



Dr. Ann Bersi, Chair
Nevada State Tax Commission

Dr. Matthew J. Ceppi
President's Designee
Cal State San Marcos

Mr. David Chang
Hampton Inn San Diego/
San Marcos

Mr. Tres Conrique
Rancho Santa Fe Technology

Dr. Linda L. Hawk
Cal State San Marcos

Mr. Brandon Losey
Dowling & Yahnke Wealth
Management
Alumni Member

Mr. Dimitris Magemeneas
Edward Jones

Ms. DawnMarie Myers
Student Member

Dr. Graham Oberem
Cal State San Marcos

Ms. Susan Schnepf
Attorney at Law

Dr. Camille P. Schuster
Faculty Member

Dr. Sharon D. Whitehurst-Payne
Community Member

Dr. Ernest E. Zomalt, Vice Chair
Community Member

Annual and Regular Meeting of the Board of Directors
September 4, 2014 - 4:00 p.m. – 6:00 p.m.
Center for Children and Families Classroom

AGENDA

- I. **Convening of Annual Meeting** (*Zomalt*)
- II. **Membership Update** (*Zomalt*)
- III. **Consent Agenda** (*Zomalt*)
 - A. Board Member Nominations (**Attachment A**)
 - B. Board Officer Nominations 14/15 (**Attachment B**)
 - C. Proposed Committee Membership for 14/15 (**Attachment C**)
- IV. **Adjournment of Annual Meeting**
- V. **Convening of Regular Board Meeting** (*Whitehurst-Payne*)
 - A. Consideration of Minutes June 10, 2014 Regular Meeting (**Attachment D**)
- VI. **Special Guest Presentation** (*Griffin*)
 - A. Governance Training - Robert Griffin (Legislative & Compliance Advisor for AOA (Auxiliary Organizations Association) (**Attachment E**))
- VII. **University Update and Reports**
 - A. Finance & Operations Committee (*Whitehurst-Payne*)
 - B. Quarterly Financial Report 06/30/14 Update (*Svatora*)
 - C. Joint Audit Committee (*Chang*)
 - D. Sponsored Projects Committee (*Oberem*)
 - E. Administration
 - i. Administration Update (*Newberg*)
 - ii. UARSC Audits Update (*Svatora & Hinojosa*)
 - F. University Update (*Ceppi*)
- VIII. **Action Items**
 - A. New Delegation Of Authority Policy and Signature Page (*Svatora*) (**Attachment F**)
 - B. Ratification of UARSC Five-Year Action Plan (*Whitehurst-Payne*) (**Attachment G**)
- IX. **Closed Session**
- X. **Adjournment of Regular Meeting**

Next Meeting: November 13, 2014, 4:00 p.m., Center for Children & Families Classroom

ATTACHMENT A

Board Member Nominations

Board Member Nominations 14/15

**Bio for New Appointment Nomination will be provided in person
Board Member Terms provided for information only**



PROPOSED BOARD MEMBER NOMINATIONS 2014/2015

DawnMarie Myers

Reappointment
Student Member
(1 year term)

Chuck De Leone

New Appointment
Community Member
(3 year term)



**BOARD MEMBER TERMS 2014/2015
(Provided for Information Only)**

Terms expiring September 2015

Community Member(s)

David Chang
Tres Conrique (*termed out*)
Ernest Zomalt (*termed out*)

Alumni Member

Brandon Losey

Student Member

DawnMarie Myers

Terms expiring September 2016

Community Member(s)

Susan Schnepf
Sharon Whitehurst-Payne
Dimitris Magemeneas

Terms expiring September 2017

Faculty Member

Chuck De Leone

Designated Members (voting)

University President or Designee,
Vice President for Academic Affairs,
Vice President for Finance & Administrative
Services

ATTACHMENT B

Proposed Board Officer Nominations 14/15



Proposed BOARD OFFICERS 2014/2015

Chair	Sharon Whitehurst-Payne
Vice Chair	Ernie Zomalt
Secretary	Bella Newberg
Treasurer	Greg Svatora

ATTACHMENT C

Proposed Committee Membership for 14/15



UNIVERSITY
AUXILIARY AND RESEARCH SERVICES
CORPORATION
 at California State University San Marcos

