



**AUXILIARY AND BUSINESS SERVICES  
BOARD OF DIRECTORS MEETING**

**November 21, 2008  
4:00 PM to 6:00 PM  
MSR 390**

**AGENDA**

- I. CALL TO ORDER** **Ham Shirvani**  
Pages 1-2: Agenda  
Page 3: List of Board Members  
Welcome Suzanne Green & Ashour Badal
- II. APPROVAL OF MINUTES** **Ham Shirvani**  
Pages 4-5: Minutes of May 16, 2008 Board Meeting
- III. INFORMATION ITEMS**
- A. Residential Life Village Lease to State Extended**  
ABS owns a portion of the Residential Life Village (student housing). Beginning July 1, 2003, ABS leased their portion of RLV to the State Housing Program. ABS receives monthly payments totaling \$582,400 per year. The lease has been extended for one year.
- B. South Dining Renovation Completed** **Clyta Polhemus**
- C. Bookstore Grand Opening October 30, 2008** **Clyta Polhemus**
- D. Report on Business Services for Auxiliaries** **Suzanne Green**
- E. Financial Report** **Clyta Polhemus**  
Page 6: 2007-2008 Year End Actual & 2008-2009 Budget  
Audited Financial Report under separate cover  
2008-2009 Year-to-Date to be provided at the meeting
- IV. ACTION ITEMS**
- A. Approve Operating Agreement** **Clyta Polhemus**  
California State University (CSU) Stanislaus Auxiliary and Business Services (ABS) is a non-profit entity which (1) has agreed to comply with the applicable requirements of the Board of Trustees and campus; (2) is included in the list of officially recognized auxiliary organizations in good standing maintained by the Chancellor pursuant to Section 42406 of Title 5, California Code of Regulations, and (3) maintains the status of an auxiliary organization in good standing. To retain this good standing ABS must have a current operating agreement filed with the Chancellor's Office. The existing agreement expires December 31, 2008. The Board is asked to approve the submitted Operating Agreement for the period of January 1, 2009 to December 31, 2013.
- Pages 7-13: Proposed Operating Agreement  
Page 14: Resolution 11-21-08 IV-A

**B. Approve Facility Lease Campus Dining**

**Clyta Polhemus**

It is required by the California Education Code that the use of University facilities be authorized by a lease between the entity and the CSU Trustees. ABS occupies the University dining facilities in order to provide food service for students, faculty, and staff. The existing lease agreement expires December 31, 2008. The Board of Directors is asked to approve a new lease agreement for the term of January 1, 2009 to December 31, 2019.

Pages 15-20: Proposed Campus Dining Facility Lease

Page 21: Resolution 11-21-08 IV-B

**C. Approve Campus Services Agreement**

**Clyta Polhemus**

The ABS Campus Services agreement establishes a relationship with the University regarding providing in-kind services and financial contribution to the University for the use of University grounds and facilities. The previous agreement expired on September 30, 2008. The Board is asked to approve a new agreement for the period of October 1, 2008 through September 30, 2019.

Pages 22-25: Proposed Campus Services Agreement

Page 26: Resolution 11-21-08 IV-C

**D. Approve Investment Procedures**

**Suzanne Green**

ABS has cash reserves that are currently invested in the State Local Agency Investment Fund (LAIF). The rate earned as of 9.30/2008 was 2.77%. Pending the development and approval of an Investment Policy, the Board is asked to approve a Resolution allowing the Executive Director to invest funds in certificates of deposits to increase the yield (if higher rates available).

Page 27: Resolution 11-21-08 IV-D

**E. Approve Additional Food Service Consultant Expense**

**Clyta Polhemus**

At the May 16, 2008 Board of Directors' meeting the Board voted to hire Joyce Fasano at a cost not to exceed \$10,000 to provide consulting services for the food service RFP process. It has been determined that the cost for the services required to complete the process will be \$15,000 to \$17,500, depending upon the number of campus visits. The board is asked to approve hiring Joyce Fasano at a cost not exceed \$17,500.

Page 28: Consultant Expense Estimate

Page 29: Resolution 11-21-08 IV-E

**F. Approve Allocation of Barnes & Noble Scholarship Contribution**

**Clyta Polhemus**

ABS receives a \$10,000 annual unrestricted contribution from Barnes & Noble each year. The Board is asked to approve the allocation of \$2,000 of the 2008-2009 contribution for staff textbook scholarships to be disbursed by Staff Council. The Board is also asked to establish a scholarship committee to develop the criteria and disbursement of the balance of the funds and future annual contributions.

Page 30: Resolution 11-21-08 IVF

**V. NEW BUSINESS**

**Ham Shirvani**

Next Meeting

**VI. ADJOURNMENT**

**Ham Shirvani**