THE UNIVERSITY CORPORATION
Executive Committee
January 25, 2013

A meeting of The University Corporation Executive Committee was called to order by First Vice President, Ben Yaspelkis at 3:05 p.m. on Friday, January 25, 2013 in University Hall, Room 250.

MEMBERS PRESENT: Sydni Powell, Ben Yaspelkis
MEMBERS ABSENT: Dianne F. Harrison, Jennifer Matos, Michael Neubauer
STAFF PRESENT: Heather Cairns, Rick Evans, John Griffin, Georg Jahn, Tim Killops, Kathryn Weeks
OTHERS PRESENT: Robert Carlson, Scott Perez

Dr. Yaspelkis stated that action items would be considered once a quorum was achieved with the anticipated late arrival of the Treasurer; information and discussion items were therefore taken first.

ITEM #4  FINANCIAL STATEMENTS

Chief Financial Officer, John Griffin reviewed the November 30, 2012 financial statements, noting that surplus to date was favorable to budget due in part to higher than expected Sponsored Programs revenues. The year-to-date return on investments was 3.50% and one home had been purchased through the Real Estate Fund.

ITEM #5  PRO-PI CUSTOMER SATISFACTION SURVEY

Mr. Evans reported that the Corporation’s two-year-old PRO-PI initiative includes continuous assessment and the results of the 2012 survey reflected growing satisfaction with the Corporation’s post-award administration. The Executive Director attributed this in part to the corporate culture efforts that have been implemented, including a statement of values, developed by staff.

Director of Sponsored Programs and Real Estate, Georg Jahn, reviewed the questionnaire and the responses. Mr. Jahn stated that while feedback was positive, a list of recommended changes will be developed for staff implementation.

ITEM #6  HUMAN RESOURCES DEPARTMENT

Currently, human resources administration is split between the Corporation and the university’s human resources department (CSUN HR). Mr. Evans stated that an outgrowth of the PRO-PI initiative is the Corporation’s move to a ‘stand-alone’ human resources department. CSUN HR supports the change, which is consistent with the model at other CSU campuses.

Kathryn Weeks, Human Resources Manager, added that the goal is increased efficiency and the elimination of confusion and paperwork delays. A transition plan was developed and is being implemented. While additional staff will be needed to handle the additional work, Mr. Evans noted that if the current model continued, CSUN HR would increase their fees. The proposed 2013/14 fiscal year operating budget will include the stand-alone human resources department.
ITEM #8  RESEARCH & SPONSORED PROJECTS – AWARDS AND EXPENDITURE REPORTS (JULY, AUGUST, SEPTEMBER, OCTOBER, NOVEMBER 2012)

Georg Jahn reported that sponsored programs performance was 33% better than budget; indirect cost recovery was $500,000 over budget.

ITEM #9  ANNOUNCEMENTS

There were no announcements.

The Executive Committee went into executive session at 4:00 p.m. to discuss a legal matter. The open session resumed at 4:10 p.m.

The anticipated quorum was not achieved; though no action could be taken the Executive Committee reviewed the action items.

ITEM #2  INVESTMENT MANAGEMENT

CFO, John Griffin reported that the Corporation’s search for an investment manager coincided with a similar effort by the university’s Foundation. To streamline the search process, Mr. Griffin attended the Foundation candidates’ presentations, after which the Foundation decided to retain the incumbent investment advisor, Northern Trust.

Corporation investments currently are managed by Northern Trust and the Common Fund. Management recommends retaining Northern Trust as the sole long-term investment advisor; the University CFO approves.

Mr. Griffin continued that Management had asked Rich Barnett of Northern Trust to suggest changes to their investment approach as sole manager; most of the proposed changes relate to equities and have been reviewed by the University CFO.

ITEM #3  INVESTMENT POLICY

Mr. Griffin advised that Management proposed minor adjustments to target allocations, taking into account the new investment approach outlined by Northern Trust. This item will be presented at the May meeting. Legal Counsel advised that approval by the Investment Committee would be sufficient; the Executive Committee also serves as the Investment Committee.

There being no further business, the meeting adjourned at 4:30 p.m.

Respectfully submitted,

Ben Yaspelkis, First Vice President