



EXECUTIVE COMMITTEE

Minutes – Regular Meeting
ASC Conference Room @ CP 250
February 7, 2012 • 4:00 pm

Present: Ted Bremner, Bob Hall, Tariq Marji, Frank Mumford, Barry Pasternack, Anil Puri, Ron Rangel.

Excused: Bill Barrett, Willie Hagan.

Staff: Kim Ball, Denise Bell, Rosario Borromeo, Keith Boyum, Ann Ehl, John Jay, Tony Lynch, Mike Marcinkevicz.

1. CALL TO ORDER

Chair Bremner called the meeting to order at 4:05 p.m. He welcomed new member Anil Puri, Dean of Mihaylo College of Business and Keith Boyum, President Hagan's representative.

2. APPROVAL OF 11/30/11 MINUTES

Prof. Pasternack moved to correct "retail shortage" to "wholesale shortage" on page one, paragraph two of item 3A; Mr. Rangel seconded and motion carried to approve the minutes of the November 30, 2011 Executive Committee meeting.

3. TREASURER'S REPORT

Mr. Marji reported that net income for general and enterprise activities as of 12/31/11 were \$132,300, an unfavorable variance of (\$58,700). ASC enterprises had a surplus of \$266,800; a negative variance of (\$201,000). Bookstore revenues were \$7.5M, with a net income of \$128,200 and budgeted at \$297,800. Texts had a negative variance of \$66,000 as did The Trunk for \$40,000.

Prof. Pasternack asked how texts and rentals were depreciated; Mr. Marji answered that accounting for textbook cost of goods sold is done by using retail accounting method provided in the MBS system. Although it is currently being phased into a new program, Titan Shops currently designates a certain number of text for rentals. Current cost calculations for the rental program are made by depreciating quarterly over the life of the rented books (two years). This process is being phased out and a new program will allow students the option of either buying or renting through the MBS system. We are currently working with MBS to identify how to capture the costs associated with the rental income. Ms. Ball, senior manager for Texts, added that rental quantities have increased and rebates are received when returned to the wholesaler at the end of the semester.

Mr. Marji continued that Dining revenues were \$2.8M, with a net income of \$138,600 compared to budgeted net income of \$170,000. Building operations had a net surplus of

\$360,000, a favorable variance of (\$214,900). Grants and Contracts had a net income of \$226,000, while investment activities had unrealized losses of (\$500,000). Prof. Pasternack asked over what period of time the investment losses occurred; Mr. Marji said during a six month period, June 2011 to December 2011.

On the audit, Mr. Marji reported that the Chancellor's Office (CO) auditors have been here three weeks to conduct a compliance audit. They have completed the initial walk-thru on compliance and internal controls and will now focus on the Bookstore and HR this week. Thus far, there have been only two findings: on operating compliance risk management (because a written policy does not exist) and corporate bylaws not being filed with the CO in a timely manner. Their last day is scheduled to be February 17, 2012.

4. EXECUTIVE DIRECTOR'S REPORT

Mr. Mumford reported that we recently received a request for information on 3 Banting. While the public records law went into effect January 1, 2012, this particular request was not for documents; we provided lease information to a broker representing a local college interested in a similar arrangement. Mr. Mumford met with CBE Dean Puri and confirmed that the David Palmer fund will provide a \$1,000 scholarship every other year (instead of \$500/year). On property development, we're (1) awaiting review of the RFI and CO's request that incoming President Garcia be in place before we move forward on College Park; (2) also awaiting input from the President's office before the Nutwood/Commonwealth entrance begins; and (3) meeting with ASI consultants, regarding the possibility of partnering on the TSU expansion of the area between the TSU and bookstore. The last expansion to the TSU was in 1992, when enrollment was half what it is now.

Regarding the bookstore thefts reported at the last meeting, the claim has been submitted to the insurer who is trying to quantify whether the claim is one or multiple thefts. Yesterday, Mr. Mumford presented \$5,000 to President Gordon's research fund at his retirement tribute. ASC provided the university almost \$5.7M in unrestricted funds during his tenure to use for campus programs and community outreach; of this amount he used \$1.3M to fund research. So in addition to the fund put together for future research, President Gordon has dedicated over \$1M in research, just through ASC funding. His successor, Mildred Garcia, comes to us from CSU Dominguez Hills; she will begin at CSUF June 1, 2012. As part of her briefing packet, we will include "Where ASC Money Goes" and two-page snapshot of ASC operations.

With Sponsored Programs, we are renegotiating our indirect cost recovery ("F&A") rate with the federal government; our proposal due date was granted an extension from 12/31/11 to 03/31/12. We have submitted data required by our consultant and are now awaiting his figures. Lastly, Mr. Mumford reported his desire to fill the Associate Executive Director position. This position would be slightly revised from when it was last filled and would help with analysis and tasks that he's not had time to do (Housing Authority, University Heights, College Park, strategic planning and work on policies/procedures).

5. REPORTS

A. Bookstore

Ms. Ball, reporting for Chuck Kissel, said that theft claims were submitted to insurers. Aisles will now be closed to students and books will be provided via clerk service which will require staff to be more hands on; this measure is being taken to mitigate future theft. Spot audits will also be conducted since certain titles were targeted. The US Dept. of Education grant is now completed, with final report submitted on time. Titan Shops received 92% of textbook requisitions by first day of classes. Back-to-School sales were down, with Titan Tech down 51% over the previous year. This year, over 1,100 titles were available for rent and digital books (both textbooks and non-texts) were offered.

Mr. Rangel asked for a Shop24 update at the next meeting. Mr. Mumford added that we will be discussing The Trunk's future, as their numbers point to a closing in March.

B. Campus Dining

Mr. Lynch reported that the Carl's Jr biscuit program was completed in 01/20/12 with ovens without the traditional hoods installed. The biscuits will be sold beginning 02/13/12. Construction on Baja Fresh at the food court will begin next week and the store should come together within 8-10 weeks. Chef Dean Weitz who has worked as-needed as Executive Chef with OC Choice has joined the full-time staff of Campus Dining. He will now spread his time across OC Choice, Nutwood Café and LH Express. Campus Dining will continue aggressive marketing using social media. CSUF Starbucks is one of the top-grossing stores in OC and has increased sales with the warm food program. Vending has experienced a 13% increase in sales over last year and represents 18% of all income.

Prof. Pasternack asked if the increase at the campus Starbucks has affected sales at the Nutwood Café; Mr. Lynch said not as much as the sales at Tully's.

