



**California State University, Stanislaus  
Auxiliary and Business Services**

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

November 21, 2008  
President's Conference Room

**PRESENT:** Ham Shirvani, Suzanne Green, Stacey Morgan-Foster, Susana Gajic-Bruyea, Ashour Badal, Andrew Janz, Gary Wahl  
**STAFF:** Clyta Polhemus and Tawn Gillihan  
**ABSENT:** Brian Hogan, Brian Velthoen  
**GUEST:** Heather Mariani

**I. CALL TO ORDER**

The meeting was called to order at 4:05 p.m. by President Shirvani. The Board welcomed new and returning board members. Ms. Suzanne Green joins the board as Executive Director of ABS and Interim VP of Business & Finance. Dr. Ashour Badal joins the board as Faculty Representative. Mr. Andrew Janz returns to the board as Student Representative. Dr. Shirvani also welcomed a guest to the meeting; Heather Mariani from Kemper CPA Group.

**II. APPROVAL OF MINUTES**

**MINUTES OF MAY 16, 2008 BOARD MEETING**

Motion to approve the minutes of the previous board meeting with name correction; Andrew Jantz was corrected to Andrew Janz.  
(M/S/P, Green/Gajic-Bruyea)

**III. INFORMATION ITEMS**

**A. RESIDENTIAL LIFE VILLAGE LEASE TO STATE EXTENDED**

Auxiliary & Business Services (ABS) owns a portion of Residential Life Village and leases the property to the State Housing Program. The lease has been extended for one year pending review of the lease terms for next year's contract.

**B. SOUTH DINING RENOVATION COMPLETED**

The renovation of South Dining is complete. The renovation did not include the restrooms due to high costs. The restroom renovation will be reviewed at a later date for costs and ADA considerations.

**C. BOOKSTORE GRANT OPENING OCTOBER 30, 2008**

The new bookstore is open and the Grand Opening celebration was very well attended. President Shirvani commended Clyta Polhemus for her work in bringing the bookstore project to a successful conclusion.

**D. REPORT ON BUSINESS SERVICES FOR AUXILIARIES**

Financial management for the auxiliaries is moving from ABS to the State, in the PeopleSoft financial system. University Student Union and Associated Students, Inc. are in process. ABS and Foundation will begin the conversion in the spring of 2009.

**E. FINANCIAL REPORT AND AUDIT**

The board received an updated financial summary, through October 31, 2008 with report by Clyta Polhemus. Heather Mariani from Kemper CPA Group presented a draft of the ABS audit. The findings were reviewed and an error was noted in reporting of budget to actual comparisons. The error will be corrected to indicate comparisons are taking place as planned.

Motion to accept audit report with correction.  
(M/S/P, Green/Morgan-Foster)

**IV. ACTION ITEMS**

**A. RESOLUTION TO APPROVE OPERATING AGREEMENT**

ABS must have a current operating agreement on file with the Chancellor's Office by January 1, 2009. This agreement is a five-year term. The changes in this agreement are in Section II and include removal of these functions: accounting for auxiliaries, HR services for auxiliaries, and an unused Public Relations function. Added to the agreement are business enterprises and a Campus One-Card program and as approved by the board. Event and conference management was also proposed but will not be included in the new agreement.

Motion to accept the agreement with correction.

(M/S/P, Green/Janz)

**B. RESOLUTION TO APPROVE FACILITY LEASE AGREEMENT WITH CAMPUS DINING**

The board approved the new lease agreement for campus dining facilities for a period of ten years.

(M/S/P, Green/Wahl)

**C. RESOLUTION TO APPROVE CAMPUS SERVICES AGREEMENT**

The board approved the campus services agreement between the University and ABS for a period of ten years, with a correction to the term dates. The term is October 1, 2008 through September 30, 2019.

(M/S/P, Green/Morgan-Foster)

**D. RESOLUTION TO APPROVE INVESTMENT POLICY**

ABS will develop a comprehensive investment policy for managing cash reserves. In order to continue to invest in the highest yield cash funds while the new policy is being developed, a resolution was approved to establish that practice as a policy.

(M/S/P, Green/Badal)

**E. RESOLUTION TO APPROVE ADDITIONAL FOOD SERVICE CONSULTANT EXPENSE**

A food service Request for Proposal is in development with the assistance of food service consultants Cornyn Fasano Group. The board approved an increased expenditure from \$10,000 to \$17,500 for consulting services based on higher costs for consulting, travel, and assistance with negotiations.

(M/S/P, Green/Janz)

**F. RESOLUTION TO APPROVE ALLOCATION OF BARNES & NOBLE SCHOLARSHIP CONTRIBUTION**

ABS receives an annual contribution from Barnes & Noble for textbook scholarships. The board moved to designate \$2,000 for needs-based scholarships for University staff who attend classes at CSU Stanislaus. ABS will seek advice from Financial Aid to determine the best method of awarding scholarships for staff. The remaining \$8,000 is allocated to Foundation for Presidential Scholarships. All funds are designated for textbooks obtained from the University bookstore. Motion to approve the resolution as amended.

(M/S/P, Green/Badal)

**V. ADJOURNMENT**

Motion to adjourn by consensus. Meeting adjourned by President Shirvani at 5:35 p.m.

Respectfully Submitted,

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Tawn Gillihan - Recording Secretary