



## University Auxiliary Services Board of Directors

### MINUTES

**Thursday, September 13, 2018 11:00 a.m.**

California State University Channel Islands - Islands Cafe Private Dining Room 1996  
One University Drive, Camarillo, CA 93012

**University Auxiliary Services Board of Directors Members Present:** Bill Robe, Chair; Marianne McGrath, Vice Chair; Ysabel Trinidad, Secretary/Treasurer; Andrea Grove, David Press, Elaine Crandall

**CI Staff in Attendance:** John Lazarus, Peter Maher, Stephanie Bracamontes, Diane Mandrafina, Leslie Brotcke, Roxanne Herlien, Michele Naveau

**Presenter of Financial Audit Report for FY 2017-18:** Rolland Vasin of VASIN, HEYN & COMPANY

1. **Call to Order:** The meeting was called to order by Chairperson Bill Robe at 11:05 a.m.
2. **Public Forum:** Chairperson Robe called for public comment. There being none, Chairperson Robe closed the public comment period.
3. **Approval of the Consent Agenda:**
  - a. Approval of Minutes of April 12, 2018

#### ACTION ITEMS:

4. **Resolution to Approve the Audit Committee (Elaine Crandall)**
  - a. Non board members welcome on the committee. No further discussion.
5. **Receive, accept, and file the DRAFT UAS Audit Exit Report (Diane Mandrafina):** Diane introduced Roland Vasin for presenting the “Financial Statements and Supplementary Information for the Year Ended June 30, 2018 and Independent Auditors’ Report”
  - a. Review financial statements highlighting major balances and fluctuations; discuss MD&A, footnotes, RSI, and supplemental information. Obtain Committee desired changes to audit package.
  - b. Deliver SAS 114 AU Section 380 Communications verbally
  - c. Discuss adjustments resulting from auditor initiation, adjustments passed, and potential improvements to financial statement presentation and strategy
  - d. Present timing of final audit report issuance
  - e. Discuss audit fee budget/actual results
  - f. Executive session, if requested.
  - g. Value-added services beyond the scope of the audit.  
Free presentations offered: Form 990 As Fund Development Tool Presentation, Board Training Presentation, and Fraud Prevention Training.

6. **Approve Elaine Crandall for signature authority with Rabobank on behalf of UAS (Leslie Brotcke)**
  - a. It was noted that two signatures are required for \$50,000 or more.
  
7. **Direct staff to bring Revision of Bylaws to November Meeting (Elaine Crandall)**
  - a. Send input on revisions to John Lazarus.
  - b. One student member, not yet appointed.
  
8. **Approve meeting calendar for FY 2018-19 (Elaine Crandall)**
  - a. Meetings are proposed to be scheduled on the fourth Thursday of every month, for one hour, at 11:00 AM to coincide with the close of the financial quarter.
    - Regular Meeting: NOVEMBER 29, 2018
    - Regular Meeting: FEBRUARY 28, 2019
    - Annual Meeting: MAY 23, 2019
    - Regular Meeting: AUGUST 22, 2019
  - b. Faculty meeting conflict on meeting scheduled for August 22, 2019
  
9. **Receive, accept, and file Financial Report (Stephanie Bracamontes) Report of Actuals Compared to Projection**
  - a. Net profit/Loss compared to projection resulted in a loss primarily due to a drop in Food Services revenue and unanticipated payroll costs.
  - b. **Revenues:** Meal Plans and catering under projection \$704K and Missed Meals over projection \$294. Cost Recovery under projection \$394k primarily due to a correction to the Benefits allocation. Book Store, Vending and Misc. Revenue over projection, not included in original projection \$240K
  - c. **Expenses:**  
Under Projections Include: Management Salaries (due to salary Savings of the Executive Director and Accounting Manager also includes severance pay out); Lease Payments (primarily due to recalculation of Islands existing lease based on square footage).  
Over Projections Include: Support Staff, Student, Benefits (includes a benefit allocation correction); Costs of Goods Sold; Misc. Operating Supplies (primarily due to Book Store Operations not included), and Utilities.

INFORMATION ITEMS:

10. **Update on Initiatives: (Peter Maher)**
  - a. **Food Insecurity** – 250 meal swipes donated during the first week of school at tabling in Islands entrance during lunch and dinner hours.
  - b. **Plastic Straws** – Paper straws now at all retail operations and given upon request only. There may be a shortage due to supply and demand from the distribution company.
  - c. **One Card Capability in Cove Bookstore** – \$390 in transactions thus far in semester.
  
11. **Discussion of operations managed by UAS (Bill Robe)**
  - a. Review of Executive Director Position Description
  - a. Stephanie Bracamontes will oversee Site Authority and UAS Finance.
  
12. **Board members may make any comments or announcements. (Bill Robe)**
  - a. CI planned enrollment expected to increase at 2% per year, however more classrooms need to be in place prior to growth and development.

**13. Board members may request specific agenda items for a future meeting. (Bill Robe)**

**14. Adjourn Meeting (Bill Robe)** Chairperson Robe adjourned the meeting at 12:00 p.m.

**Next Meeting:** Thursday, November 29 2018 at 11:00 a.m. - Islands Cafe Private Dining Room (#1996)

APPROVED

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Bill Robe, Chair  
University Auxiliary Services  
Board of Directors

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Date