



**Minutes of the Regular Meeting of the Board of Directors
September 14, 2017**

Center for Children and Families Classroom

Attendees:

Members: Neal Hoss, Chuck De Leone, Xavier Martinez, Cynthia Chavez Metoyer, DawnMarie Myers, Charles Ragland, Jennifer Williams, Jason Schreiber

Members Absent: Graham Oberem (Chair), Rex Andrade

Staff: Deborah Davis, Bella Newberg, Michelle Hinojosa, Karla Frazee, Janelle Temnick

Guests: Malik Ismail

Convening of the Regular Meeting

A quorum being present, Treasurer Hoss called the meeting to order at 4:11 p.m.

Minutes of the May 25, 2017 Regular Meeting

A motion was made and seconded (Myers/Williams) to approve the May 25, 2017 minutes. Motion carried.

Minutes of the June 6, 2017 Special Meeting

A motion was made and seconded (De Leone/Myers) to approve the June 6, 2017 minutes. Motion carried.

Committee Reports

Student Housing Advisory Committee Update

Schreiber reported that the Student Housing Advisory Committee has been meeting bi-monthly. One topic that is on the forefront is dining services at CSUSM. The Committee is working with a consultant from Cal Poly Pomona as well as CSUSM's Financial Aid, Enrollment Management, Housing, Sodexo and IITS departments. The concept is an all-you-care-to-eat dining facility with grab-and-go options as well as six different food preparation stations for variety. The facility will have approximately 250 indoor and outdoor seats. Target date for the soft opening is June 2018 for the Summer Conference groups. Construction of the dining hall will be voted on later in the meeting. Along with the dining facility the Committee is proposing a mandatory Meal Plan for all resident students which will be voted on later in the meeting. There will also be meal plans available to non-resident students, faculty and staff.

Investment Portfolio Report

Davis reviewed the Investment Portfolio Report that was provided in the agenda packet sent prior to the meeting.

Sponsored Projects Committee

Newberg reported that the growth for grants and sponsored projects has been substantial for FY 16/17. The number of proposals submitted are up from the previous year, 93 submissions vs 87 and \$43M in funding has been requested.

Joint Audit Committee

Martinez reported that the Joint Audit Committee met on July 10, 2017 for a pre-audit discussion with the auditors.

Administration Update

Due to having a new CSUSM Corporation Board of Directors, Newberg gave a high level overview of the CSUSM Corporation and the projects that the Corporation is currently working on. The overview included the Corporation org chart, staffing changes, campus partners, student housing and Summer Conferences. Newberg gave an overview of the EL P3 Project. Target date for construction to start is February 2018 with completion July, 2019. Target date for building to be occupied is August, 2019. The CSUSM Corporation is the vehicle for this Project.

University Update

Williams reported the academic year is in full swing with nearly 17,000 students, our largest enrollment ever. The President delivered her 14th CSUSM Convocation speech to faculty and staff. In June the budget was approved by the state legislature. The Forward Together fundraising campaign has 18 months remaining and we are more than 77% of the way toward our goal of \$50M. The University received a \$1M gift to expand the Veterans Center, a \$225,000 gift to establish the Burnham Leadership Experience and a three-year, \$450,000 matching grant in support of our Alliance to Accelerate Excellence in Education. CSUSM is officially an NCAA Division II Member. An Executive Director of the Institute for Palliative Care has been appointed after a successful search. The new Center for Research and Engagement in STEM Education opened in July. Chancellor White issued an Executive Order implementing a smoke and tobacco free environment for all campuses effective August 28, 2017.

Executive Committee

Hoss reported that the Executive Committee met on August 31, 2017 to discuss and approve to move forward to the CSUSM Corporation Board all the items that are in the Consent Agenda below.

Consent Agenda

Hoss explained that a Consent Agenda was included as Item III in the meeting Agenda. He explained the purpose of the Consent Agenda is to save time. Hoss asked if anyone had any questions about the Consent Agenda process. There being none Hoss 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 Executive Committee to approve the updated Finance and Operations Committee Charge (Attachment F), updated Joint Audit Committee Charge (Attachment G), updated Sponsored Projects Committee Charge (Attachment H), updated Student Housing Advisory Committee Charge (Attachment I), new Executive Committee Charge (Attachment J), the Amendment to Legal Agreement for the EL/P3 Project ratification, Amendment to Capstone Agreement ratification and Amendment to extend UVSM Interim Agreement ratification. Motion carried.*

Action Items

Quarterly Financial Report & Summary 6/30/17 (Attachment K)

Davis reviewed the Quarterly Financial Report & Summary 6/30/17 that was provided in the agenda packet prior to the meeting. *A motion was made and seconded (De Leone/Schreiber) to approve the Quarterly Financial Report & Summary as presented. Motion carried.*

Delegation of Authority (Attachment L)

Newberg reviewed the Delegation of Authority document that was provided in the agenda packet prior to the meeting. The two notable revisions were regarding the dollar limits that require a second signature. One pertained to the commercial checks, sight drafts and other negotiable instruments, increased from \$15,000 to \$50,000, this amount aligns with the campus's process and the other pertained to manual payroll checks, increased from \$3,000 to \$5,000. *A motion was made and seconded (Myers/Schreiber) to approve the updated Delegation of Authority document as presented. Motion carried.*

Student Housing

Schreiber reported that the mandatory meal plan would apply to any first year student living in student housing with an option for commuter students, faculty and staff to participate as well as upper classmen. The Student Housing Advisory Committee is exploring an exemption policy and a payment plan. Financial aid would be available. Hoss added that CSUSM is currently one of two campuses that does not currently have a mandatory meal plan. *A motion was made and seconded (De Leone/Chavez Metoyer) to move forward with the mandatory meal plan and construction of the dining hall, pending negotiation with the developer. Motion carried.*

Adjournment of Regular Meeting

The Regular Meeting adjourned by acclamation at 5:24 p.m.

Closed Session

The Board entered into a closed session at 5:25 p.m. and adjourned at 5:33.


Cynthia Chavez Metoyer

Secretary

11/17/17
Date