PROPOSED BOARD COMMITTEES 2014/2015

NOMINATING AND GOVERNANCE COMMITTEE

Sharon D. Whitehurst-Payne, Chair
Ernie Zomalt, Vice Chair
Linda Hawk

Staff (non-voting):

Bella Newberg
Greg Svatora

SPONSORED PROJECTS COMMITTEE

Sharon Whitehurst-Payne, Chair
Graham Oberem
Matt Ceppi
Chuck De Leone

P. Wesley Schultz, Vice Chair (Interim Dean, Office of Graduate Studies & Research)
Katherine A. Kantardjieff (Dean, College of Math and Science)
Deborah Kristan (Associate Professor, Biology)
Bella Newberg (Interim Executive Director, UARSC)

Staff (non-voting):

Greg Svatora
Michelle Meeks
Michelle Hinojosa

FINANCE AND OPERATIONS COMMITTEE

Sharon D. Whitehurst-Payne, Chair
Tres Conrique, Vice Chair
Linda Hawk
DawnMarie Myers

Staff (non-voting):

Bella Newberg
Greg Svatora
Clint Roberts
Michelle Hinojosa

JOINT AUDIT COMMITTEE:

UARSC, CSUSM Foundation & Associated Students Inc.

UARSC Board Members (voting)

David Chang, UARSC (Chair)
Brandon Losey, UARSC

Non-UARSC Board Members (voting):

Helen Adams, CSUSM Foundation
Saul Serano, ASI
Jeffrey (J.J.) Gutowski, ASI

Staff (non-voting):

Bella Newberg
Greg Svatora
Clint Roberts

ATTACHMENT D

Minutes of June 10, 2014 Regular Meeting



**Minutes of the Regular Meeting of the Board of Directors
June 10, 2014, 3:00 p.m.
UARSC Conference Room**

Attendees:

- Members:** Ann Bersi, Chair (via phone), Tres Conrique (via phone), Susan Schnepf (via phone), David Chang (in-person), Linda Hawk (in-person), DawnMarie Myers (in-person), Camille Schuster(in-person), Sharon Whitehurst-Payne (in-person), Ernest Zomalt, Vice Chair (in-person), Matthew Ceppi (in-person), Graham Oberem (in-person)
- Absent:** Dimitris Magemeneas, Brandon Losey
- Staff:** Bella Newberg, Greg Svatora, Michelle Hinojosa, Theresa Ruffolo
- Guests:** Clint Roberts, University Controller (via phone)

Convening of the Regular Meeting

A quorum being present, Chair Bersi called the meeting to order at 3:05 p.m.

Hawk introduced and welcomed Bella Newberg, UARSC Interim Executive Director, along with her Executive Assistant, Theresa Ruffolo.

Minutes of the February 27, 2014 Regular Meeting

A motion was made and seconded (Whitehurst-Payne/Schuster) to approve the February 27, 2014 Regular meeting minutes. Motion carried.

Closed Session

A motion was made and seconded (Schuster/Zomalt) to move to closed session at the end of the agenda. Motion carried.

Consent Agenda

Bersi mentioned that a Consent Agenda has been included as Item IV in the meeting Agenda. She explained the purpose of the Consent Agenda is to streamline the Board agenda and to save time to focus on other substantive items. Agenda Item IV lists the items that will be voted on as a group later in the meeting. Bersi explained that any Consent Agenda item could be pulled and added to the regular agenda. Bersi asked if there were any questions about the Consent Agenda procedure, but there were none.

Committee Reports

Finance and Operations Committee

Bersi reported. The Finance & Operations Committee met on May 12, 2014 and reviewed several items that are part of the Consent Agenda or will be considered for action later in the meeting.

Joint Audit Committee Update

Svatora reported that the Joint Audit Committee (JAC) met on April 16, 2014 to review the Form 990 tax returns for the fiscal year ending 6/30/13 for each of the 4 CSUSM auxiliaries. These are annual informational returns required for public non-profits. McGladrey, LLP, prepared the auxiliary tax returns. The JAC recommended the auxiliary boards accept their respective Form 990 returns as presented, including minor adjustments discussed at the meeting.

