



**Minutes of the Regular Meeting of the Board of Directors  
February 25, 2016  
Center for Children and Families Classroom**

**Attendees:**

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

**Absent:** Cynthia Fenimore, Michelle Meeks

**Staff:** Bella Newberg, Michelle Hinojosa, Clint Roberts, Karla Frazee

**Guests:** Representing the Children's Creative Learning Centers-Center Director, Jody Carmichael and Client Relations Business Partner, John Swartz.

**Convening of the Regular Meeting**

A quorum being present, Chair Whitehurst-Payne called the meeting to order at 4:00 p.m.

**Minutes of the November 19, 2015 Regular Meeting**

*A motion was made and seconded (Losey/Oberem) to approve the November 19, 2015 Regular Meeting minutes. Motion carried.*

**Special Guest Presentation**

Whitehurst-Payne introduced special guest speakers from the Children's Creative Learning Center (CCLC): Jody Carmichael, Center Director and John Swartz, Client Relations Business Partner. CCLC provided an overall view of the UARSC/CCLC partnership that included CCLC roles, KinderCare Education, our Partnership, Center for Children and Families and Supporting the CSUSM Academic Mission.

**Committee Reports**

**Finance and Operations Committee**

Whitehurst-Payne reported. The Finance & Operations Committee met on February 16, 2016 to review the Quarterly Financial Report, Revision to 2015/2016 Budget, and Revision to Property Control 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 on January 20, 2016 to review the draft Form 990 Tax Returns for UARSC, CSUSM Foundation and ASI. Also reported on revision to the Joint Audit Committee Charge. These will be considered for action later in the meeting.

**Sponsored Projects**

Oberem reported Grant proposal activity for pre-award continue to be strong. Proposals were solicited for the summer grant-writing boot camp. Thirteen strong applications were received, 5 were selected to attend the June boot camp session. There is an ASC-1 staff position open in pre-award. Sponsored Projects is finalizing a revised checklist process for determining whether a faculty-initiated proposal will route through UA or UARSC. We continue to meet regularly with UA and we continue to have good lines of communication with UA and UARSC.

**Administration Update**

Newberg reported Catering contracts have been signed and are in effect. We will collect 5% commission on sales. We have sponsorship opportunities from three caterers. Follett's Affordable Textbook Initiative-rental program increased rental selection. Over 8300 units have been rented for spring 2016. Price Matching program has begun. Sodexo completed their Customer Service Survey which focused around food concepts. Had 1,086 responses from faculty, staff and students. We want Sodexo to hold a few focus groups to clarify some of the data collected. Chancellors' Office compliance audit is ongoing. No substantial findings thus far. We have an opportunity to partner with and support the campuses efforts to explore Public Private Partnerships, commonly known as P3. We will enter into an agreement with the campus to contract manage and hire a third party real estate consulting firm. The firm will assist us in evaluating the partnership with the QUAD Affiliation agreement and also how we can leverage this partnership and explore future facility requirement opportunities. Based on their experience in higher education, James Lang LaSalle has been chosen. The Gala will be held on June 18, please join us at the sponsored UARSC table.

**Investment Portfolio Report**

Roberts reviewed the Investment Portfolio Report ended 12/31/15 provided prior to the meeting.

**University Update**

Ceppi reported CSUSM received a record number of applications and had the second highest one-year increase in freshmen applications in the system. Congratulations to Kristine Deikman, Professor of Arts and Technology. She received the Wang Family Service Award in the category of Visual and Performing Arts and Letters. A prestigious, system-wide award that recognizes exemplary contributions and achievements which advance the CSU's mission. Congratulations to Dr. Whitehurst-Payne for her appointment to the San Diego Unified School Board. Sports Center is nearing completion. NCAA site visit will take place March 14 and 15. WASC Review Team will be on campus March 16- 18. Super STEM Saturday is March 12. Discover CSUSM Day, April 9, is targeted to admitted and prospective students and families but also serves as an open house to our region and will be designed to showcase the quality of teaching, research, student services and community opportunities on campus.

**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 12/31/15 (Attachment C), Revision to 2015/2016 Budget (Attachment D), and Revision to Property Control Policy (Attachment E).* Motion carried.

**Action Items**

**Revision to Joint Audit Committee Charge**

Chang reported that this item has already been discussed during the Joint Audit Committee report. *A motion comes moved and seconded from the Joint Audit Committee to accept the revised Joint Audit Committee Charge as presented (Attachment F).* Motion carried.

**Form 990 Tax Return FY 14/15 Ratification**

Roberts reported that this item has already been discussed in detail during the Joint Audit Committee report. *The recommendation to ratify the adoption of the 3 CSUSM Auxiliaries Tax Form 990's as presented comes moved and seconded from the Joint Audit Committee (Attachment G).* Motion carried.

**FY 16/17 Meeting Calendar**

Newberg reviewed the proposed FY 16/17 Board Meeting Calendar. *A motion was made and seconded (Hawk/Losey) to approve the proposed FY16/17 meeting calendar as presented (Attachment H).* Motion carried.

**Adjournment**

*The Regular Meeting adjourned by acclamation at 5:06 p.m.*

*Respectfully submitted,  
Karla Frazee*

*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 31, 2016 at San Marcos, California.*

  
Secretary

6-1-16  
Date