



**Minutes of the Regular Meeting of the Board of Directors  
February 26, 2015**

Center for Children and Families Classroom

**Attendees:**

**Members:** *Sharon Whitehurst-Payne (Chair), Ernest Zomalt (Vice Chair), Chuck De Leone, Linda Hawk, Brandon Losey, Dimitris Magemeneas, DawnMarie Myers, David Chang, Graham Oberem*

**Absent:** *Matthew J. Ceppi, Tres Conrique*

**Staff:** *Bella Newberg, Greg Svatora, Michelle Hinojosa, Michelle Meeks, Clint Roberts, Theresa Ruffolo, Tipper Phillips*

**Guests:** *Representing Follett Higher Education Group Inc. - VP of Marketing, Mary Perry; Regional Manager, Sue Duits; and Store Manager, Pamela Lovsted.*

**Special Guest Presentation**

Newberg introduced special guest speakers from Follett Higher Education Group: VP of Marketing - Mary Perry, Regional Manager - Sue Duits and Bookstore Manager - Pamela Lovsted. Follett provided an overall view of campus bookstore services that included industry trends, goals, and renovated space in the Dome. Perry talked about the new and innovative CSUSM University Store that will combine the University Store and Bookstore together in one central location, opening in Fall, 2015. This development will offer enhanced shopping at one central location to save time and aid students by offering: new larger textbook store layout; enlarged gifts and apparel section; new general book department; and a new technology center. Perry presented some statistics regarding course materials, and book sales versus book rentals. Sixty-five percent of book titles can be rented and this represents a growing market niche. They introduced their "Faculty Discover" program – a smarter way to seek out, evaluate and adopt course materials and "Student Discover" - one access point for students to buy or rent books and choose new or used, print or digital materials. These programs are already in place at CSU San Bernardino. Their goal is to stay relevant in the digital age. Once they have relocated to the Dome they will sponsor author readings and special events. They will offer a lowest price guarantee and market more aggressively. The increased space and improved design will allow them to market school-specific apparel, gifts and accessories. Zomalt was concerned about the pathway to Craven through the Dome and the current patio seating area. Students like having a space for meeting and studying in this vicinity. Newberg reassured the Board members that access will still be possible thru the outside of the Dome and via a corridor that will be situated behind the Dome. The Patio will still be available for Students to use.

**Convening of the Regular Meeting**

A quorum being present, Chair Whitehurst-Payne called the meeting to order at 4:40 p.m.

**Changes to Agenda**

Agenda Item IV.D., Selection of Auxiliary Audit Firm, was added to the Consent Agenda and became the new Attachment E. Agenda Item V.A., Proposed FY 15/16 Meeting Calendar was changed to Attachment F. Whitehurst-Payne confirmed that everyone received the updated agenda.

**Minutes of the November 13, 2014 Regular Meeting**

*A motion was made and seconded (Magemeneas/DeLeone) to approve the November 13, 2014 Regular meeting minutes. Motion carried.*

**Committee Reports**

**Finance and Operations Committee**

Whitehurst-Payne reported. The Finance & Operations Committee met on February 17, 2015 to review Quarterly Financial Reports, Revision to 2014/2015 Budget, and Revision to Delegation of Authority Policy. These items will be considered for action later in the meeting.

**Joint Audit Committee**

Chang reported. The Joint Audit Committee of the three CSUSM auxiliaries (UARSC, Foundation, and ASI) met for a special session on February 3, 2015 to review the Audit Firm RFP process and results. A representative from each of the Auxiliaries was represented on the review panel. Five firms submitted proposals. The RFP committee is recommending AKT as the new CSUSM Auxiliary Auditor for a term of three years with options to extend. This will be considered for action later in the meeting.

**Sponsored Projects**

Meeks shared the Awards Report for July – December, 2014. Ten new awards were submitted during that time period with 20 continuing awards for a total of \$5.3M. Oberem reported that the Pre-Award Office is reaching out to faculty to cultivate community and support grant-writing activities. Outreach activities include a monthly newsletter to faculty highlighting new grant awards. The Board was interested in receiving a copy of this newsletter as well. A new web form was created to capture faculty research efforts and follow up will occur to faculty who submit proposals. The goal of a faculty database is to support grant writing efforts and to increase successful grant submissions. Pre-Award staff are actively reaching out to faculty via meetings at the department and college level. Presentations are being provided to new faculty. This year, thirty faculty searches were conducted. Goal is to send quarterly summaries to administrators. Challenge with on-line Sponsored Project approval form. Pre-Award and Post- Award Sponsored Projects teams meet regularly.

