ASC BOARD OF DIRECTORS
Minutes – Regular Meeting
ASC Offices, Lower Level
1121 N State College Blvd, Fullerton CA 92831-3014
June 15, 2017 • 7:00 pm

Present: Emily Bonney, Rosalina Davis, Bob Hall, Theresa Harvey, Danny Kim, Sudarshan Kurwadkar, Tariq Marji, Frank Mumford, Anil Puri, Greg Saks (by phone), Sean Walker.

Absent: Yanitza Berrios, Ted Bremner, Amir Dabirian, Berenecea Eanes, David Forgues, Mildred García, Manninder Gill, Jared Hill, Olga Mejia, Dale Merrill, .

Staff: Jim Alexander, Kim Ball, Denise Bell, Rosario Borromeo, Sydney Dawes, Cindy Dowling, Ann Ehl, Chuck Kissel, Tony Lynch, Mike Marcinkevicz.

I. CALL TO ORDER
Vice-chair Hall called the meeting to order at 7:00 pm. Quorum was present. Due to a lack of a physical quorum, VP Saks agreed to call-in to establish quorum. Therefore, the order of the agenda will change. Following approval of minutes, we will move directly to the resolution for the approval of the 2017-18 budget. Once voted, we will return to the agenda as presented. The minutes, however, will reflect order as presented on the agenda.

II. APPROVAL OF MINUTES
Ms. Harvey moved, Prof. Walker seconded and motion carried to approve the minutes of the March 16, 2017 meeting of the ASC Board of Directors.

III. PUBLIC COMMENT
There was no public comment.

IV. CSUF PRESIDENT’S REPORT
In the President’s absence, VP Kim recognized Mr. Mumford for his recent first pitch at the Titan baseball game. VP Kim reported that the academic year ended a few weeks ago with commencement graduating over 11,000 students, the largest in CSUF history. We do not expect to increase enrollment next year, so enrollment will remain flat. Prof. Walker added that this would be the first time in 13 years that he has not seen enrollment increase. VP Kim continued that our budget next year will not change much; the only modification is that both the CSU and UC will have $4M taken from their allocations to be used for Cal grants program at private universities. We expect that the Graduation Initiative 2025 will increase graduation rates for first time freshmen and transfer students. Provost Puri added that the issue culminated this summer where hundreds of students had one class left to graduate. Over 390 students took advantage of this program to improve graduation rates and were given a scholarship to complete the class in the summer. The longer-term plan thru 2025 provides targets and will likely double graduation rates for transfer students.
Ms. Davis asked about the Arboretum; VP Kim replied that the joint powers authority expires in 2021 along with the City of Fullerton’s support and we are planning to identify options.

V. OFFICERS REPORTS

A. TREASURER
Mr. Marji reported that General Fund (Administration, Buildings), Auxiliary Enterprises (Bookstore, Campus Dining) and Other Activities combined, generated a net income of $896K resulting in a budget variance of $227K for the period ending April 2017. Revenues during this period were $62M, expenses were $59.9M with net surplus at $2.7M. Titan Shops had a net surplus of $746K, creating a budget variance of (8.8%) or ($65K). This was due to declines in textbook and publishing sales and an increase in payroll costs. Dining Services’ net income of $718K resulted in a positive variance of $323K. The largest variance within Campus Dining was due to an over estimation of depreciated expenses for a capital project that did not materialize.

B. EXECUTIVE DIRECTOR
Mr. Mumford reported that at Titan Hall, the patio and the steps between the 2- and 4-story buildings were completed, with landscaping left to be completed. We are still working towards a move-in date before the start of fall semester. Unfortunately, issues and scheduling with the State Fire Marshal’s office may affect that date. At Irvine Campus, we received permits in April for the College of Business project. We expect completion to be ready for the fall semester. Construction of the Verizon cell tower there is also progressing. Work is expected to be done also by fall and rent should be received by 06/01/17. The College Park development was discussed with the Chancellor’s Office. While Chancellor’s Office staff are supportive of the project and the approach, there are still issues to resolve, most notably, parking.

Campus Dining construction projects include a third campus Starbucks to be located at the Titan Student Union which will open as soon as possible. For the pub project, significant delays with the liquor license has postponed construction for next summer. However, plans are still moving forward with Pieology and Hibachi-San in the food court. These two venues have also experienced delays and the scheduled opening is now after winter break. Other projects include assisting the campus on the new SR 57 electronic signage and resurfacing the patio at El Dorado Ranch.

On a non-construction matter, we have a potential class action lawsuit from a former part-time faculty member from the American Language Program under UEE. They are claiming that ASC failed to pay minimum wage for all hours worked.

Mr. Kissel reported that at University Gables, one home is in escrow and four more have indicated the possibility of selling. There are 55 names on the waitlist.

VI. ACTION ITEMS

A. RATIFICATION: SIGNATURE AUTHORITY, C DOWLING
Prof. Bonney moved, Mr. Marji seconded and motion carried unanimously to ratify the attached Signature Authority resolution.
The following two recurring, fiscal resolutions were taken together. Prof. Walker moved, Prof. Bonney seconded and motion carried unanimously to approve the Fiscal Account and Sale of Stock resolutions

B. **Resolution: Fiscal Account Authorization**

C. **Resolution: Sale of Stock Authorization**

D. **Resolution: Approval of 2017-18 Budget** (Discussed after Approval of Minutes) Prof. Bonney moved, Ms. Harvey seconded and motion carried unanimously to approve the Operating Budget & Capital Outlay, Fiscal Year 2017-18 resolution. There was some discussion on the budget regarding cash and cash equivalents and then moved into a vote. The vote to approve the 2017 budget was unanimous.

