

UEC Board of Directors Meeting

Friday, September 27, 2024 – 3:00 P.M.

Minutes

MEMBERS PRESENT: Tomás Morales, Paz Oliverez, Sam Sudhakar, Rafik Mohamed, Robert Nava, Robin Phillips, David Dufault-Hunter, Anthony Roberson, Dorothy Chen-Maynard, Taewon Yang, Jennifer Sorenson, Carson Fajardo, Shardul Kulkarni, Juan Padilla, Maritza Gomez, Valerie Zellmer.

MEMBERS ABSENT: Timothy Akers, Jeremy Dodsworth.

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

GUESTS PRESENT:

CALL TO ORDER

Board Chair, Dr. Paz Oliverez, called the meeting to order at 3:03 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 May 14, 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:

- FY 23/24 budget indicated a deficit of \$665k, excluding depreciation, as it is a non-cash expense beyond our control. Our projections that we discussed in May anticipated a deficit closer to \$504k. This marks a reduction in the deficit by approximately \$160k. The actual deficit was closer to \$282k or a reduction in the deficit of about \$222k. The reasons for this improvement include savings in operational expenses, particularly within dining services, and an increase in investment earnings that exceeded conservative projections, and overall operational savings

within the UEC business office. While the deficit remains a concern, Management is actively taking steps to address it.

- Negotiations for the new Chartwells agreement are ongoing with the agreement expected to be signed in the near future, retroactive to July '23. Once signed, the new agreement will integrate UEC into the Master Sponsorship Agreement (MSA), enhancing negotiating leverage for future contracts.
- The new POS system is now fully implemented on campus and will be entirely funded by Chartwells, representing an investment of over \$400k at no cost to UEC. Management remains optimistic about finalizing the agreement in the foreseeable future.
- Yotie Eats launched the First Year Eats Program for all new incoming students that provides exclusive access to meet-and-greet events, teaching kitchens, DIY sessions, and special discounts. The mobile cart was relaunched this semester, with an upgraded menu.
- The Swipe Plus Program launched this month, which enables meal plan holders to enjoy exclusive dining options in the Coyote Commons, including themed nights and expanded menu items.
- UEC worked in partnership with our dining services provider Chartwells, to provide a reduced-price food program that includes specific beverages and food for students.
- The food truck program at PDC was successfully launched for the fall semester, featuring an all-new truck line-up. UEC collaborated with our campus partners at PDC, to finalize the details of the food service options and the bookstore at the new Student Services expected to be completed in 2026.
- UEC partnered with our food vendor provider to offer healthier food options, including granola bars, raw almonds, and pistachios in response to student feedback.
- Pepsi added aluminum water bottles to vending machines and retail locations in efforts to meet California's sustainability requirements.
- The bookstore partnered with Alumni on several events, including the Alumni Center Grand Opening, Winter Grad Days, with Homecoming, and Winter Commencement activities.
- Town hall meetings to discuss CDOTA are ongoing, with the information now being included as part of New Student Orientation week.

- The CDOTA program launched this fall, providing students with digital access to instructional materials at an affordable cost on or before the first day of class. Unfortunately, many students encountered difficulties accessing their course materials. Students and faculty are currently being surveyed to gather feedback on the new program that will be presented to senior leadership to guide future decisions.
- The Chancellor's Office recently completed UEC's audit in March, with recommendations to evaluate and revise several UEC policies and processes. Staff will be working over the next several months to develop plans to address their recommendations and concerns. A copy of the Chancellor's final report will be distributed to the board members via email after the board meeting.
- UEC has been working with the auditors at CLA over the past few months to complete the yearly required audit with a draft of the financial statements that is expected within the next week or two.
- The Executive Director position for UEC, was recently posted. A search committee was formed, with the objective of identifying a qualified candidate by the end of December or start of the new year.

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

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

- Angelica Agudo – Student Director
- Juan Herrera – Community Director
- William Stevenson - Community Director

Shardul Kulkarni – SMSU Board Chair and Maritza Gomez – Community Director, will be joining the UEC Board to fill two of the vacant director positions. Efforts are ongoing to fill the remaining community director position.

Dr. Timothy Akers has been appointed as the new Associate Provost for Academic Research and will replace Dr. Cynthia Crawford as the Sponsored Programs Administration Staff Director representative for UEC Board.

Dr. David Dufault-Hunter has been appointed as the Vice President of the newly established Strategic Enrollment Management and Marketing division and will be joining the UEC Board.

RECOMMENDATION:

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

1. Appointment of Shardul Kulkarni to a one-year term as Student Director (7/1/24 to 6/30/25)
2. Appointment of Maritza Gomez to a three-year term as Community Director (7/1/24 to 6/30/27)
3. Appointment of Dr. Timothy Akers, Associate Provost for Academic Research, Staff Director (Indefinite).
4. Appointment of Dr. David Dufault-Hunter, Vice President of Strategic Enrollment Management and Marketing (Indefinite).