6. ANNOUNCEMENTS

Next ExComm meeting: Tue 03/06/12

Next Board meeting: Thu 03/15/12

7. CLOSED SESSION: ANNUAL EXECUTIVE COMPENSATION REVIEW

Mr. Bremner announced the executive session; a report was given, but no action was taken.

8. ADJOURNMENT

Mr. Bremner adjourned the meeting at 4:50 p.m.

Approved by the Executive Committee, March 6, 2012.

Robert C. Hall, Secretary



EXECUTIVE COMMITTEE

Minutes – Regular Meeting
ASC Conference Room @ CP 250
March 6, 2012 • 4:00 pm

Present: Bill Barrett, Ted Bremner, Bob Hall, Tariq Marji, Frank Mumford, Barry Pasternack, Anil Puri, Ron Rangel.

Excused: Willie Hagan.

Guests/Staff: Rosario Borromeo, Keith Boyum, Ann Ehl, John Jay, Chuck Kissel, Tony Lynch.

1. CALL TO ORDER

Chair Bremner called the meeting to order at 4:00 p.m.

2. APPROVAL OF 02/07/12 MINUTES

Mr. Mumford moved, Prof. Pasternack seconded and motion carried to approve the amended minutes of the 02/07/12 Executive Committee meeting by replacing the second paragraph of the Treasurer's report as follows:

Prof. Pasternack asked how texts and rentals were depreciated; Mr. Marji answered that accounting for textbook cost of goods sold is done by using retail accounting method provided in the MBS system. Although it is currently being phased into a new program, Titan Shops currently designates a certain number of texts for rentals. Current cost calculations for the rental program are made by depreciating quarterly over the life of the rented books (two years). This process is being phased out and a new program will allow students the option of either buying or renting through the MBS system. We are currently working with MBS to identify how to capture the costs associated with the rental income. Ms. Ball, senior manager for Texts, added that rental quantities have increased and rebates are received when returned to the wholesaler at the end of the semester.

Approval was unanimous.

Mr. Rangel asked (1) how much of the total inventory was rental and (2) for old vs new methods of key accounts. He asked that this be provided at the next meeting.

3. TREASURER'S REPORT

A. Financials

Mr. Marji reported that ASC had a net total income of \$1.4M for the period ending 01/31/12, an unfavorable variance of (\$397,800). Titan Shops had revenues of \$11.2M, with net surplus of \$828,300 resulting in a variance of (\$340,400). Text and Titan Online outperformed prior year's sales, while Computer and The Trunk sales underperformed. Campus Dining had revenues of \$3.0M; net income was \$71,000

with an unfavorable budget variance of (\$58,500). While Catering outperformed other units with a net surplus of \$23,200, Nutwood Café underperformed with a YTD loss of (\$38,600). College Park operations netted a surplus of \$441,300, an unfavorable variance of (\$275,400) which was due to building repairs and maintenance. General Fund includes Administration and Grants & Contracts; YTD, Administration had a favorable budget variance of \$169,000 due primarily to additional workers comp insurance dividends and interest income. Grants & Contracts had a positive variance of \$107,300. Investments had unrealized losses of (\$105,000) due to market fluctuations; Extended Ed had a net income of \$920,300; and Campus Programs had a net loss of (\$8,800).

Prof. Pasternack asked how much depreciation Nutwood Café experiences; Mr. Marji replied that it was close to \$7,000. Prof. Pasternack said that if Nutwood Café continues year-to-year losses, that it's not unreasonable to have staff walk across the street to other campus food venues.

Dean Puri asked whether an on-campus delivery service had been considered; Mr. Lynch replied that it had and could be revisited. Dean Puri suggested that perhaps staff could order online, pay from their Titan Tender accounts and have products delivered to their office.

Dean Puri also asked about the change in note receivables (page four, Statement of Changes in Cash); Mr. Marji said those funds were loaned to campus for the voltaic project. It's a line of credit which was maxed out; it is also related to net receivables. Mr. Mumford said that Pres. Hagan has an aggressive pay-back schedule of five years.

B. Audit Update

Mr. Marji reported that out of 15 items, auditors found discrepancies in only four areas. Administratively, auditors found that ASC had not developed a comprehensive risk management policy nor filed amended bylaws with the Chancellor's Office in a timely manner. At Campus Dining, they looked at catering processes; they found unsigned work orders and unsigned credit card transactions authorizing payment. Within Sponsored Programs, they found sub-recipient monitoring lacking, conflict of interest forms for Project Investigators missing, and the transfer of equipment post-award unestablished. However, these are all correctable findings and can be updated in six months.

4. EXECUTIVE DIRECTOR'S REPORT

Mr. Mumford reported that we've been approved to prepare and release the RFQ for the area behind College Park. Also on development, we are requesting updated quotes on the Nutwood entrance/pedestrian walkway. On the Bookstore theft, we have answered inquiries from the insurance company and expect to receive partial valuation on our losses. We are currently responding to the Chancellor's Office (CO) on allegations regarding grant administration made by a faculty member; however, we have not received any updates on the investigation.

We are nearing completion of our submittal to increase our F&A (indirect cost recovery) rate. Preliminary calculation from the consultant is 46%; our current rate is 35%, so we expect an uphill battle with the higher rate. Our previous rate was 39.5%, so the consultant anticipates rate approval of 40-41%.

On the Housing Authority, the auditors had two minor findings; one was that Unrelated Business Income had not been accounted on the leased homes. The second was that the lease agreements did not include language to indemnify the Trustees, the campus or the state of California. More importantly is the matter of the representation letter, which caused the auditors to further review the financials. This resulted in an additional finding by the Chancellor's Office that the Housing Authority be self-supporting. Our course of action is to analyze our options of selling University Heights homes to a private developer, selling on a fee-simple basis, and/or consider other possibilities. We hope to have a recommendation to the Board by the end of the fiscal year.

Prof. Pasternack asked what caused the IDC rate to decrease; Mr. Mumford said that in our analyses, it appeared that the growth in campus enrollment made research expenditures smaller on a percentage basis. We've reviewed research levels to capture current costs.

Prof. Pasernack asked if renters at University Gables and University Heights are required to carry liability insurance; Mr. Mumford answered yes.

Prof. Pasternack asked about the lease payback to the Elks; Mr. Mumford said that we are looking at present value of future payments. Dean Puri asked about the current negative cash flow; Mr. Mumford replied that we borrowed construction money and the proceeds from the homes sold were expected to pay off that loan. Currently, our lease payments cover the loan and operational costs. Holding onto these homes in the short term will not negatively affect us unless interest rates increase.