VII. **Reports**

A. **Sponsored Programs Administration**

Ms. Bell reported that for its part in the Graduation Initiative 2025, the Sponsored Programs office (SPO) is putting money on student success programs such as scholarships, stipends and foreign travel assistance. SPO hopes to finish the academic year with $25M in awards, higher than 2010. Last year, there were 256 submissions with 121 awards. This year, there have been 217 submissions and 125 awards. Provost Puri added that there was a nursing program award of $2M recently; Ms. Bell added that would be counted towards the 2017-18 year. The negotiated rate will go up 1% next year and 2% the following year, for two years, and then will be renegotiated again. The current rate is 39.1%. This will be Ms. Bell’s last ASC Board meeting as she is retiring; Ms. Sydney Dawes will be the new Director of Sponsored Programs.

B. **2017-18 Meeting Schedule**

Mr. Mumford reported that these dates have been cleared with the President’s office and to please check them with your own calendars.

VIII. **Announcements**

- Next ExComm meeting: Thu 08/24/17
- Next Board meeting: Tue 10/03/17

IX. **Adjournment**

Mr. Hall adjourned the meeting at 8:11 p.m.

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*Approved by the Board of Directors—October 3, 2017.*

Rosalina Davis, Secretary
RESOLUTION

SIGNATURE AUTHORITY, CYNTHIA C. DOWLING

RESOLVED that the Board of Directors hereby authorize Property Manager Cynthia C. Dowling to sign and execute documents, contracts and agreements to conduct day-to-day business transactions, operations and correspondence for the CSU Fullerton Auxiliary Services Corporation.

* * * *

I, Rosalina Davis, Secretary of CSU Fullerton Auxiliary Services Corporation, incorporated under the laws of the State of California, hereby certify that the foregoing is a true copy of a resolution duly adopted by the Executive Committee of said Corporation at a meeting duly held May 25, 2017, at which a quorum was present and voting, and that the same has not been repealed or amended, and remains in full force and effect and does not conflict with the Bylaws of said Corporation.

Rosalina Davis
Secretary
RESOLUTION

FISCAL ACCOUNT AUTHORIZATION

RESOLVED that Executive Director Frank A. Mumford, Chief Financial Officer Tariq Marji, Associate Executive Director Charles D. Kissel, or CSUF Vice President for Administration & Finance Danny C. Kim are hereby individually authorized to open accounts on behalf of the CSU Fullerton Auxiliary Services Corporation with financial institutions for the purposes of (1) investing funds; (2) transferring funds from one financial institution to another; and (3) opening accounts with financial institutions, in order to effect banking relationships. Such authorization is limited to actions taken in accordance with the Corporation’s policies and procedures.

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I, Rosalina Davis, Secretary of CSU Fullerton Auxiliary Services Corporation, incorporated under the laws of the State of California, hereby certify that the foregoing is a true copy of a resolution duly adopted by the Board of Directors of said Corporation at a meeting duly held June 15, 2017, at which a quorum was present and voting, and that the same has not been repealed or amended, and remains in full force and effect and does not conflict with the Bylaws of said Corporation.

Rosalina Davis
Secretary
RESOLUTION

SALE OF STOCK AUTHORIZATION

RESOLVED that Executive Director Frank A. Mumford, Chief Financial Officer Tariq Marji, Associate Executive Director Charles D. Kissel or CSUF Vice President for Administration & Finance Danny C. Kim are hereby authorized to sell, assign and endorse for transfer, certificates representing stocks, bonds or other securities now registered or hereafter registered in the name of this Corporation. Such actions may be taken without board action when said parties act jointly; or such actions may be taken individually when the party is acting at the direction of the Investment Committee or the Board. Such authorization is limited to actions taken in accordance with the Corporation’s policies and procedures.

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I, Rosalina Davis, Secretary of CSU Fullerton Auxiliary Services Corporation, incorporated under the laws of the State of California, hereby certify that the foregoing is a true copy of a resolution duly adopted by the Board of Directors of said Corporation at a meeting duly held June 15, 2017, at which a quorum was present and voting, and that the same has not been repealed or amended, and remains in full force and effect and does not conflict with the Bylaws of said Corporation.

Rosalina Davis
Secretary
RESOLUTION

OPERATING BUDGET & CAPITAL OUTLAY, FISCAL YEAR 2017-18

WHEREAS, the CSU Fullerton Auxiliary Services Corporation (ASC) operates on a fiscal year beginning July 1st and ending June 30; and

WHEREAS, the CSU Fullerton ASC Board of Directors approves operating and capital outlay budgets for each fiscal year; and

WHEREAS, said budget also includes a University Needs component which is intended to enable the University to further its educational mission in a manner consistent with the stated public relations policies of both the ASC and the University; therefore

BE IT RESOLVED that the Board of Directors of the CSU Fullerton Auxiliary Services Corporation approves the attached operating and capital outlay budgets for the fiscal year beginning July 1, 2017 and ending June 30, 2018; and

BE IT FURTHER RESOLVED that with her signature below, CSUF President Mildred García signifies her approval of said budget and authorizes ASC management to proceed with implementation effective July 1, 2017.

[Signature]
MILDRED GARCÍA
PRESIDENT, CSUF

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I, Rosalina Davis, Secretary of CSU Fullerton Auxiliary Services Corporation, incorporated under the laws of the State of California, hereby certify that the foregoing is a true copy of a resolution duly adopted by the Board of Directors of said Corporation at a meeting duly held June 15, 2017, at which a quorum was present and voting, and that the same has not been repealed or amended, and remains in full force and effect and does not conflict with the Bylaws of said Corporation.

[Signature]
ROSALINA DAVIS
SECRETARY