Svatora also reported that the auxiliary financial audit agreement with McGladrey was on a 1-year extension last year, which ended during the FY 12/13 audit. Svatora mentioned the agreement was extended another year for the FY 13/14 audit and that once the audit is completed, the JAC may wish to discuss issuing an RFP for audit services beginning with the FY 14/15 audit year.

Nominating and Governance Committee

Zomalt reported that the Nominating Committee met on May 30, 2014 to discuss new Board Member nominations for 2013/2014 (replace Dora Knoblock with Bella Newberg as Secretary) and a revision to Committee Membership 2014/2015 (recommend that Sharon Whitehurst-Payne replace Ann Bersi as Chair). Whitehurst-Payne has been a Board Member and served on several sub-committees since 2000. She is an Adjunct Faculty member and very much a part of Cal State San Marcos community. Her appointment comes moved and seconded from the Nominating Committee and will be confirmed at the annual Board meeting in September. Zomalt thanked Whitehurst-Payne for agreeing to chair the Board.

Consent Agenda

Bersi asked if anyone had any questions about the Consent Agenda process. There being none Bersi then asked if anyone wanted to move any items from the Consent Agenda to the regular agenda. There being none, *a motion was made and seconded (Conrique/Schuster) to adopt the Consent Agenda as presented. Motion carried.*

Action Items

Proposed Rebalance of Reserves

Svatora reviewed the reserve rebalance proposal which moves \$50,000 from the Audit Disallowance reserve to the Working Capital reserve, and \$182,417 from the Capital/Campus Development reserve to the Working Capital reserve. The adjustments will strengthen the Working Capital reserve. Allocations to the post-retiree health liability and the prior year operating loss had decreased the balance in the reserve.

Svatora mentioned the Audit Disallowance reserve would have a balance of \$300,000 after the transfer – which would be a reasonable reserve representing 5% of annual federal grant expenditures of about \$6 million. The Capital/Campus Development reserve would have a balance of \$150,000 after the transfer. After discussion of previous activity in these reserves and anticipated future needs, it was agreed to make the allocations to the Working Capital reserve. *A motion comes moved and seconded from the Finance & Operations Committee to approve the Proposed Rebalance of Reserves as presented. Motion carried.*

Starbucks Remodel Financing Request

Svatora mentioned the on-campus Starbucks location needs to be upgraded with new casework, floors, and refrigeration equipment. The upgrade is required per a license agreement UARSC has with Starbucks for operating the store. Svatora asked the committee to recommend the Board approve UARSC management to pursue financing with campus. The loan would be for \$250,000 over a period of 10 years. Interest only for first year in the amount of \$7,500 and balance paid back over a ten-year period. Svatora answered questions regarding the budgeting for the future interest payments on the loan. *A motion come moved and seconded from the Finance & Operations Committee to approve the Starbucks Remodel Financing Request as presented. Motion carried.*

FY 14/15 Operating Budget & Resolution

Svatora reviewed the actual revenue and expense activity with projections for the last quarter of the FY 13/14 fiscal year. Total net revenues for FY 13/14 are projected at \$1,664,059. Operating expenses are projected at \$1,603,319, leaving a net projected balance of \$60,470 for FY 13/14. Svatora reviewed the various net revenue activities including grants and contracts, bookstore, food service, and other commercial operations including Pepsi vending commissions. Also discussed were fees from administrative services and investment income. The assumptions for FY 14/15 net revenue activities were also reviewed. Svatora mentioned UARSC will no longer be providing business service fees to the Foundation starting in FY 14/15. That service will be provided by campus. The loss of the fees will be offset by a reduction in accounting salary costs that have moved to campus.

The UARSC operating expense projections for FY 13/14 and budget for FY 14/15 were also reviewed. Svatora mentioned there was a one-time reimbursement coming from campus to UARSC in the amount of \$103,973 for exchange-of-value services related to the administration of grants with low and no indirect cost recovery rates in FY 12/13.

Svatora answered various questions on the FY 13/14 projections and FY 14/15 budget assumptions. It was noted the FY 13/14 net revenues were projected at \$60,740 and the FY 14/15 net revenues were budgeted at \$54,535. *A motion comes moved and seconded from the Finance & Operations Committee to approve the FY 14/15 Operating Budget & Resolution as presented. Motion carried.*

Compensation Administration Guidelines – Sponsored Projects

Hinojosa reviewed the proposed 14/15 Compensation Administration Guidelines. Removed Non-Sponsored project employees as they have different guidelines. Compensation Administration Guidelines for period July 1, 2014 – June 30, 2015 indicate that wage increases for Sponsored Projects staff is not to exceed 5% and is subject to Principal Investigator approval and availability of project funds. Employees with a score of less than 3.00 (below expectations) on their annual performance appraisal will not be eligible for a performance based adjustment. HR will look at Administrative staff in the future as they have different guidelines. Hinojosa presented a study of the Compensation Guidelines for the last 10 years.

- Previously presented in the Fall
- Budgets fall within fiscal year period
- Conrique asked if there was any data of employees performing at less than 3.00. Hinojosa stated that she did not possess any data in that regard but that if someone was performing at that level, they either are not currently employed or are most likely on a Performance Improvement Plan (PIP).
- Increases are project budget based – the project budget may only be able to support up to a 3% increase so the employee may not get the full 5% increase.
- Conrique asked if we used a normal curve as far as scoring. Hinojosa responded that we removed the direct correlation about 3 years ago. Hinojosa works with managers to do what makes sense. Encourages real conversations during performance appraisals.

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

Exiting CalPERS Healthcare & Post Retirement Medical Program Resolution

Hinojosa reported on the Resolution to cease to be subject to the Public Employees' Medical and Hospital Care Act.

- Seeking approval to exit for financial reasons
- CalPERS is not flexible enough
- Other Auxiliaries have already exited CalPERS and some have contracted with Wells Fargo Insurance Services to go out to bid; we will also check with other Insurance Brokers
- Won't have PERS rates until July – but predict they will increase by 7% – 14%
- Svatora said this change will decrease liability to Auxiliaries
- UARSC is one of the last Auxiliaries to do this as far as new employees are concerned
- Would be effective January 1, 2015, President needs Resolution 6 months prior.

A motion comes moved and seconded from the Finance & Operations Committee to approve the Exiting CalPERS Healthcare & Post Retirement Medical Program Resolution as presented. Motion carried.

Administration Report

Newberg reported that First Class Vending was selected through an RFP process to provide snack vending services to the campus. Bella thanked Dawn-Marie Myers for serving on the committee. First Class Vending will replace Canteen who is currently providing the service. The contract is for 10-years with a 30% commission rate. Currently working on a transition plan for Fall, 2014 semester.

Newberg reported on negotiations with Follett for the move of the bookstore from 5th floor Craven to the Dome. Bookstore agreement is being updated. Terms – 1% decrease in commissions and extend contract for 5 years. Improvement costs estimated at \$700K. Follett recently hired a new bookstore manager, Pamela Lovsted, to replace Derek Dioses.

Preliminary planning for UARSC's new space on campus is underway. Budgets are currently being developed. The new location will better serve faculty and customers located on campus. Hinojosa indicated that everyone at UARSC is very excited about moving closer to their customers.

Newberg reported that training for operational end users related to the CFS implementation began in May, 2014 with a go-live date of 07/01/14. Current fiscal year will be closed in Costpoint and data will be converted in October. CFS will increase efficiencies, streamline processes, and provide improved reporting functions. The new system will change the look of the quarterly reports.

Robert Griffith, who supports Auxiliaries, has been invited to the September Board meeting to do governance training. Bella will share Griffith's Bio prior to the meeting.

Zomalt asked where the resources were coming from to cover the move to campus. Newberg responded that there will be a long term lease with campus. Cost is not in 14/15 Budget.

University Update

Ceppi provided the following updates to the Board.

Cocos Fires

The Cocos Fire, as you probably know, came extremely close to campus — and we quickly and expertly evacuated campus. The university activated our emergency operations center and initiated our emergency response protocol to monitor the fires, which started the Wednesday before commencement. By Wednesday evening, they made the difficult decision to cancel commencement for the safety of our campus community. Fortunately, first responders were able to save our campus, and we were able to reschedule commencement ceremonies once we knew that our staff, students, and administrators would be safe. We are so very thankful for the work of our firefighters, police and others who came together to keep not only our campus from burning, but who also helped to save numerous homes in our community.