5. ACTION ITEM: RISK MANAGEMENT POLICY APPROVAL

Mr. Mumford reported that this action item is in response to the audit finding of not having a risk management policy. There will be some changes: on page two, under "Insurance Acquisition", we'll strike the first sentence as we don't bid annually. On page three, number one on "Annual review of scope of coverage..." is a practice already in place. Back to page two, number one will be changed to, "Annual review of scope of coverage... Insurance Survey provided by broker."

Mr. Mumford added that our current coverage and cost thru the Risk Management Authority program is reasonable.

Mr. Rangel moved, Prof. Pasternack seconded and motion carried to approve the amended policy.

6. ANNOUNCEMENTS

Next Board meeting: Thu 03/15/12 @ 5:45 PM

Next ExComm meeting: Tue 04/03/12 @ 4:00 PM

7. ADJOURNMENT

Mr. Bremner adjourned the meeting at 4:55 p.m.

Approved by the Executive Committee, May 8, 2012.

Robert C. Hall, Secretary



ASC BOARD OF DIRECTORS

Minutes – Regular Meeting

Titan Shops Conference Room (Senate Chambers)

March 15, 2012 • 7:00 pm

Present: Sy Abrego, Matthew Badal, Bill Barrett, Jack Bedell, Ted Bremner, Bob Hall, Pam Hillman, Dorota Huizinga, Jay Jefferson, Zeke Luna, Tariq Marji, Frank Mumford, Eric Niu, Anil Puri, Brady Rhodes.

Excused: Raul Davis, Diana Guerin, Willie Hagan, Steve Murray, Barry Pasternack, Ron Rangel.

Staff: Denise Bell, Rosario Borromeo, Keith Boyum, Ann Ehl, John Jay, Chuck Kissel, Tony Lynch, Mike Marcinkevicz.

I. Call to Order

Chair Bremner called the meeting to order at 7:00 pm.

II. Approval of 12/08/11 Minutes

VP Barrett moved, Prof. Bedell seconded and motion carried to approve the minutes of the December 8, 2011 Board of Directors annual meeting.

III. President's Report

Prof. Boyum reported that interim Pres. Hagan has been involved with many interim projects and has been in frequent contact with incoming Pres. Garcia. Also of note, the WASC accreditation visit went well.

IV. Graduate Programs & Research Report

Dr. Huizinga reported that her division recently underwent reorganization and Paulina Tagle is now the Director of Grants & Contracts. In the near future, the focus of her office will be to have experienced faculty nurture grant writing activity of newer faculty. Activity-wise, Academic Affairs has increased the number of awards from two last year to five. She has been working with ASC Sponsored Programs Director Denise Bell on the ERDA proposal to strengthen research groups working with UCI. NSF has recently approached CSUF to offer undergrad students studying molecular and cellular biology fully funded, invitation-only workshops.

V. Treasurer's Report

A. Financials

Mr. Marji reported that ASC had a net total income of \$1.4M for the period ending 01/31/12, an unfavorable variance of (\$397,800). Titan Shops had revenues of \$11.2M, with net surplus of \$828,300 resulting in a variance of (\$340,400). Text and Titan Online outperformed prior year's sales, while Computer and The Trunk sales underperformed. Campus Dining had revenues of \$3.0M; net income was \$71,000

with an unfavorable budget variance of (\$58,500). While Catering outperformed other units with a net surplus of \$23,200, Nutwood Café underperformed with a YTD loss of (\$38,600). College Park operations netted a surplus of \$441,300, an unfavorable variance of (\$275,400) which was due to building repairs and maintenance. General Fund includes Administration and Grants & Contracts; YTD, Administration had a favorable budget variance of \$169,000 due primarily to additional workers comp insurance dividends and interest income. Grants & Contracts had a positive variance of \$107,300. Investments had unrealized losses of (\$105,000) due to market fluctuations; Extended Ed had a net income of \$920,300; and Campus Programs had a net loss of (\$8,800).

Prof. Bedell asked whether University Extended Ed's (UEE) money was from intersession; Mr. Marji replied monies that UEE brings in are used to reimburse faculty and staff at the end of the semester.

B. Audit Update

Mr. Marji reported that the Chancellor's Office (CO) conducts its audit every three years. We've had some minor findings which we expect to clear in six months. The first finding is that the ASC did not have a board-approved risk management policy, which we'll seek approval later tonight. The second is that the Bylaws amendments were not filed with the Chancellor's Office within thirty days of Board approval.

VI. Executive Director's Report

Mr. Mumford reported that regarding development, we have been authorized to proceed on two projects on the property behind College Park. One is to distribute an RFQ for ideas on possible uses for the site. The prevalent idea is student housing with ground floor retail and parking. The project dubbed "CollegeTown" is a joint venture of the City of Fullerton, Hope International University and CSUF. Ms. Hillman added that this was up for vote in December, but the Orange County Transit Authority had some concerns. Additionally, the recall of Fullerton City Council members may also affect the project. But it continues to move forward and the project could begin as early as 2013. Mr. Mumford continued that Pres. Willie Hagan formed a task force headed by Owen Holmes. The second project that received the go-ahead is for the College Park entrance. The plan is to remove the pedestrian/automobile conflict and expand the Nutwood Café patio. We hope to share the plans at the June meeting.

We have recently responded to an allegation made by a faculty member to the Chancellor's Office regarding a grant. While we believe there is no basis for the allegations, it's serious enough to warrant review and information gathering by the CO.

The ASC is in negotiations to update its indirect cost ("F&A") rate. The proposal is due 03/31/12. The current rate is 35%, though our independent consultant believes it should be at 46%. We have approximately \$10M in federal grants and have the lowest rate of all the CSUs. Our off-campus rate is 28%. Costs are based on space, computing and staff pay. We should have a response three months after the proposal is submitted. Dr. Huizinga added that campuses which have the highest IDC bring in the most grant funds and that it takes money to raise money. Of all the CSUs, we bring in the lowest grant funds.

Mr. Mumford continued that the Housing Authority was also audited by the CO. It received only two minor findings; one was for not accounting for unrelated business income (with respect to the homes). With huge revenue losses, the Housing Authority had not filed taxes. The other finding was the lack of indemnification language on the ground leases. As the Housing Authority has only liability and no assets (which belong to the ASC), we are considering the relevancy of the Housing Authority and/or University Heights (UH). There are 42 homes within the UH community of which 15 are sold and 27 leased. There is an outstanding construction loan thru the CO's commercial paper at 25 basis points plus fees. Looking long-term and with the likelihood of higher interest rates, we won't be able to continue payments.

Lastly, we have three potential board members to fill community member slots that remain open. These names will be submitted to the Board for action in June.

