Dr. Ed Teyber called the meeting to order at 3:08 p.m.

A. Introductions/Welcome

Jeff Thompson introduced Rachel Weiss, Director of Research and Sponsored Programs, to the Board. Rachel and her staff provide the pre-award support of all faculty research and sponsored projects.

President Morales welcomed and thanked everyone serving on the University Enterprises Corporation’s Board of Directors. President Morales gave a brief overview of what is happening around campus. He informed the Board that CSUSB is currently involved in the
extensive evaluation process for reaccreditation through Western Association of Schools and Colleges (WASC). The men’s basketball team was awarded hosting rights for the NCAA West Region March 14-15, 2014. President Morales stated that Ron Fremont is chairing the search for the new Dean of PDC. He emphasized the importance of replicating what we have at CSUSB at the Palm Desert campus. Vice President Sudhakar is working to upgrade their equipment and Vice President Gardner is working with his staff on a policing plan at PDC. President Morales wants more interaction with the two campuses. He clarified that CSUSB has two campuses, San Bernardino and Palm Desert, not “main” and “satellite.”

B. Approval of Minutes

The minutes of the December 12, 2013 meeting were reviewed and approved as written. (Morales/Herrera/Unanimous)

C. Approval of Children’s Center Handbook Amendments

Debbie Burns provided five pages of the Children’s Center Parent Handbook where minor revisions were highlighted. UEC holds the Children’s Center license and any changes made to the Parent Handbook require Board approval. The changes to the Parent Handbook were approved (Carson/Gardner/Unanimous).

President Morales asked about how we would obtain a separate day care license for the Palm Desert Campus. Debbie Burns will look into what UEC will need to do to secure a second license.

D. Policy Review/Updates

Debbie Burns requested that the Board approve the Conflict of Interest Policy, Reserves Policy, Risk Management and Insurance Policy, Indirect Cost Funds Policy, Transparency/Accountability & Public Record Request Policy, Purchase Order Policy surplus Property Disposal Policy, Record-Retention and Disposal Policy, and the Form 990 review Policy. As a best-practice, UEC reviews their policies every two years. At this time there were no changes made. A motion was made to approve the policies. (Herrera/Gardner/Unanimous)

E. Executive Director Update

Debbie provided an updated on the bookstore operations. Lyly Bird, former Bookstore Manager, is no longer at the Coyote Bookstore. Debbie has interviewed two excellent candidates for the position and will be making a final selection within a week. Debbie explained that a key in a new manager will be a focus on campus outreach. Debbie shared with the Board a press release about Follett’s “Rent More” program. Currently, there are about 50% of titles available as rentals but through the new program this will increase to 80% of titles. Marketing the “Rent More” program is important and Juan will help in getting the word out to students. Unfortunately, the IncludEd program did not pilot as originally planned. The program was supposed to be tested winter quarter for three sections of Math
110. However, our CSU attorney has some concerns so it will not be tested until we can appropriately address legal concerns.

Debbie Burns provided a status on future services in our Dining program. Debbie reported that they are working to place a c-store on the west side of campus by the Social and Behavioral Science building. This would be a modular unit that UEC leases. There are other areas around campus being considered for a Shop24 vending machine. Shop24 is a large vending machine that resembles a small convenience store that is open 24 hours a day. Thirdly, a Jamba Juice kiosk is still a possibility but is dependent upon remaining financial resources after the c-store and Shop24.

At the last meeting Sodexo reported that it was moving forward with expanding Starbucks. This project is on hold pending completion of a campus master plan. Debbie Burns discussed other updates regarding dining services. She stated that the county is now requiring food truck and mobile food facility permits. The food trucks are a great addition to the dining options on campus and Sodexo is looking into working this situation out so they can continue to keep them on campus.

Dr. Haynes expressed that another upcoming change in dining is going to be bundling meal plan charges and housing charges. He expressed that he wants to get this implemented by fall. This would also include changing the payment plans to a quarterly basis instead of a monthly basis.

Other updates were briefly discussed. Debbie stated that the number of UEC active benefited employees eligible for lifetime retiree medical has reduced from 84 to 48. This will reduce the OPEB liability obligation considerably. The HRIS/Payroll vendor, Paylocity, has been selected. ASI, Student Union, and UEC will be signing the agreement early next week. The agreement was negotiated based on the number of employees in all of the auxiliaries combined. Finally, Debbie reminded the Board that minimum wage is increasing by $1 as of July 1, 2014. An additional $1 increase will then take place in January 2016. UEC is prepared for this change.

F. Financial Review (Handout Only)

Lisa Iannolo, Director of Auxiliary Financial Services, was not able to join the meeting and provided UEC’s January 31, 2014 financial statements for review. Debbie pointed out that the UEC’s net income year to date is right on track with what was budgeted.

G. Sponsored Programs Review

Diane Trujillo, Director of Sponsored Programs Administration, and Jeff Thompson, Associate Provost for Research, reviewed the financial status of Sponsored Programs for the period ending January 31, 2014. The funds available for distribution are significantly higher than what was projected. This is due to the expenditures being down and the indirect being collected is significantly higher than what was originally anticipated.
Rachel Weiss explained that there has been very vigorous activity in pre-award. There are 78 new submissions and just over 20 million dollars in new awards. This has been a great year for grant activity and it is anticipated that the funds available to campus will continue to be higher than anticipated at the end of the year. Jeff Thompson briefly explained that there is a new program that will be starting that will help support undergraduate research as well as a summer research fellowship that will provide faculty with financial support to start, continue and/or complete research.

H. Committee Reports

In lieu of committee presentations to the Board, drafts of all minutes of Standing Committees are provided with this Board meeting package.

The meeting adjourned at 4:12 p.m.

Minutes approved by: [Signature]

Date: 6-17-14