

**University Enterprises, Inc.**  
**Board of Directors Meeting**

**Thursday, March 15, 2018**

Board Vice Chair, Larry Cook called the board meeting to order at 12:18 p.m. in the Boardroom of University Enterprises at California State University, Sacramento.

Members Present:	David Bach	Staff Present:	Craig Barth
	Elizabeth Baidoo		Monica Kauppinen
	Larry Cook		Trina Knight
	Mia Kagianas		Angie Laguna
	Jay Lee		Andy Lee
	Mike Lee		Angela Rader
	Steve Perez		Brigett Reilly
	Randy Sater		Jim Reinhart
	Kelly Thompson		

Members Absent:	Jeff Einhorn	Guests:	Kim Wright, Brailsford & Dunlavey
	Jamie Hoffman		
	Jasmine Jacquez		
	Robert Nelsen		
	Sonia Ortiz-Mercado		

**18-03-17      Approve January 19, 2018 Retreat/Board Meeting Minutes**

Following discussion, it was moved and seconded to approve the January 19, 2018 board meeting minutes.

Motion carried unanimously. (Sater/Bach)

**Reports and Announcements**

**Chair's Report**

- None

**Executive Director's Report**

- On the first day of the semester there was a power outage throughout campus. Power was quickly restored to most of the campus. However, the power outage continued at River Front Center for several days. Food could not be sold on the first and second day of the semester and the venues experienced food spoilage and loss of business. Commercial generators were brought in by Facilities and we resumed operations on the third day and were back to normal operations within one week.
- In February the Hornet Bookstore was flooded by a hose clamp failure in a water supply line to an espresso machine. The bookstore closed at 4:00 p.m. on Saturday, February 3<sup>rd</sup> and the first staff arrived at 5:00 a.m. on Monday, February 5<sup>th</sup>. Between the close and opening, the flooding occurred. Approximately one-inch of water covered the entire first floor. The carpet throughout the store was removed, six inches of drywall and insulation were replaced on the first floor. The electrical outlets in the computer area were ruined. Students were able to access the second floor

through the back of the building to allow access to textbooks. The bookstore was closed for one week and re-opened without carpet. Carpet will be reinstalled in March 2018.

- On March 14, 2018 the State Hornet published a story about a county health inspection with numerous violations at the Dining Commons Servery. Three major food safety violations were found, food being in the "temperature danger zone," not recording how long certain foods had been out and improper sanitation. Minor violations included food improperly cooled and surfaces not properly cleaned. The Servery is a more complex operations with the marche style and requires more oversight. Recent retirements and separations among key supervisors may be a factor. We are revising procedures and addressing the issues.
- The Chancellors Office auditors are here auditing Sponsored Programs Administration.
- Construction is almost complete at Sacramento State Downtown. The Fire Marshal inspected for final certificate of occupancy last week and a few other items need to be addressed. The re-inspection will be scheduled in the next week. Some departments have started to move furniture in and the new lighted sign is installed.
- All UEI departments exceeded budget as of the December 31, 2018 financials.
- The staff counsel interviews begin Friday, March 16<sup>th</sup>.
- The RFQ and RFP process was completed for the ballfields project and EdR was selected as the preferred developer.
- At the Board Retreat on January 19, 2018 three potential property acquisitions were discussed. The Hines Avenue property went into escrow with another buyer a few days after the retreat. The other two properties are still under consideration for purchase.
- Angie will be on maternity leave starting April 16<sup>th</sup>.

### **Announcements – Board**

#### **Committee Reports\***

1. Executive Committee
2. Budget & Finance Committee
3. Investment Committee
4. Personnel Committee

\*All minutes for committee meetings are included in the March 15, 2018 Board Packet.

### **New Business**

#### **18-03-18                      Second Quarter Financial Statements**

Following a presentation by Craig Barth, Chief Financial Officer, the Board accepted the seconded motion from the Budget & Finance Committee (Sater/J.Lee) to approve the Second Quarter Financial Statements.

Motion carried unanimously.

#### **18-03-19                      EdR Pre-Closing Agreements**

Following a presentation by Kim Wright, Brailsford & Dunlavey, the Board moved to authorize the Executive Director to negotiate final terms and execute the "Ballfields Project" and "Housing Project" Pre-Closing Agreements with Education Realty Trust, Inc.

Motion carried. (M. Lee/Kagianas)

**18-03-20 Compensation Package**

Following a presentation by Trina Knight, Human Resources Director, the Board accepted the seconded motion from the Personnel Committee (Thompson/Baidoo) to approve a 1% General Salary increase (GSI) and 2% Pay for Performance (PFP) pool for UEI regular employees for 2018/19; no individual total salary increase may exceed 4% (GSI plus PFP).

Motion carried unanimously.

**18-03-21 Publicly Available Pay Schedule for CalPERS**

Following a presentation by Trina Knight, Human Resources Director, the Board accepted the seconded motion from the Personnel Committee (Baidoo/ Thompson) to approve the July 1, 2018 UEI publicly available pay schedule for CalPERS eligible positions.

Motion carried unanimously.

**18-03-22 Human Resources Policy Approval**

Following a presentation by Trina Knight, Human Resources Director, the Board accepted the seconded motion from the Personnel Committee (Baidoo/ Thompson) to approve the revisions to the Educational Assistance policy effective March 15, 2018.

Motion carried unanimously.

**18-03-23 Executive Director Evaluation Procedures**

Following a presentation by Trina Knight, Human Resources Director, the Board accepted the seconded motion from the Personnel Committee (Thompson/Baidoo) to approve the revisions to the Evaluation Procedures for the University Enterprises, Inc. Executive Director.

Motion carried unanimously.

**18-03-24 Brailsford & Dunlavy Contract**

Following discussion the Board moved to approve the Brailsford & Dunlavy contract for \$392,325 plus reimbursable expenses of up to \$24,675.

Motion carried unanimously. (J.Lee/Perez)

**18-03-25 Approval of the 2018/2019 Board Meeting Schedule**

Following discussion the Board moved to approve the 2018/2019 Board Meeting Schedule

Motion carried unanimously. (Perez/J.Lee)

**Director's Open Forum**

Discussion was held regarding exam books sold in the Hornet Bookstore. It was brought forward by Mia Kagianas at the request of another student to remove bluebooks and only carry greenbooks. Mia was referred to the Faculty Senate to encourage faculty to inform students that they may purchase greenbooks instead of only bluebooks.

The meeting was adjourned at 1:55 p.m.