VII. Action Item: Risk Management Policy Approval

Mr. Marji reported that this policy corrects a finding by the Chancellor's Office.

VP Barrett moved, Dean Puri seconded and motion carried to approve the Risk Management policy. The approval was unanimous.

VIII. Reports

A. Campus Dining

Mr. Lynch reported that Baja Fresh's opening has been delayed by the state inspector. The project has new mechanical systems and hired a contractor for new drawings at additional time and costs. Chef Dean Weitz recently joined the Campus Dining team in a full-time capacity. Last year, he worked as part-time Executive Chef, but with Allan Anaya's recent retirement, we were able to expand his hours and duties. Marketing's focus continues to be mostly thru social media thru Twitter, Facebook and YouTube. The campus Starbucks continues to do well as one of the higher volume stores in Orange County. The warm food program established during holiday break has increased revenues. Also doing well are the vending machines added to the parking garages, with sales up over the previous year by 13%. Also of note is the Pepsi contract; it expires December 2012.

Prof. Bedell added that the Academic Senate is discussing recyclables next week and mentioned the concern expressed whether Carl's Jr. should sell organic beef. Mr. Lynch replied that Campus Dining already promotes and uses recyclable materials and that it's built in to the Panda Express contract.

B. Titan Shops

Mr. Kissel reported that theft was discovered at the Bookstore in November, with two two counts committed thirty minutes apart by three individuals. While average shrink is \$20K, the theft cost \$65K. Two of the three individuals involved were students (who have since been expelled); the third and key person was a known campus drug dealer (and not a student) who was instructing students how to fund their habits by stealing. Forensic analysis of mobile phones tied the three together. If successful, we anticipate a return of \$40K. Textbook aisles were shut down after the fourth week of

classes and other security efforts have been taken. While this particular theft was huge, thefts in general are not uncommon and may reflect the state of the economy. Hopefully, the next update will have some resolution with insurance.

A FIPSE (Fund for the Improvement of Postsecondary Education) grant was awarded to the Bookstore two years ago. This project ended 12/29/11 with an 80-page report compiled over 21 days of writing. A copy of this report will be provided to Ms. Ehl for anyone wishing a copy. Mr. Kissel added that students did not have a cost tolerance and generally rented textbooks when the purchase cost was over \$100. However, graduate students were more likely to purchase than rent, regardless of price. This program only focused on serialized books which proved not to be fiscally efficient. In the past two years, the rental program earned money it had spent and will earn \$250K by June. Furthermore, they anticipate a 50% rentable books.

IX. Other Business

There was no other business.

X. Reminders

- Budget Workshop: Tue 05/08/12
- Next Board meeting: Thu 06/14/12 @ 5:45

XI. Adjournment

Mr. Bremner adjourned the meeting at 8:25 p.m.

Approved by the Board of Directors, June 14, 2012.

Robert C. Hall, Secretary



EXECUTIVE COMMITTEE

Minutes – Regular Meeting
ASC Conference Room @ CP 250
May 8, 2012 • 4:00 pm

Present: Bill Barrett, Ted Bremner, Bob Hall, Tariq Marji, Frank Mumford, Barry Pasternack, Anil Puri.

Excused: Willie Hagan, Ron Rangel.

Guests/Staff: Rosario Borromeo, Keith Boyum, John Jay, Chuck Kissel, Tony Lynch.

1. CALL TO ORDER

Chair Bremner called the meeting to order at 4:00 p.m.

2. APPROVAL OF 06/06/12 MINUTES

Prof. Pasternack moved, Mr. Hall seconded and motion carried to approve the minutes of the 03/06/12 Executive Committee. The approval was unanimous.

3. TREASURER'S REPORT

Mr. Marji reported that the ASC had a net total income of \$498K for the period ending 03/31/12, an unfavorable variance of (\$602K). Titan Shops had revenues of \$13M, with net surplus of \$685K resulting in a variance of (\$394K). Text and Titan Online contributed most to the variance (\$229K) and (\$79K), respectively. The Trunk at the Brea Mall closed; its remaining assets and inventory were moved to the campus store. Campus Dining had revenues of \$4M; net income was \$190K with an unfavorable budget variance of (\$46K). Catering outperformed other units with a net surplus of \$28K, while Nutwood Café underperformed with a YTD loss of (\$26K). College Park operations netted a surplus of \$540K, an unfavorable variance of (\$437K) due to building repairs and maintenance. General Fund includes Administration and Grants & Contracts; year-to-date, Administration had a favorable budget variance of \$275K due primarily to additional workers comp insurance dividends and interest income. Grants & Contracts had a positive variance of \$116K. Investments had unrealized gain of \$254K due to market fluctuations; Extended Ed had a net income of \$1.4M; and Campus Programs had a net loss of (\$95K).

Mr. Marji reported that ASC's Investment Committee decided to divest from Commonfund and invest those monies evenly between Legacy Capital Management and Private Management Group.

Mr. Marji discussed the campus program audit and findings which is expected to be cleared by the Trustees at their June meeting. Prof. Pasternack noted that at the last meeting, inventory for retail vs sales would be detailed; Mr. Marji apologized and replied that this would be provided at the next meeting.

4. EXECUTIVE DIRECTOR'S REPORT

Mr. Mumford reported on the various ASC projects—including the RFQs for College Town and College Park, the future of the Housing Authority and the sale of University Heights—all on hold awaiting the incoming President. Regarding the Bookstore theft, the final report will go to the full Board at their June meeting. Total loss was recovered thru insurance, less \$5,000 deductible; ASC's Bill Herbert and Chuck Kissel are to be commended for their documentation and follow-up. On the indirect cost recovery ("F&A") proposal submitted over a month ago, final calculations put our rate at 46%. Our current rate is 35.1%. We hope to hear from DHHS soon and expect a target rate of 41.5%, with anything above 40% to be an uphill battle.

At last month's Executive Committee meeting, we discussed the future of the Housing Authority and its holdings. The Housing Authority Board met a couple weeks ago to discuss several options. One was to review the potential interest rate risk in holding the properties. Under the best of circumstances, we cannot sustain our cash position even with the scheduled increased debt payments to the Chancellor's Office. Furthermore, modest interest rate increase of less than 1% will put the project underwater. As the outstanding loan is structured with the Chancellor's Office, the Housing Authority's liabilities are owned by the ASC. Currently, the University Heights project is upside down; our options here are to sell the leased homes individually or as a package. Before any decision is made, we will seek President Garcia's input.

