Committee report. *A motion comes moved and seconded from the Joint Audit Committee to accept the UARSC Financial Audit Report & A-133 Compliance Report 6/30/15 as presented. Motion carried.*

Revision to FY 15/16 Meeting Calendar

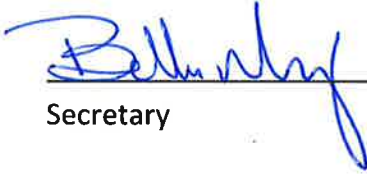
Whitehurst-Payne reports that the Meeting Calendar was updated to reflect the rescheduling of the November 12, 2015 meeting to November 19, 2015. *A motion was made and seconded (De Leone/Hawk) to approve the revised FY 15/16 Board Meeting Calendar as presented. Motion carried.*


Adjournment

The Regular Meeting adjourned by acclamation at 5:16 p.m.

*Respectfully submitted,
Karla Frazee*

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 February 25, 2016 at San Marcos, California.


Secretary


Date