Commencement

Two weeks ago, we held our rescheduled commencement ceremonies — 4 ceremonies over two days. Ninety-one percent of students who had planned to attend the original ceremonies walked across the stage over Memorial Day weekend to receive their degrees. It was a wonderful time full of smiles and tears as students and their families celebrated such a significant milestone. The milestone was made even more significant when you consider that 52 percent of the Class of 2014 were the first in their families to earn a four-year college degree. One hundred and forty-six (146) were veterans, and 8 were former foster youth, including the student grand marshal for the College of Humanities, Arts, Behavioral and Social Sciences. CSU Chancellor Tim White joined us on Sunday morning, offering a few thoughts and presenting our Student Trustee, Cipriano Vargas, with his degree. Cipriano, whose story is well known, is a first generation in college student. He will soon start at Teach for America in San Antonio, Texas, using his CSUSM education to encourage other students to pursue their college degrees.

NCAA Application

As you may remember, our NCAA Division II application was due in February. We met the deadline and had our NCAA and CCAA visits in April. We will have a decision next month. As part of our application for NCAA status, we are, as you know, planning to expand the Clarke Field House. Last month, we presented the schematics to the Trustees, who approved the plans. Construction is set to begin next July.

Honorary Degrees

The university is conferring two honorary degrees this year: one to Dr. Terrence Roberts, and the other to Ambassador Alejandro Orfila. Dr. Roberts was on campus in April as part of our Arts and Lectures series, where he discussed his experiences as one of the “Little Rock Nine,” who integrated Little Rock Central High School in 1957. Ambassador Alejandro Orfila was born in Argentina and served the country in numerous capacities, including as an Embassy Secretary in the Foreign Service, as Argentine Ambassador to Japan, and as Secretary General of the Organization of American States. He was part of the early visionaries who believed that North County needed a public university.

2014 Applications

As our reputation has grown, so have our applications. For the 2014-15 academic year, we have seen an 11 percent increase, the highest in the CSU. The system average was 3 percent fall to fall. Within the applicant pool, almost 110 identified as former foster youth. There was also a 7 percent increase in applications from African American students, and a 20 percent increase in applications from Hispanic students versus last year’s applications. Equally as significant, there was a substantial rise in out of area applications, including 300 more applications from LA County. Clearly, our reach is expanding, and students see us as a first choice institution.

Enrollment Targets

With our increase in applications, the Chancellor responded to our memo indicating our high demand and capacity. That being said, we have been allocated an additional 650 FTEs for next fall, a more than five percent increase from fall 2013. That means well

over 12,000 students on campus for the 2014-15 academic year. In fact, we are enrolling 3,500 new freshmen and transfer students, more than half of whom have self-identified as being a minority.

Recognition of Exiting Board Members – Ann Bersi and Camille Schuster

Zomalt awarded Bersi and Schuster with plaques and gift certificates in recognition of their years of service to UARSC. Bersi has agreed to serve as Chair until the Annual Meeting in September.

Adjournment

The next Annual and Regular Board meeting is scheduled for September 4, 2014 at 4:00 p.m.

The regular meeting adjourned by acclamation at 4:52 p.m. and the Board Members moved to a closed session.

*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 September 4, 2014, at San Marcos, California.

Secretary

Date

ATTACHMENT E

**Governance Training Workshop Overview
Training Provided by Robert E. Griffin
Legislative & Compliance Advisor**

Governance Training Workshop Overview

There are a number of major points where the Education Code and Title 5 (relating to auxiliary organizations) intersect with the Corporations Code (relating to nonprofit public benefit corporations). These deserve special attention at the Board level:

Governing Board Authority. The Corporations Code empowers the governing board of a nonprofit corporation with full authority over all activities and affairs of the organization (subject to Attorney General oversight). Student body organizations cannot empower student body president or a “judicial council” with veto or override powers.

The authority of auxiliary board must give close attention to the organization’s prescribed purpose, and the University President’s oversight prerogatives over budgets and programs, responsibility to assure compliant expenditures, and authority to set campus policies that apply to auxiliary organizations.

Meetings and Board Composition. The Corporations code has rather flexible meeting requirements for nonprofit corporations and no composition rules. Auxiliary organizations are subject to open meeting standards in the Education Code (which also sets composition requirements).