We have three potential members to fill the community seats of the ASC Board. Those names were presented to President Hagan for nomination. Lastly, the 2012-13 Budget; this year's figure includes a 3% merit pool for all employees who have not had an increase in four years in addition to an increasingly higher proportion of benefits costs. While an increase is controversial with the CSU budget crisis, ASC employees pay more for fewer benefits than their state-employed counterparts. The budget will also include capital expenditures for College Park entrance improvements. Annual depreciation is calculated to be \$35,000 for the remaining life of the university's current College Park lease.

5. ACTION ITEMS:

a. RESOLUTION: CA DEPARTMENT OF REHABILITATION ACKNOWLEDGMENT

Ms. Bell explained that the California Department of Rehabilitation requires a Board-approved resolution in order to award their grants.

Prof. Pasternack moved, Mr. Bremner seconded and motion carried to approve the following resolution.

GRANT APPROVAL & ACKNOWLEDGEMENT: CALIFORNIA DEPARTMENT OF REHABILITATION

WHEREAS, the Board of Directors of the CSU Fullerton Auxiliary Services Corporation ("ASC") acknowledges the benefits and responsibilities to be shared between the State of California Department of Rehabilitation and ASC in the proposed agreement; therefore,

BE IT RESOLVED that the Board of Directors of the CSU Fullerton Auxiliary Services Corporation authorizes its Executive Director or his designee to sign and execute said agreement and all amendments thereto, except to increase the financial liability of said corporation.

b. POLICY: PURCHASES

Mr. Marji reported that this updates a very old purchasing policy. Mr. Mumford added that this update is in line with other CSU auxiliaries.

Following some discussion, Prof. Pasternack moved, Mr. Mumford seconded and motion carried to approve the Purchasing policy.

6. COMMUNITY MEMBERSHIP

Mr. Mumford distributed Pres. Hagan's letters nominating three members of the community to the ASC Board of Directors. There was some discussion on the background and qualifications of each member.

7. REMINDERS

Budget Workshop: Today 05/08/12 @ 5:00 PM (immediately following)

ExComm meeting: Tue 06/05/12 @ 4:00 PM

Board meeting: Thu 06/14/12 @ 5:45 PM

8. ADJOURNMENT

Mr. Bremner adjourned the meeting at 4:55 p.m.

Approved by the Executive Committee, July 19, 2012.

Robert C. Hall, Secretary



ASC BOARD OF DIRECTORS

Minutes – Regular Meeting
Titan Shops Conference Room
June 14, 2012 • 7:00 pm

Present: Sy Abrego, Matthew Badal, Jack Bedell, Ted Bremner, Rosalina Davis, Mildred García, Bob Hall, Dorota Huizinga, Jay Jefferson, Zeke Luna, Tariq Marji, Frank Mumford, Steve Murray, Eric Niu, Anil Puri.

Excused: Bill Barrett, Diana Guerin, Barry Pasternack, Ron Rangel, Brady Rhodes.

Guests/Staff: Katie Ayala, Kim Ball, Denise Bell, Rosario Borromeo, Ann Ehl, John Jay, Chuck Kissel, Tony Lynch, Dwayne Mason.

I. Call to Order

Chair Bremner called the meeting to order at 7:15 pm. Mr. Bremner introduced and welcomed new CSUF President Mildred García to the Board. He also thanked retiring members VP Student Affairs Sy Abrego and graduating students ASI President Eric Niu and ASI VP Jay Jefferson; while joining us as guests, Katie Ayala and Dwayne Mason will attend as Board members in September in their roles as 2012-13ASI VP and ASI President, respectively.

II. Approval of 03/15/12 Minutes

Prof. Bedell moved, Mr. Luna seconded and motion carried to approve the minutes of the March 15, 2012 Board of Directors meeting.

III. President's Report

President García thanked the Board for the welcome and looks forward to working with the ASC and its Board. She noted that ASC Board members Eric Niu and Jack Bedell served on the search committee that selected her as CSUF President.

IV. Graduate Programs & Research Report

Dr. Huizinga gave her year-to-date report; 62 of 175 proposals submitted during 2011-12 have been funded approximately \$16.65M, with 92 of the remaining 113 still awaiting sponsor decision. She featured a few proposals and gave an update on the activities and next steps of the Graduate Programs & Research office.

V. Treasurer's Report

A. Financials

Mr. Marji reported the year-to-date figures as of 04/30/12; net income for General Fund, Auxiliary Enterprises and Building was \$912K, with a positive variance of \$455K. Dean Puri noted the large change in notes receivables; Mr. Marji replied that was due to the photovoltaic line of credit to the campus.

B. Audit Update

Mr. Marji said that there are seven findings on the Chancellor's Office audit; they are not significant. The staff are working to resolve these within the next six months. We'll also have 30 days from the exit conference to respond to their draft report.

C. Investment Highlights

Mr. Marji stated that ASC investments are run by three managers: Commonfund, Legacy Capital and Private Management Group with current total market value of \$8.1M as of 03/31/12. With Commonfund underperforming the past several years, the Investment Committee decided to liquidate that account and to reallocate those funds to the two remaining investment managers.

VI. Executive Director's Report

Mr. Mumford gave an update on the College Park entrance and CollegeTown projects. We have also been in negotiations on behalf of the university to acquire a campus-adjacent property. Like the College Park building, ASC would purchase the property and would lease it back to the campus. We've also recently received approval to expand into suite 210 of College Park; this will allow Sponsored Programs to consolidate into suite 250. In other matters, the bookstore theft claim has been closed; there has been no update on the indirect cost rate change; and the Housing Authority continues to discuss issues on its long-term viability.

VII. Community Member Elections

In Mr. Rangel's absence, Mr. Hall reported that Interim CSUF President Willie Hagan had nominated Placentia Chamber of Commerce President Rosalina Davis (to replace husband Raul Davis), Fullerton Chamber of Commerce Executive Director Theresa Harvey, and President of Opus Bank (Orange County Region) Tom Meyer to the ASC Board of Directors.

After a brief discussion, **Dean Puri moved, VP Abrego seconded and motion carried to elect Ms. Davis, Ms. Harvey and Mr. Meyer to the ASC Board of Directors for a three year term ending 12/31/15. Approval was unanimous.**

VIII. Action Items:

A. Ratification, CA Dept of Rehab Acknowledgement

VP Murray moved to approve and acknowledge both the California Department of Rehabilitation and the State Coastal Conservancy grants (agenda item VIII.G.); Mr. Luna seconded and motion carried unanimously.

B. Policy, Purchases

Mr. Badal moved, Mr. Jefferson seconded and motion carried unanimously to approve the Purchasing policy. Please see attached policy.

C. Resolution, Initial Funding of VEBA Trust

Dean Puri moved, Mr. Luna seconded and motion carried unanimously to approve the following resolution. Please see attached resolution.

D. Resolution, ASC Insurance License Surrender

VP Abrego moved, Mr. Luna seconded and motion carried unanimously to approve the following resolution. Please see attached resolution.

E. Resolution, Fiscal Account Authorization

Prof. Bedell moved to approve the following two recurring fiscal resolutions with a single action; Mr. Luna seconded and motion carried unanimously. Please see attached resolution.

F. Resolution, Sale of Stock Authorization

Please see agenda item VIII. E. for action/approval. Please see attached resolution.

G. Resolution, State Coastal Conservancy Grant Approval

Please see agenda item VIII. A for action/approval. Please see attached resolution.

H. Resolution, Employee Benefits

Mr. Luna moved, Dean Puri seconded and motion carried unanimously to approve the following resolution. Please see attached resolution.

I. Resolution, ASC Budget

Prof. Bedell moved and Dean Puri seconded to approve the budget resolution.

Mr. Mumford reported that the budget process begins in March, with review of at least two iterations by management and one review/participation by the Board at the workshop in May. The original budget had a 3% merit pool for all staff as there have been no increases in four years while they've experienced increased medical premiums. With the campus budget climate, the increase was not included in this final version. There is a capital improvement of \$700K for the College Park entrance project; this will be depreciated over the remaining life of the lease of the building. The project will mean the loss of 80 faculty/staff parking spaces, but will improve the safety between pedestrian and automobile traffic.

Motion carried unanimously. Please see attached resolution.

IX. Report: HR

Ms. Borromeo announced that Kim Ball was selected as Titan Shops Director last week, as former Director Chuck Kissel was appointed ASC Associate Executive Director in April. She also gave an update on ASC Human Resources activity as of 06/14/12, noting that high turnover is the result of grant terminations. President García asked to see the gender/race breakdown of ASC employees.

X. Other Business

There was no other business.

XI. Reminder

Next Board meeting: Thu 09/20/12

XII. Adjournment

Mr. Bremner adjourned the meeting at 9:10 p.m.

Approved by the Board of Directors, September 20, 2012.

Robert C. Hall, Secretary



EXECUTIVE COMMITTEE

Minutes – Regular Meeting
ASC Conference Room @ CP 250
July 19, 2012 • 4:00 pm

Present: Bill Barrett, Ted Bremner, Bob Hall, Tariq Marji, Frank Mumford, Anil Puri, Ron Rangel.

Excused: Pres. Garcia, Prof. Pasternack.

Staff: Kim Ball, Rosario Borromeo, Ann Ehl, John Jay, Tony Lynch, Mike Marcinkevicz.

1. CALL TO ORDER

Chair Bremner called the meeting to order at 4:05 p.m.

2. APPROVAL OF 05/08/12 MINUTES

Mr. Hall moved, Mr. Marji seconded and motion carried to approve the minutes of the May 8, 2012 Executive Committee meeting.

3. TREASURER'S REPORT

Mr. Marji reported that for the month ending May 2012, the ASC had a net total income of \$1.78M; while net income for General Fund, Building and Enterprise activities was \$1.08M. Auxiliary enterprises (bookstore and campus dining) generated a surplus of \$1.32M, a budget variance of (\$220K). General fund (administration and grants & contracts) had a deficit of (\$896K), a positive budget variance of \$520K. Mr. Hall asked how year-end figures appeared; Mr. Marji replied that we will know more when the full calculation of post-retirement benefits has been determined. Post-retirement benefits have averaged \$200K, to a maximum of \$1M.

4. EXECUTIVE DIRECTOR'S REPORT

Mr. Mumford gave an update on projects. The entrance to College Park (CP) was approved in the ASC budget; while it will improve safety, we foresee that it will have a positive impact on Nutwood Café. The construction details are complete and after approval by the Fullerton Fire department, will go to bid. With respect to CollegeTown, we have an RFQ to identify developers who might be interested in developing the parking lot behind CP. On campus, we've recently had increased discussions regarding a library coffee shop along with a faculty club. Unfortunately, the numbers do not work for a faculty club due to an expensive retrofit required for it in the library. However, a coffee shop was considered; Pres. Garcia toured the library last week and approved the installation of a coffee shop, asking that it be open for service by convocation. Starbucks is excited about the new venue and construction will begin soon.

ASC has expanded into suite 210 and four staff have relocated, providing room for four additional Sponsored Programs staff to from CP 275 to CP 250. With three new community members to the Board, the management team will hold an orientation on Wednesday, August

15. Key staff will make presentations on their areas; a condensed version will be given at the September Retreat.

On University Heights, one owner will be selling his home and we hope to remove the resale restrictions to obtain a true value of the UH homes. We are also in preliminary discussions with the Chancellor's Office regarding the future of the Housing Authority. Mr. Bremner asked for a written analysis when one is available. Mr. Barrett asked about the local real estate market; Mr. Mumford said that one of the homes was recently appraised at \$470K with the ground lease restrictions. There are currently 27 homes on inventory. A meeting with the homeowners has been scheduled for next week, to discuss making the homes fee simple.

5. REPORTS

A. Sponsored Programs

Sponsored Programs Director Denise Bell reported that Sponsored Programs ended 2011-12 down in awards (\$22.8M from \$24.4M in 2010-11), a trend both within the CSU and nation-wide. However, we've collected more indirect cost (IDC) than the prior year; a five-year analysis will be provided at a future meeting. We're still waiting to hear back regarding the new rate which we hoped to be at least 40%.

B. IT

IT Director Mike Marcinkevicz reported that his group provides support for end users (desktop); POS systems (for bookstore and campus dining) and accounting/payroll systems; web and reporting needs; and payment card industry compliance (including pin pads). Recent projects include the the new phone system, records retention and purging (hard copy and electronic), installation of a back-up system, and providing QR codes for tags at the bookstore. Current projects include an new catering system, researching other bookstore POS/inventory systems, virtualizing to University data center, replacing file servers to Dropbox, and upgrading IFAS from version 7.6.9 to 11.1. We expect IFAS to be tested by October for a go-live date by February 2013.

6. CLOSED SESSION: PROPERTY ACQUISITION:

Mr. Barrett moved, Dean Puri seconded and motion carried unanimously to approve the financing for the purchase of real property.

7. ANNOUNCEMENTS

Next ExComm meeting: Thursday 08/16/12

Next Board meeting: Thursday 09/20/12

8. ADJOURNMENT

Mr. Bremner adjourned the meeting at 5:30 p.m.

Approved by the Executive Committee, October 18, 2012.