**Administration Update**

Newberg reported a Fall ribbon-cutting ceremony will happen for Follett's new location in the Dome. Follett has a presence at every athletic event, no matter the size. Starbucks remodel project is on schedule and will bid in March. Based upon information that was gathered at the November Board Meeting in regards to changing the UARSC corporate name, we recommend the formation of a small sub-committee to evaluate the option of getting a DBA (Goal #8). The sub-committee would comprise of Linda Hawk, Matt Ceppi, Bella Newberg, Greg Svatora, and DawnMarie Myers. Newberg provided an overview of changes being made to our catering operations and is forming a team to issue a Request for Qualifications and then a Request for Proposal to select 3-4 preferred caterers (Goal #6). SODEXO will automatically be on the list as the campus food service provider. Newberg has notified SODEXO of our intentions to reduce the number of caterers and the intent to re-negotiate the Sodexo contract to collect commission on catering after preferred caterers are selected. The RFQ will be issued in March and the process will be completed by July. This may enable UARSC to collect commissions on catering sales. Financing options are being evaluated to move UARSC Central offices to campus (Goal #4). Last year we entered into a contract with a vendor, Paylocity, for HR/Payroll IT services. However, after review of their design development; we opted to stay with ADP. We are currently in the process of moving forward with an upgrade of our current system and evaluating enhancements to create efficiencies and provide the reporting capabilities as we implement the Affordable Care Act and mandatory paid sick leave regulations. A few staff attended the CSU Auxiliary Organizations Association Conference in early February. Agenda items included Uniform Guidance updates, Legislative and Compliance Updates, and many other timely and important topics. Hinojosa was appointed Chair of the HR Subcommittee for the HR Summer Conference to be held at CSUSM and Meeks was appointed as Vice-Chair of the Research Subcommittee.

**University Update****Budget**

Hawk reported that the Governor released the January budget and the fiscal outlook for California's economy and state government is positive. The Legislative Analyst's Office estimates revenues for FY 2014-15 to be about \$2 billion higher than estimated in this year's budget act. This amount is fully offset by spending on Proposition 98. Governor Brown's FY 2015-16 budget allocates \$119.5 million for the CSU, which is \$97.1 million short of the Board of Trustees' budget request.

**Diversity Mapping**

In Fall 2014, CSUSM retained Halualani & Associates to map our current diversity, equity, and inclusion efforts, programs, events, initiatives and courses. Halualani & Associates collected their data by conducting focus groups and individual interviews with faculty, staff, administration, and students. They also collected data from the CSUSM website, and made specific requests for documents and information. When the initial mapping was completed, findings and analyses were presented to President Haynes and the Diversity Mapping Steering Committee. Certain areas and departments will further review recommendations arising from the project and identify potential

gaps where the findings may have overlooked or left out what has already been done or is in progress.

### **Construction/Renovation Projects**

Two projects recently completed- The School of Nursing Renovation and the Student Health and Counseling building. An entire floor of University Hall was renovated for the School of Nursing. This is very exciting for the program and our Nursing students since they are on campus for the first time and are now close to all other supporting programs. Student Health and Counseling Services is also on campus now. They had their ribbon cutting and grand opening at the beginning of the semester. Construction for the new Sports Center began last week leaving pedestrian only access to the Clarke Field House. Underground utilities are currently underway and then major site grading will begin. The anticipated completion date is August 2016.

### **General**

Discover CSUSM day will be held on April 11 with many events and activities on campus. Follett and Sodexo provided generous donations for the day. Four hundred backpacks were provided by Follett. The Gala will be held on June 20, please join us at the sponsored UARSC table.

### **Consent Agenda**

Whitehurst-Payne explained that a Consent Agenda was included as Item IV in the meeting Agenda. She 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 09/30/14 & 12/31/14 (Attachment B), Revision to 2014/2015 Budget (Attachment C); and Revision to Delegation of Authority Policy (Attachment D). *Motion carried.*

A motion comes moved and seconded from the Joint Audit Committee to approve AKT as the new Auxiliary Audit Firm (Attachment E). *Motion carried.*

### **Action Items**

#### **FY 15/16 Meeting Calendar**

Newberg reviewed the proposed FY 15/16 Board Meeting Calendar. *A motion was made and seconded (DeLeone/Losey) to approve the proposed FY15/16 meeting calendar as presented. Motion carried.*

### **Closed Session**

At 5:25 p.m., a motion was made and seconded (Losey/Magemeneas) to enter into a Closed Session to discuss a personnel matter. Motion carried. All UARSC staff members in attendance were excused by Chair Whitehurst-Payne. The Board Members moved to a Closed Session. Action was taken in the Closed Session that was made and seconded (Myers/Oberem).

**Adjournment**

The next Annual Board meeting is scheduled for May 28, 2015 at 4:00 p.m., Center for Children and Families.

*The meeting adjourned by acclamation at 5:35 p.m.*

*Respectfully submitted,  
Theresa Ruffolo*

*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 May 28, 2015 at San Marcos, California.*

  
Secretary

5-31-15  
Date