Fiscal Viability and Self-Supporting Standards. The Corporations Code is virtually silent on any fiscal viability or self-supporting standards for nonprofit public benefit corporations, within the broad “educational/charitable purpose” fund-use regime, coupled with UPMIFA use-of-institutional funds.

Auxiliary organizations, in two categories, are subject to such standards in the Education Code and Title 5: commercial operations must be self-supporting; and sponsored programs, workshops and institutes must maintain fiscal viability.

Operational Oversight. All California nonprofit public benefit corporations, including auxiliary organizations, are subject to Attorney General oversight through the Charitable Trusts Section.

There is an overlay oversight role prescribed by the Education Code for auxiliary organizations resting with the campus president and chief financial officer, and the Chancellor.

Standards of Conduct. The Corporations Code includes a detailed set of conduct standards to which board members of nonprofit public benefit corporations are held. A somewhat parallel set of standards are set out in the Education Code, but special note needs to be taken. Unlike other intersections, it is possible for an auxiliary organization to be subject to both standards depending on the transaction circumstances.

First, discern that the Education Code standards only apply to *Board transactions*; while the applicable Corporations Code standards treat any *organization transaction* involving a “self-dealing” board member.

Second, if the Board transaction is unallowable under the Education Code, there is no process for that transaction to be validated. On the other hand, under the Corporations Code, even if the transaction (other than one acted upon by the Board) violates the self-dealing standard, there are statutory processes that may be available to validate it.

Records Access. Auxiliary organizations are now under a records public access law in the Education Code, paralleling the California Public Records Act. Sound transparency and accountability policy make records access an important intersection for Board awareness.

The Corporations Code gives Board directors a qualified right to inspect nonprofit organization records. Student Body Organizations (ASIs) must also permit member access to certain records.

Title 5 requires auxiliary organization records to be open for Trustees’ and Department of Finance audits.

ATTACHMENT F

New Delegation of Authority Policy

New Delegation of Authority Signature Page (Clean Version)

Delegation of Authority Signature Page (With Changes Tracked)



DELEGATION OF AUTHORITY

Background and Purpose

The University Auxiliary and Research Services Corporation is engaged in a variety of transactions that require prudent control over the authorization to execute documents that obligate the Corporation or which otherwise confirm financial or contractual transactions.

This statement lists the document types and corresponding signatories required thereon to authorize the transaction associated with each type of document.

Policy

The Executive Director is authorized to establish written management guidelines consistent with and in implementation of this policy statement, including delegation of authority granted through this policy.

Those with delegated authority may re-delegate in writing to officers, employees or agents of the Corporation, with approval of the Executive Director and the Board Chairman.

Attached is a description of document types and corresponding authorized signatures.

The undersigned Secretary hereby certifies that the foregoing is a full, true and correct copy of the policy of the Board of Directors of the University Auxiliary and Research Services Corporation duly made at a regular Board meeting on September 4, 2014.

Bella Newberg, Secretary

Date

Banking and Investment Transactions	
Open or Close Bank Accounts	<u>Clint Roberts</u>
Transfers Between Bank Accounts	<u>Deborah Davis</u>
Wire Transfers, Withdraw Requests	<u>Annemarie Broderson</u>
Deposits	<u>Barbara Cervantes</u>
<i>Wire Transfer Request Only</i>	<u>Mercedes Wilson</u>
<i>Wire Transfer Request Only</i>	
<i>A/P Wire Transfer Request Only</i>	
<i>Dual Approval Required on all Account Open or Close Activity</i>	
<i>Dual Approval Required on all Transfers/Withdrawals</i>	
Contractual Documents	
Agreements or contracts, including property conveyances, service agreements, leases, MOU's with campus, licenses in the ordinary course of business	<u>Bella Newberg</u>
	<u>Greg Svatora</u>
	<u>Michelle Hinojosa</u>
Project Agreements - Campus Programs	
UARSC Project Agreements related to Campus Program activities administered by UARSC	<u>Bella Newberg</u>
	<u>Greg Svatora</u>
	<u>Deborah Davis</u>
	<u>Annemarie Broderson</u>
	<u>Barbara Cervantes</u>
Project Agreements - Sponsored Projects	
UARSC Project Agreements related to Grants and Contracts activities administered by UARSC	<u>Bella Newberg</u>
	<u>Michelle Meeks</u>
	<u>Jan Cushman</u>
	<u>Patti Kastner</u>
	<u>Deborah Davis</u>
Expenditure Request/Authorization - Sponsored Projects	
Procurement documentation, including check requests, requisitions, purchase orders. <i>Any Dollar Amount</i>	<u>Bella Newberg</u>
	<u>Michelle Meeks</u>
	<u>Greg Svatora</u>
Procurement documentation, including check requests, requisitions, purchase orders. <i>Amounts under \$1,000</i>	<u>Jan Cushman</u>
	<u>Patti Kastner</u>
Negotiable Instruments	
Commercial checks, sight drafts, other negotiable instruments	<u>Linda Hawk</u>
<i>2 signatures required on checks over \$15,000</i>	<u>Mary Hinchman</u>
	<u>Clint Roberts</u>
	<u>Nancy Suarez</u>
	<u>Greg Svatora</u>

