

UEC Board of Directors Meeting

Tuesday, May 14, 2024 – 3:00 P.M.

Minutes

MEMBERS PRESENT: Tomás Morales, Sam Sudhakar, Rafik Mohamed, Robert Nava, Robin Phillips, Paz Oliverrez, Dorothy Chen-Maynard, Taewon Yang, Jennifer Sorenson, Jeremy Dodsworth, Cynthia Crawford, Carson Fajardo, Valerie Zellmer, Juan Herrera.

MEMBERS ABSENT: William Stevenson, Angelica Agudo.

STAFF PRESENT: Sesar Morfin, Michelle Mondorf, Michelle Bulaon, Ingrid Valdez, Diane Trujillo, Andreina Dominguez.

GUESTS PRESENT: Juan Padilla.

CALL TO ORDER

Board Chair, Dr. Sam Sudhakar, called the meeting to order at 3:00 P.M.

This meeting was held in the University Enterprises Boardroom, UE-102, with a small number of Board Directors participating via zoom.

I. APPROVAL OF MINUTES – ACTION ITEM

The minutes of the February 23, 2024, UEC Board of Directors meeting were approved as presented.

Board Result (*Chen-Maynard/Yang - Motion Passed*)

II. PRESIDENT’S REPORT

President Tomás D. Morales provided updates on campus activities and upcoming events.

III. EXECUTIVE DIRECTOR’S REPORT

Sesar Morfin, AVP – Finance & Administrative Services provided updates and operational highlights:

- UEC received the new proposed agreement from Chartwells and expects the final agreement by the end of the month. The new agreement will leverage the benefits of the Master Sponsorship Agreement shared with other CSU’s.
- The new point-of-sale system was implemented during Spring semester and the meal exchange program was introduced, allowing meal plan holders to use their dining swipes at various retail locations. The goal is to expand the program and enhance the campus dining experience.

- Einstein Bros. Bagels Express opened on April 24th, allowing for faster service and reduced wait times for customers.
- The short-term investment account continues to do very well and has performed significantly above budget this past year.
- The Equitable Access Program will launch in Fall 2024. It is now being marketed through various resources, including social media to promote to students. A survey will be sent out closer to census date to faculty, staff, and students to gauge feedback. The data from the survey will be used to determine whether or not the program will continue.
- Board policy updates are scheduled to be reviewed and updated by UEC management in September. Specifically, the corporate card and travel policies are scheduled to be reviewed during the September board meeting.
- UECs' audit started in late March and is scheduled to end May 31st. The financial audit will begin soon after. Entrance meetings have already been scheduled as well. Future plans are to bring an external consultant to look at UEC operations, once the audit is finalized.

IV. APPOINTMENT OF OFFICERS – ACTION ITEM

Sesar Morfin, AVP – Finance & Administrative Services advised that management contacted the President's Office regarding the UEC Board Chair and Treasurer positions and has nominated Dr. Paz Oliveres, Vice President of Student Affairs, to fill the position of UEC Board Chair and has nominated Dr. Sam Sudhakar to fill the position of Treasurer.

Interim Board Secretary, Juan Herrera, will no longer serve as a UEC Board Member as of July 1, 2024, leaving the position vacant. Dr. Taewon Yang, Faculty Director of Accounting & Finance has been nominated by the President's Office to fill the vacant position as Board Secretary beginning July 1, 2024.

The nominated Board Officers for next year are:

Dr. Paz Oliveres - Chair
Valerie Zellmer - Vice Chair
Dr. Samuel Sudhakar – Treasurer
Dr. Taewon Yang – Secretary

RECOMMENDATION:

It is recommended that the UEC Board of Directors approve the Officer positions as nominated by President Morales.