Robert C. Hall, Secretary



ASC BOARD OF DIRECTORS

Minutes – Regular Meeting

Titan Shops Conference Room

September 20, 2012 • 7:00 pm

Present: Katie Ayala, Bill Barrett, Jack Bedell, Rosalina Davis, Diana Guerin, Bob Hall, Jane Han, Dorota Huizinga, Zeke Luna, Tariq Marji, Dwayne Mason, Tom Meyer, Frank Mumford, Steve Murray, Barry Pasternack, Anil Puri, Ron Rangel, Brady Rhodes.

Excused: Ted Bremner, Berenecea Eanes, Mildred García, Theresa Harvey, Theresa Mendoza.

Guests/Staff: Kim Ball, Denise Bell, Rosario Borromeo, Ann Ehl, Chuck Kissel, Tony Lynch, Mike Marcinkevicz.

- I. Call to Order
Vice Chair Rangel called the meeting to order at 7:05 pm. Mr. Rangel introduced and welcomed new members to the Board: community members Rosalina Davis and Tom Meyer, ASI President Dwayne Mason, ASI Executive VP Katie Ayala and ASI VP Finance Jane Han.
- II. Approval of 06/14/12 Minutes
Prof. Bedell moved, Mr. Luna seconded and motion carried to approve the minutes of the June 14, 2012 Board of Directors meeting. Prof. Pasternack abstained.
- III. Treasurer's Report
Mr. Marji reported year-to-date figures as of 07/31/12; net income for General Fund, Auxiliary Enterprises and Building was (\$260K), with a unfavorable variance of (\$93K). Auxiliary Enterprises had a budget variance of (\$52K), which was expected with fewer students on campus.
- IV. President's Report
There was no report.
- V. Graduate Programs & Research Report
Dr. Huizinga reported that her office will shift their research development focus from institutional to faculty/student research proposals. Year-to-date, they have submitted five proposals (29 LY). Currently, they are working on submitting a 3.5 year, \$1.7M proposal to NSF. Also in her report are snapshots of how CSUF compares to other nationally ranked universities (260 out of 741) and Hispanic Serving Institutions ("HSIs", 13 out of 49).
- VI. Executive Director's Report
Mr. Mumford reported that future Board packets will include the approved minutes of Executive Committee meetings so that the full Board is award of any actions taken by that

committee. The last action taken by the committee on behalf of the Board was real estate financing.

Mr. Mumford also clarified a change to the ASC benefits which was previously approved by the Board. In June, we indicated that only one change was made when actually there were two. The first and most significant change was the increase of the maximum number of accrual hours from 240 to 320 hours. This change applies to all ASC employees and also brings the ASC to a level consistent with other CSU auxiliaries. The second change was that accruals would stop when the maximum of 320 hours was reached; he asked that this point be noted in the minutes.

Regarding the purchase of Western State College of Law, financing was approved by the Board of Trustees this week and we expect to close escrow on 10/03/12. Once the debt is paid off, the building (like College Park) will revert to the campus. The building will have a must-take lease, with University Extended Ed being the main tenant. There will be a three year lease-back to the sellers to help them transition to their new location. Retrofitting will also be required.

VII. Action Items

A. Resolution: Audit Acceptance

Prof. Pasternack moved, Mr. Luna seconded and motion carried; the Board unanimously approved the attached resolution (Attachment 1, Resolution: Acceptance of 2011-12 ASC Audit).

CPA Patrick Guzman was introduced; he reported that this was a clean opinion.

B. Resolution: Articles Amendment

Mr. Mumford moved, Prof. Bedell seconded and motion carried; the Board unanimously approved the attached resolution (Attachment 2, Resolution: Approval to Amend & Restate the Articles of Incorporation).

Mr. Mumford reported that the only change to the Articles of Incorporation is to Article V (dissolution clause) to conform to the Chancellor's Office language.

VIII. Reports

A. Campus Dining

Mr. Lynch reported strong first week sales of \$19.5K, bettering last year by 15%. The newest addition to the food court—Baja Fresh—opened just prior to the fall semester. There have been frequent lines and the grand opening (with taco giveaways) has been scheduled for 10/04/12. Like Mihaylo Hall, the campus library will soon be the home of its own Starbucks location. The opening is planned for 2013.

B. Titan Shops

Ms. Ball reported that campus departments submitted 92% of textbook requisitions by the first day of instruction and sales were up over last year by \$1.24M. Rental income increased 75% over 2011-12. Titan Shops also rolled out "Let Your Major Be Your Guide," working with campus departments and IT to pair laptops and software, based on majors. Initial sales resulted in 100 units being sold.

- IX. Other Business
There was no other business.
- X. Reminder
Next Board meeting: Thu 12/13/12
- XI. Adjournment
Mr. Rangel adjourned the meeting at 8:30 p.m.

Approved by the Board of Directors, December 13, 2012.



Robert C. Hall, Secretary



EXECUTIVE COMMITTEE

Minutes – Regular Meeting
ASC Conference Room @ CP 250
October 18, 2012 • 4:00 pm

Present: Bill Barrett, Ted Bremner, Tariq Marji, Frank Mumford, Barry Pasternack, Anil Puri, Ron Rangel.

Excused: Bob Hall, Pres. Garcia.

Staff: Denise Bell, Rosario Borromeo, Ann Ehl, Chuck Kissel, Tony Lynch, Mike Marcinkevicz, Peter Poon.

1. CALL TO ORDER

Chair Bremner called the meeting to order at 4:05 p.m.

2. APPROVAL OF 07/19/12 MINUTES

Mr. Mumford moved, Mr. Marji seconded and motion carried to approve the minutes of the 07/19/12 Executive Committee meeting.

3. TREASURER'S REPORT

Mr. Marji reported that for the month ending August 2012, the ASC had a net total income of \$397K. Auxiliary enterprises (bookstore and campus dining) generated a surplus of \$450K, a budget variance of (\$245K). General fund (administration and grants & contracts) had a deficit of (\$220K), a positive budget variance of \$67K.

4. EXECUTIVE DIRECTOR'S REPORT

Mr. Mumford reported that the purchase of Western State College of Law closed escrow on 10/03/12. This purchase will be transacted similarly to College Park (whereby CSUF guarantees rental payments and ASC will gift the building to the campus at the end of the loan term). Regarding the CP walkway project, ASC will accept bids next Friday from interested contractors and will have the project completed prior to spring semester. Last year, we submitted F&A rate proposal to increase our indirect cost rates. We requested rates of 26% for off campus and 39% for on campus.