Banking and Investment Transactions	
Open or Close Bank Accounts	Clint Roberts
Transfers Between Bank Accounts	Deborah Davis
Wire Transfers, Withdraw Requests	Annemarie Broderson
Deposits	Barbara Cervantes
<i>Wire Transfer Request Only</i>	Mercedes Wilson
<i>Wire Transfer Request Only</i>	Kristine Roberts
<i>A/P Wire Transfer Request Only</i>	
<i>A/P Wire Transfer Request Only</i>	
<i>Dual Approval Required on all Account Open or Close Activity</i>	
<i>Dual Approval Required on all Transfers/Withdrawals</i>	
Contractual Documents	
Agreements or contracts, including property conveyances, service agreements, leases, MOU's with campus, licenses in the ordinary course of business	Bella Newberg
	Greg Svatora
	Grant Hubbard - Michelle Hinojosa
Project Agreements - Campus Programs	
UARSC Project Agreements related to Campus Program activities administered by UARSC	Bella Newberg
	Greg Svatora
	Deborah Davis
	Annemarie Broderson
	Barbara Cervantes
Project Agreements - Sponsored Projects	
UARSC Project Agreements related to Grants and Contracts activities administered by UARSC	Bella Newberg
	Michelle Meeks
	Jan Cushman
	Patti Kastner
	Deborah Davis
Expenditure Request/Authorization - Sponsored Projects	
Procurement documentation, including check requests, requisitions, purchase orders. <i>Any Dollar Amount</i>	Bella Newberg
	Grant Hubbard - Michelle Meeks
	Greg Svatora
Procurement documentation, including check requests, requisitions, purchase orders. <i>Amounts under \$1,000</i>	Jan Cushman
	Michelle Meeks
	Patti Kastner
Negotiable Instruments	
Commercial checks, sight drafts, other negotiable instruments	Linda Hawk
2 signatures required on checks over \$5,000 \$15,000	Mary Hinchman
	Clint Roberts
	Nancy Suarez
	Greg Svatora

ATTACHMENT G

Ratification of UARSC Five-Year Action Plan

UARSC FIVE YEAR ACTION PLAN - GOALS

Priority Level	Time-Specific Goals	Estimated Completion Date
1	Sponsored Programs Pre-Award: Assuming an adequate staffing plan, increase proposal submissions by 20% and awards by 5% each year over the next 5 years	Fall 2015/Continuous
2	Concurrent with the sponsored projects pre-award function moving to the University, review the staffing and operational needs of the sponsored projects post-award function that remains in UARSC	Fall 2014
3	Relocate the Follett bookstore operation into the Dome/Commons space	Spring 2015
4	Relocate UARSC Central Offices to campus	Fall 2015
5	Change the name of the University Auxiliary and Research Services Corporation	Fall 2016/Spring 2017

Priority Level	Continuous/On-Going Goals	Estimated Completion Date
1	Ensure that the composition and preparation of the Board of Directors is appropriate.	Fall 2015/Continuous
2	Expand and enhance the UARSC contract management function	Continuous
3	Enhance revenues to support UARSC operations while creating opportunities for university strategic initiatives	Continuous
4	Explore new entrepreneurial endeavors that benefit the university	Continuous