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

V. APPROVAL OF REVISION TO UEC CORPORATE LAWS – ACTION ITEM

During the May 14th, 2024, Board of Directors meeting, the Board authorized the nomination of Anthony Roberson, Associate Director of Operations of the Santos Manuel Student Union, to the Board of Directors. Since Mr. Roberson is an employee of an auxiliary on campus, he must occupy a staff director position and there is currently only one (1) staff director position. This additional staff director position requires an amendment to the existing UEC corporate bylaws. Additionally, there was a new Vice President of Strategic Enrollment Management and Marketing position established on the campus. Per UEC corporate bylaws, all campus Vice Presidents sit on the UEC Board of Directors. Again, an amendment to the existing UEC corporate bylaws is needed to reflect this change.

The total number of Vice Presidents on the UEC Board of Directors remains six (6) as the Vice President for Administration and Finance and the Vice President of Information Technology Services were consolidated into one position last year. Lastly, there was a position title change to the Sponsored Programs Administrator Director position last year. This new amendment reflects that change as well.

Management has worked with UEC corporate counsel to prepare the attached amendment that reflects the requested updates to the Bylaws:

1. Removes the Vice President for Information Technology Services position and updates the title of the Vice President for Administration and Finance to Vice President for Finance, Technology, and Operations.
2. Adds the new Vice President for Strategic Enrollment Management and Marketing to the list of University Vice Presidents leaving the amount of Vice Presidents at six (6).
3. Creates the new Staff Director position which will be filled by the Associate Director of Operations, Santos Manuel Student Union.
4. Updates the position title change for the Sponsored Programs Administration Director to Associate Provost for Academic Research.
5. Increases the total number of Board Directors to twenty (20).

RECOMMENDATION:

It is recommended that the UEC Board of Directors approve the updated UEC Bylaws.

(Padilla/Kulkarni - Motion Passed)

VI. OFFICE OF ACADEMIC RESEARCH REPORT

Diane Trujillo, Director of Sponsored Programs reviewed the summary of awards and proposal submissions for FY 2023-2024.

- Approximately 165 new awards, totaling \$42.8 million.
- Total of 141 proposals, totaling approximately \$99.2 million in proposal submissions.
- Grants and submissions and awards through August 2024 totaled \$15.6 million, with 32 grants.
- More than \$16.3 million has been awarded for the current FY.

Maximus Consulting Services has been secured to assist CSUSB in preparing their facilities and administrative rate proposal to the Division of Cost Allocation at DHH, with a submission deadline of March 31, 2025.

VII. FINANCIAL REPORT

Michelle Bulaon, CSUSB Associate Controller, presented UEC's financial statements as of June 30, 2024. Ms. Bulaon reviewed the revenues, operating expenses, and other income/expenses and noted the following:

- Dining Services commissions are higher this year versus the previous year.
- Sponsored Programs, IDC is \$971k higher compared to the prior year.
- Revenues of the Business Office increased by \$400k, due to investment earnings, money market, and SWIFT account.
- Accounts Payable increased \$1.4 million, as a result of the general increase in expenditures.
- Deferred revenues decreased by \$1 million, due to revenue recognitions adjustments.

VIII. CONFLICT OF INTEREST STATEMENTS

All UEC Board Directors are required to sign a Conflict-of-Interest Statement for the current year in accordance with California Education Code, Sections 89906-89909. Signed Conflict of Interest Statements are part of the auxiliary audit checklist provided by the Chancellor's Office. The Conflict-of-Interest Statement for the period July 1, 2024, through June 30, 2025, was previously forwarded to each Board Director via email and all current board members have provided a signed statement. For new board members, we have hard copies of the form you may sign. For those new board members who are not present, we will follow up via email.

IX. PUBLIC COMMENT AND ANNOUNCEMENTS

- Mr. Fajardo expressed his appreciation for Michael and his leadership in the dining services, while highlighting the positive start to the new school year.
- Dr. Oliverez reminded everyone about “Spirit Thursdays” and encouraged all staff and departments to support by wearing CSU gear or the color blue.
- Dr. Oliverez announced that free cookies will be provided one Thursday a month by the Spirit Card initiative for students, aiming to enhance excitement and promote food services on campus. She expressed gratitude to Michael for his partnership in this effort and acknowledged that this initiative was established through the collaboration with ASI.
- Ms. Sorenson announced that October 2nd is National Custodian Appreciation Day. She encouraged everyone to thank their custodians and to take the opportunity to meet them. Mentioned that flyers featuring photos of all custodians alongside their names will be distributed to help identify them.
- Dr. Oliverez announced that the Homecoming Bash will take place on October 26th, featuring a variety of fun activities. Additionally, a volleyball game against Dominguez Hills will be held in the evening, and admission is free. She encouraged everyone to come out, enjoy the festivities, and bring their families.

ADJOURNMENT

The meeting was adjourned at 4:03pm

Approved by the UEC Board of Directors



Dr. Paz Oliverez, Board Chair