Board Result – *(Chen-Maynard/Sorensen - Motion Passed)*

V. CHANGES IN BOARD MEMBERSHIP FOR FY 2024/25 – ACTION ITEM

Sesar Morfin, AVP – Finance & Administrative Services discussed the seven UEC Board Directors with terms expiring as of June 30, 2024:

- Dorothy Chen-Maynard – Faculty Director
- Taewon Yang – Faculty Director
- Carson Fajardo – Student Director
- Angelica Agudo – Student Director
- Destiny Shavers – Student Director
- William Stevenson – Community Director
- Juan Herrera – Community Director

Mr. Morfin noted that Dorothy Chen-Maynard, Taewon Yang, and Carson Fajardo have all expressed their interest in continuing their service on the UEC Board and will be reappointed as of July 1, 2024. William Stevenson & Juan Herrera have elected not to continue their service on the board. The names of the two Community Members and remaining Student Director will be forwarded by Alumni Relations and SMSU a later date.

The UEC Board thanked Destiny Shavers, William Stevenson, and Juan Herrera for their contributions to UEC with a gift from the Coyote Bookstore.

It is recommended that the UEC Board of Directors approve the following actions:

1. Appointment of Dorothy Chen-Maynard to a three-year term as Faculty Director (7/1/24 to 6/30/27)
2. Appointment of Taewon Yang to a three-year term as Faculty Director (7/1/24 to 6/30/27)
3. Appointment of Carson Fajardo to a one-year term as Student Director (7/1/24 to 6/30/25)
4. Appointment of Juan Padilla to a one-year term as Student Director (7/1/24 to 6/30/25)
5. Appointment of Anthony Roberson, Associate Director of Operations SMSU, Staff Director (Indefinite).

Board Result – *(Sorensen/Phillips - Motion Passed)*

VI. FINANCIAL REPORT

Michelle Bulaon, CSUSB Associate Controller, presented UEC's financial statements as of March 31, 2023. Ms. Bulaon reviewed the revenues, operating expenses, and other income/expenses and noted the following:

- Cash and Cash Equivalents are at \$4.3 million, with an increase of \$2.6 million.
- Short-term investments are at \$13.6 million, an increase of \$1.8. million.
- Deferred revenues increased by \$1 million, due to advanced collected funds activities.

VII. OFFICE OF ACADEMIC RESEARCH REPORT

Diane Trujillo, Director of Sponsored Programs provided SPA updates:

- There were 147 proposals submitted from July 2023 – March 2024, totaling \$88.2 million.
- Sponsored Programs received 127 new awards, totaling \$39 million.
- Senior Director of Office Research and Grant Development Office positions are currently vacant.

VIII. APPROVAL OF FY 2024/25 BUDGET – ACTION ITEM

Sesar Morfin, AVP – Finance & Administrative Services discussed the proposed FY 24/25 budget highlights.

The budget was presented by UEC Management to the Finance Committee on April 19th. A comprehensive review and discussion of the financial assumptions and information was led by Board Chair, Dr. Sam Sudhakar. The Finance Committee voted to recommend approval by the Board.

Mr. Morfin reviewed the Executive Budget summary and noted the following:

- Contributing factors related to the challenges of the FY 24/25 budget include reduced enrollment and foot traffic on campus, and a virtual learning environment.
- Overall sales during the first three quarters of 2023/2024 compared to 2022/2023 in nearly every segment of operations has resulted in an increase in commission revenues to UEC.
- The bookstore, vending, and pouring rights operations have remained relatively stable and commissions are expected to be very close to what was budgeted for FY 2023/24.
- Sponsored Programs continue to grow and is projected to generate nearly \$1 million more in indirect cost recovery revenue.
- Housing applications for the housing program for FY 2024/25 are higher compared to last year, with the increase in applications expected to lead to higher occupancy rates and higher meal plan growth and sales.

Board Result – (*Chen-Maynard/Mohamed - Motion Passed*)

IX. PUBLIC COMMENT AND ANNOUNCEMENT

There were no public comments or announcements.

ADJOURNMENT

The meeting was adjourned at 4:13pm

Approved by the UEC Board of Directors

Samuel Sudhakar

Dr. Sam Sudhakar, Board Chair