



Minutes of the Regular Meeting of the Board of Directors

May 31, 2016

Center for Children and Families Classroom

Attendees:

Members: Sharon Whitehurst-Payne (Chair), Linda Hawk (Vice Chair), Charles De Leone, Dimitris Magemeneas, DawnMarie Myers, David Chang, Graham Oberem, Regina Eisenbach, Brandon Losey, Jason Schreiber

Absent: Matthew J. Ceppi, Michelle Meeks

Staff: Bella Newberg, Cynthia Fenimore, Michelle Hinojosa, Clint Roberts, Karla Frazee, Roman Lazcano

Convening of the Regular Meeting

A quorum being present, Chair Whitehurst-Payne called the meeting to order at 4:01 p.m.

Minutes of the February 26, 2016 Regular Meeting

A motion was made and seconded (Oberem/Losey) to approve the February 26, 2016 regular meeting minutes. Motion carried.

Committee Reports

Finance and Operations Committee

Hawk reported that the Finance & Operations Committee met on May 16, 2016 in which a full quorum was present. The three action items presented to the Committee were the Quarterly 3/31/16 Financial Report, the proposed FY 16/17 Operating Budget, and the Compensation Administration Guidelines. These 3 items will be presented to the Board as action items later in the Agenda.

Sponsored Projects Committee

Oberem reported the Office of Graduate Studies & Research (OGSR) is running their summer grant-writing boot camp wherein five faculty members are participating. Three proposals will be submitted to the National Institute of Health (NIH) and two proposals submitted to the National Science Foundation (NSF). The boot camp has proven to be very popular and will result in more external funding for the campus. To date, 76 proposals have been submitted totaling \$36M. Expected number of proposals submitted by end of June will exceed 80, a record year for grant submissions. OGSR is working to roll out limited post-award operations support. The support will include assistance with requisitions related to travel and purchases as well as project budget management. Services will be paid primarily by using direct-line costs in funded grant proposals. Grant-Related Instructional Faculty (GRIF) policy was recently approved by the Chancellor's Office. The policy allows faculty who meet certain campus-specified qualifications to receive additional compensation from grants. The policy is mainly intended to be a tool for retaining faculty superstars. At any time, only 100 GRIF faculty are allowed system wide. Grant Proposal Seed Money (GPSM) continues to be a popular mechanism for supporting grant proposal development.

Investment Portfolio Report

Fenimore reviewed the Investment Portfolio Report ended 3/31/16 provided in the packet. Currently, CD return is outperforming UARSC's other investments.

Financial Audit Update

Roberts reported that we are in audit season. This is our second year to have AKT LLP as our external auditor for ASI, Foundation & UARSC Auxiliaries. The audit timeline and key dates were reviewed.

University Update

Hawk reported CSUSM conferred nearly 3,200 degrees and credentials at its 25th commencement ceremony making the Class of 2016 the largest graduating class in the University history. President Haynes appointed Dr. Cynthia Chavez-Metoyer as the interim Chief Diversity Officer and AVP for Diversity, Educational Equity and Inclusion. Dr. Chavez-Metoyer will assume the role June 1, 2016. The national search will re-launch in the fall. Governor Brown's CSU budget allocation was much lower than anticipated resulting in a very tight budget for FY 2016-17. The Sports Center is now complete and complies with NCAA Division II standards. The Grand Opening will be September 1, 2016.

Administration Update

Newberg reported on staffing changes. The Office Coordinator was replaced as well as a Sponsored Projects Analyst who retired. A new HR Generalist position has been budgeted. The need is driven by the various changes in HR/Payroll regulations and reporting, an increase in number of UARSC employees and personnel issues including Title IX. Newberg reviewed the progress made over the past two years towards meeting the goals of the Five Year Action Plan (Attachment C in the packet). The five year plan covers the time span, July 1, 2014 to June 2019. Implementation of CFS has been challenging but positive. CFS provides us the opportunity to identify potential gaps, share information across the campus and all auxiliaries and standardize some business processes. UARSC has had a balanced budget the past two years generating enough revenue to cover our operating costs. The final report was received regarding the Chancellors' Office Audit. UARSC received seven recommendations which will be completed by September, 2016.

Action Items

Quarterly Financial Report & Summary 03/31/16

Roberts reviewed the quarterly financial report ended 03/31/16 with details outlined in the summary provided in the packet.

A motion comes moved and seconded from the Finance & Operations Committee to approve the Quarterly Financial Report ended 03/31/16 as presented. Motion carried.

FY 16/17 Operating Budget & Resolution

Fenimore reviewed the FY 16/17 Operating Budget & Resolution provided in the packet.

A motion comes moved and seconded from the Finance & Operations Committee to approve the FY 16/17 Operating Budget & Resolution as presented. Motion carried.

FY 16/17 Compensation Administration Guidelines

Hinojosa reviewed the FY 16/17 Compensation Administration Guidelines provided in the packet.

A motion comes moved and seconded from the Finance & Operations Committee to approve the FY 16/17 Compensation Administration Guidelines as presented. Motion carried.

Request for Statement of Qualifications (RFQ)

Newberg presented a request for approval from the Board to move forward with a Request for Statement of Qualifications (RFQ) for the development of classroom, administration and parking facilities via a Public, Private, Partnership (P3) project. The goal of the P3 project is to leverage the dollars we have in hand to gain more square footage. UARSC will issue an RFQ to solicit a financial partner and team to engage in the Public Private Partnership. UARSC has contracted with James Lang LaSalle to assist in this process and connect us with viable financial partners. The concept would include a ground lease between the campus and UARSC where UARSC would be the entity entering into the contract; through a sub-lease to the developer/investor and some type of long term master lease with ownership back to UARSC and eventually the campus at some point in the future. UARSC continues to work very closely with the campus to define the project and needs.

A motion was made and seconded (Oberem/Myers) to issue the Request for Statement of Qualifications for the Public, Private, Partnership (P3) project. Motion carried.

Adjournment

The next Annual and Regular Board meeting is scheduled for September 8, 2016 at 4:00 p.m., Center for Children and Families.

The meeting adjourned by acclamation at 5:24 p.m.



Graham Oberem
Secretary

10/11/2016
Date