5. CLOSED SESSION: DISPOSITION OF INVESTMENTS

The meeting went into closed session at 4:20 to discuss the potential sale of homes currently being leased at University Heights.

6. REMINDERS

Next ExComm meeting: Tue 11/15/12

Next Board meeting: Thu 12/13/12

7. ADJOURNMENT
Mr. Bremner adjourned the meeting at 5:15 p.m.

Approved by the Executive Committee, January 24, 2013.



Robert C. Hall, Secretary



Board of Directors
 Minutes – Annual Meeting
 Titan Shops Conference Room / Senate Chambers
 December 13, 2012 • 7:00 PM

Present: Bill Barrett, Jack Bedell, Ted Bremner, Jose Cruz, Berenecea Eanes, Mildred García, Diana Guerin, Bob Hall, Jane Han, Theresa Harvey, Dorota Huizinga, Tariq Marji, Dwayne Mason, Frank Mumford, Barry Pasternack, Anil Puri, Ron Rangel, Brady Rhodes.

Excused: Katie Ayala, Rosalina Davis, Zeke Luna, Tom Meyer.

Guests: Kim Ball, Denise Bell, Rosario Borromeo, Ann Ehl, Chuck Kissel, Tony Lynch, Mike Marcinkevicz.

I. CALL TO ORDER

Chair Bremner welcomed President García to this evening’s meeting; he also welcomed new vice president for Academic Affairs Dr. Jose Cruz and the new Vice President for Student Affairs Dr. Berenecea Eanes. Mr. Bremner welcomed back Associate VP Bill Barrett, wishing him a speedy recovery; he then called the meeting to order at 7:05 PM.

II. ELECTIONS

A. COMMUNITY MEMBERS

Current community members Ted Bremner and Bob Hall have been nominated by President Garcia to serve another three-year term. Prof. Pasternack moved, Mr. Rangel seconded and motion carried to elect Messrs. Bremner and Hall to the ASC Board of Directors. Approval was unanimous; their terms will expire 12/31/15.

B. OFFICERS

The following slate of officers was submitted by the Nominations committee:

Chair:.....Ted Bremner
 Vice Chair:Ron Rangel
 Secretary:Bob Hall
 Treasurer:Tariq Marji
 Executive Director:Frank Mumford

Mr. Rangel asked for nominations from the floor; there were none. Prof. Pasternack moved, Prof. Guerin seconded and motion carried to accept the current slate of officers for another one year term, expiring 12/31/13. Approval was unanimous.

C. EXECUTIVE COMMITTEE

The Nominations committee also submitted the following Board members to serve on the Executive Committee for a one-year term:

Barry Pasternack

Anil Puri

Mr. Rangel asked for nominations from the floor; there were none. Board members unanimously approved Barry Pasternack and Anil Puri to serve one-year terms expiring 12/31/13 on the Executive Committee.

III. APPROVAL OF 09/20/12 MINUTES

Prof. Bedell moved, Dean Puri seconded, and motion carried to approve the minutes of the September 20, 2012 Board of Directors meeting.

IV. TREASURER'S REPORT

Mr. Marji reported that for the month ended 10/31/12, ASC's net income was \$399K, a positive budget variance of \$65K. Highlights for the month include revenues of \$18.4M, expenses of \$17.4M and a net total income of \$1.0M. He also called attention to the ratio analysis which highlights the current ratio of 2.65, the quick ratio of 2.49 and the cash ratio of 1.34. We have a working capital of \$18.8M.

V. PRESIDENT'S REPORT

President García reported that it has been a very busy six months since she's started. Last night's campus lock-down was a long, busy evening and we should be proud of the campus teamwork. We are extremely fortunate that everyone left campus safe.

On other matters, our strategic planning has four goals which we hope to have in place by April 2013. We also have a graduation initiative committee to better understand the student body. Currently our graduation rate is 50% for first-time freshman who enroll full-time. We also recently completed searches resulting in the hiring of three vice presidents (Academic Affairs, Student Affairs and University Advancement). We are very fortunate and pleased that Proposition 30 passed. The CSU system has lost \$975M in state dollars; Fullerton alone lost \$70M.

VI. GRADUATE PROGRAMS & RESEARCH REPORT

Dr. Huizinga reported that Graduate Programs & Research launched a new funding opportunity database in September and will offer training workshops for faculty. This year's Southern California Conference for Undergraduate Research was held at CSU Channel Islands; of the 1000 students participating, 45 CSUF students presented. Grant writing workshops will be held for intramural grants; the next one is scheduled for January with intramural grants due in February. Research week is scheduled for March.

VII. EXECUTIVE DIRECTOR'S REPORT

Mr. Mumford reported that the ASC purchased the Western State College of Law (WSCL) property on behalf of the university last quarter. On one repair with the new acquisition, the WSCL staff saved \$3K by using ASC's contractors. Tomorrow, the campus will start to determine who (in addition to Extended Education [UEE]) will relocate to the new space and who will use the College Park space vacated by UEE. At College Park, the corner walkway is being renovated; we will need three consecutive days without rain to continue.

Early last month, the ASC distributed an RFQ (request for qualifications) to several developers to judge their capabilities to develop the property behind College Park. We are

making preliminary assessments and will soon put a campus committee together to review proposals and determine which developers to include in a RFP (request for proposals). Lastly, we have the "Serving the University" two-sided piece which attempts to explain where our revenues come from and what those revenues support. We've been using this document for the last few years and it has been updated each year.

VIII. POLICY APPROVAL: RESERVES

Prof. Bedell moved, Prof. Rhodes seconded and motion carried; the Board unanimously approved the Reserves Policy.

IX. REPORT: HUMAN RESOURCES

Ms. Borromeo reported that the ASC currently has 900 employees of which 163 are full-time, 33 part-time benefited, 249 part-time (non-students) and 478 part-time students. ASC's HR is now mostly paperless. This has an automatic benefit of complying with the record retention program. HR is also preparing for the second year of affirmative action, which will be ready by the Q1 2013. An anticipated improvement will be workforce analysis and utilization. Lastly, the online employment application is expected to go live by April.

X. CLOSED SESSION: DISPOSITION OF INVESTMENTS

At 8:15 PM, the meeting went into closed session. After some discussion, Mr. Rangel moved, Prof. Pasternack seconded and motion carried to give the Executive Director or his designee the power to take any and all action necessary to move forward with the disposition of University Heights. The closed session ended at 8:33 PM.

XI. ADJOURNMENT

Mr. Bremner reminded the Board that the next meeting is scheduled for 03/15/12 and adjourned the meeting at 8:35 PM.

Approved by the Board of Directors, March 28, 2012.



Robert C. Hall, Secretary