



CI University Auxiliary Services, Inc.  
CSU, Channel Islands  
One University Drive  
Camarillo, California 93012

805-437-2667 Office  
805-437-2681 Fax

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## Board of Directors Meeting

Thursday, October 20, 2016

### Minutes

The Board of Directors of CI University Auxiliary Services, Inc. met on October 20, 2016 at 12:00 p.m. The meeting was held in the Islands Café Private Dining Room, California State University Channel Islands (CSUCI), One University Drive, Building 67, Camarillo, CA. 93012

Chairperson Robe presided and called the meeting to order at 12:24 pm.

#### Members Present:

Bill Robe  
David Press  
Ysabel Trinidad  
Dr. Erik Blaine

#### Members Absent:

None

#### Public Forum

Mr. Robe called for public comments. There being no comments, Mr. Robe closed the public comment period of the University Auxiliary Services Board of Directors.

#### Meeting Minutes:

As this was the first meeting of the University Auxiliary Board there were no prior minutes to be approved. There was a discussion of the need to approve the minutes from the final University Glen Corporation Board meeting and it was decided to have those minutes approved at the December 8, 2016 UAS Board meeting.

#### Election of Officers: Dr. Blaine proposed that the slate of officers be:

Chair - Bill Robe  
Treasurer - Ysabel Trinidad  
Secretary - Dr. Erik Blaine

There was no discussion and after a motion and second, passed 4-0-0.

#### Appoint Audit Committee

Dr. Blaine explained that the appointment of the Audit Committee is normally done at the annual meeting, however, since the name change from University Glen Corporation to University Auxiliary Services happened mid-year, a committee needed to be appointed to bridge the gap to year end. Dr. Blaine discussed that the voting members could be composed of both Board members and Non-Board Members and that Non-Voting Members and other CI and UAS staff may participate as needed on a non-voting capacity. Dr. Blaine proposed that the committee be:

#### Voting Members:

- Board Member - Bill Robe
- Board Member - Dr. Erik Blaine
- Non-Board Member – Missy Jarnagin

There was no further discussion and after a motion and second, passed 4-0-0.

#### Delegation of Authority

A proposed Delegation of Authority was presented. Similar to the Audit Committee the mid-year corporate name change requires a new Delegation of Authority be approved by the UAS Board. Dr. Blaine requested an edit to the document removing President Beck as a check signer. There was no further discussion and after a motion and second, passed 4-0-0.

#### Senior Director's Report

- UAS Operations

Islands Café General construction for the Islands Café dining expansion is completed, with final punch list items in progress. Due to construction delays the new facility, scheduled to open with the start of school on August 22nd, did not open until September 9. Daily meal counts are averaging between 1,850 and 1,950 with a one day all time high of 2,107. This is up from last year's average of 1,400. There are currently 1,510 students on the meal plan compared to 1,275 for the previous year. Although 600 new bed spaces were added, housing decompressed (reduced the number of students per room) for both Santa Cruz and Anacapa halls to reduce overcrowding. In addition to the Residence Hall meal plans there is a Commuter flex plan for students, and for faculty/Staff. There are 348 students and 193 faculty staff on this program. For the same period last year there were 223 student plans and 169 faculty/staff plans. Year over year this represents an increase of 149 total plans, a 38% increase. With the added operation capacity provided by the expanded facility, this is a program that will be aggressively marketed to the campus.

Operational changes to Islands Café include moving the Pizza 3.14 manger to Islands Café to provide additional managerial support. A pastry chef has been hired to produce the majority of the items for the Freudian Sip coffee houses, specialty deserts for catering and homemade desserts for Islands Café.

Town Center Market/Pizza 3.14: The Town Center Market manager has assumed responsibility for both the TCM and Pizza 3.14. This strategy reduces the management salary burden to both operations. The overall success of the Islands Café has had some negative affect on sales at the Town Center Market where sales are off approximately 4%.

Purchasing Over the past seven years Cost of Goods annual spend has grown from \$0.00 to over \$2.5M. We currently are associated with a national group purchasing organization (Premier), but are exploring other opportunities to reduce the cost of goods. The University of California has developed a purchasing program which has been made available, and has been endorsed by the CSU, which we are investigating in the due diligence stage at this time.

Cove Bookstore Follett Higher Education Group has operated the Cove Bookstore since the inception of CI. While they have been a good partner in their operation of the store, the growth of the University provides the opportunity to explore the potential for increasing revenue from this operation. Follett's contract expires on May 30, 2017. An RFP has been prepared to solicit bids from multiple potential providers of this service with the desired outcome being a contract that provides a significantly higher return to the campus. The RFP is being processed by Purchasing and a decision should be made by the first part of next year.

There was a general discussion of the future needs of the campus, as enrollment grows over the next ten years, regarding expanded food facilities and capacity issues at Islands Café.

#### 2016-2017 Budget

The budget for the 2016-2017 fiscal year was presented and discussed. David Press asked that in the future additional and more detailed information be provided including the Balance Sheet and supporting documents on reserves. Ysabel Trinidad explained that long term projections are in development and could be provided at future meetings. David Press also questioned the lease payment. Missy Jarnagin explained that the Chancellor's Executive Order 1000 requires that the University not provide facilities or services without compensation. Dr. Blaine explained that the lease payment is paid to the University for the use of the Broome Library Freudian Sip and Islands Café facilities. There was no further discussion and after a motion and second, passed 4-0-0.

#### Approval of Meeting Dates for 2016-2017

The future meeting dates were proposed:

October 20, 2016

December 8, 2016

February 9, 2017

April 13, 2017 (annual Meeting)

June 8, 2017

There was no discussion and after a motion and second, passed 4-0-0.

#### New Business

There being no further business to come before the Board, the meeting adjourned at 1:35 pm.

APPROVED

CI University Auxiliary Services, Inc.



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Dr. Erik Blaine, Secretary



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Date: