

**THE UNIVERSITY CORPORATION
Executive Committee
January 31, 2014**

A meeting of The University Corporation Executive Committee was called to order by Chair, Dianne F. Harrison at 2:35 p.m. on Friday, January 31, 2014 in University Hall Room 250, California State University, Northridge. A quorum was present.

MEMBERS PRESENT: Dianne F. Harrison, Dan Hosken, Marbella Lupercio, Jennifer Matos, Ben Yaspelkis

STAFF PRESENT: Heather Cairns, Elizabeth Corrigan, Rick Evans, John Griffin, Georg Jahn, Tim Killops, Elizabeth Kioussis, Linda Turner

OTHERS PRESENT: Scott Perez

ITEM #1 APPROVAL OF SEPTEMBER 11, 2013 EXECUTIVE COMMITTEE MINUTES

MSP (Yaspelkis/Lupercio): That the minutes of the September 11, 2013 Executive Committee meeting be approved as circulated.

ITEM #2 NORTHERN TRUST

This item was postponed to the May 7, 2014 meeting.

ITEM #3 RESOLUTION – CALIFORNIA DEPARTMENT OF REHABILITATION

The Executive Committee approves on behalf of the Board resolutions that must accompany grant proposals.

Director of Sponsored Programs, Georg Jahn advised that the resolution will accompany a proposal for a continuation contract between the California Department of Rehabilitation and the university's Department of Disability Resources and Educational Services for vocational development, placement and retention services.

MSP (Matos/Hosken): To approve the resolution required by the California Department of Rehabilitation for a continuation contract with the university's Department of Disability Resources and Educational Services. (Appendix A.)

ITEM #4 RESOLUTION – CITY OF LOS ANGELES

Mr. Jahn advised that the City of Los Angeles requires the resolution on a proposal for a continuation contract between the university's Department of Management and the Los Angeles Economic and Workforce Development Department for customer satisfaction surveys, technical assistance and economic impact studies of the city's Workforce Investment Act-funded program.

MSP (Matos/Hosken): To approve the resolution required by the City of Los Angeles Economic and Workforce Development Department for a continuation contract with the university's Department of Management. (Appendix B)

ITEM #5 LA TIENDA CONSTRUCTION PROJECT

Executive Director, Rick Evans reported that while the original plan for projects related to student housing expansion included a minor facelift to the La Tienda convenience store, the Corporation now has the opportunity to relocate the store to a larger space.

La Tienda currently operates in a converted office in the Satellite Student Union, and has space, storage and access limitations. The site in University Park Building 9 is more centrally located – on a main walkway, near a tram stop and the future Freudian Sip coffee house. Square footage would more than double and on-site storage would increase. The site also provides opportunity for exterior signage and expanded hours of operation. Preliminary design and construction costs are estimated not to exceed \$500,000, with projected completion in August 2015.

Mr. Evans continued that management proposed allocating \$500,000 from currently unallocated funds to the 'La Tienda construction project.' Return on investment is five years. Based on financial results through December 2013 and the larger than anticipated enrollment, net cash generated from operations was expected to exceed the budgeted \$1.1 million and would cover this project and the final \$900,000 allocation into the reserve for future student housing-related projects.

MSP (Yaspelkis/Hosken): To recommend that The University Corporation Board of Directors allocate five hundred thousand dollars (\$500,000) for the La Tienda construction project.

ITEM #6 IMPROVEMENTS IN ACCOUNTING AND HUMAN RESOURCES DEPARTMENTS

Mr. Evans introduced Kathryn Weeks, Human Resources Manager. Ms. Weeks reported on the transition to a 'stand-alone' human resources department, with Corporation staff now handling many functions previously handled by the university's human resources department. Ms. Weeks stated that the change took effect on October 1, 2013, and has eliminated duplication and communications issues, and streamlined processes. This allows the Corporation to better meet the individual needs of Principal Investigators. One full-time position, approved by the Board, was added. Corporation Second Vice President, Marbella Lupercio commented that from her experience, the new model works well.

CFO, John Griffin reported that the accounting department moved to a 'liaison' type distribution of responsibilities, somewhat mirroring sponsored programs. A supervisor with strong customer service focus was added and works closely with the sponsored programs supervisor to more effectively interface with Principal Investigators. The Associate Director of Accounting is now able to focus on special projects, such as the transition to eTravel in summer 2014. Students in the Masters in Accounting program are working with Corporation accounting to automate the bank reconciliation process.

ITEM #7 CODE OF PROFESSIONAL CONDUCT

Mr. Evans stated that the 'Code of Professional Conduct' was developed as part of the Corporation's ongoing fraud prevention program, but it also extends into subjects of professionalism and professional

growth, with the message that “how we do business is as important as the business we do.” It was distributed to Corporation employees in a series of staff meetings with the executive director in fall 2013. The Code is a compilation of guidelines, values and policies, organized in a quick reference format; it is a companion piece to the Employee Handbook. The Code was also sent to Principal Investigators to use at their discretion, and is available on the Corporation’s Human Resources website.

ITEM #8 CHANCELLOR’S OFFICE AUDIT OF SPONSORED PROGRAMS

Mr. Evans asked Georg Jahn to review the audit findings. Mr. Jahn reported that the six-week compliance audit found the overall fiscal, operational and administrative controls sufficient to ensure compliance. Minor findings can be remedied with revisions to policies, procedures and forms. Three findings are major and will require significant Corporation/university coordination. These include: a) *additional employment* – ensuring that faculty salary from grants does not exceed the CSU limit; b), *effort reporting* – verifying calculations of time spent on grant-funded work; and *cost sharing* – involving university fiscal administrators in confirming university contributions on some grants. These efforts will be supported by the university establishing a centralized database of faculty salary information from all university and auxiliary sources, the involvement of college deans and managers of academic resources, and the cooperation of faculty. Sponsored Programs staff is working with the university auditor and the university’s research office to comply with the audit recommendations.

ITEM #9 FINANCIAL STATEMENTS

CFO John Griffin reviewed the December 31, 2013 financial statements, noting the 10% increase in food sales, attributed to the larger than expected freshman class, and the continuing decline in bookstore sales. For the year-to-date, the Corporation is \$510,000 ahead of budget. Investments grew 7.18% for the year-to-date.

ITEM #10 RESEARCH & SPONSORED PROJECTS – AWARDS AND EXPENDITURE REPORTS (AUGUST - DECEMBER 2013)

Mr. Jahn reported that sponsored programs performance is better than budget, but still under last year’s numbers. He added that CSUN has more federal grants, while other CSU schools have more state grants and have experienced sharp declines in funding this year. Scott Perez, Director of the Office of Research added that the ripple effect of the federal sequester continues, but submissions have increased.

ITEM #13 ANNOUNCEMENTS

Dedication of Blenda Wilson Courtyard: Former university president, Blenda Wilson has returned to campus for the dedication of the courtyard named in her honor, scheduled for 4:00 p.m. today.

There being no further business, the meeting ended at 3:22 p.m.

Respectfully submitted,



Jennifer Matos, Recording Secretary

STATE OF CALIFORNIA
BOARD RESOLUTION
DR 324 (Rev 8-2009)

DEPARTMENT OF REHABILITATION

FULL Name of Corporation or Public Agency

The University Corporation, California State University Northridge

WHEREAS, the Board of Directors or Board of Trustees of the above-named corporation or public agency has read the proposed agreement between State of California, Department of Rehabilitation (DOR), and above-named corporation or public agency and said Board of Directors or Board of Trustees acknowledges the benefits and responsibilities to be shared by both parties to said agreement.

NOW, THEREFORE, BE IT RESOLVED that said Board of Directors or Board of Trustees does hereby authorize the following person/position

Name/Position of Person Authorized to Sign Agreement

Scott Perez, Director, Research and Sponsored Projects

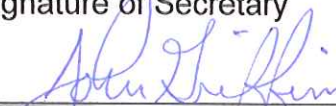
of the above-named corporation or public agency on behalf of the corporation or public agency to sign and execute any and all documents required by DOR to effectuate the execution of contracts and/or amendments except to increase the financial liability of said corporation or public agency. This authorization shall remain in effect until the expiration of the contract and shall automatically expire at that time, unless earlier revoked or extended by the Board of Directors.

CERTIFICATION

I, the Secretary named below, hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors or Board of Trustees of above-named corporation or public agency at a meeting of said Board regularly called and convened at which a quorum of said Board of Directors or Board of Trustees was present and voting, and that said resolution was adopted by a vote of the majority of all Directors or Trustees present at said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand as Secretary of said corporation or public agency.

18111 Nordhoff Street, Northridge, CA 91330-8310

Date of Board Meeting	Signature of Secretary	Date Signed
January 31, 2014	<input type="checkbox"/> 	2/3/14



BOARD RESOLUTION

Whereas The University Corporation shall continue to operate and provide services to the Los Angeles community;


Whereas authority to contract with funding sources shall be needed in order for The University Corporation to continue its operation;

NOW THEREFORE, BE IT RESOLVED that the Board of Directors of The University Corporation hereby authorizes


Crist Khachikian, Associate Vice President, Research and Graduate Studies;
Scott Pérez, Director, Research and Sponsored Projects; and
Shirley Lang, Assistant Director, Research and Sponsored Projects

to act on behalf of The University Corporation in entering into any agreement with the City of Los Angeles; and to sign for and perform any and all responsibilities in relation to such agreement.

Approved on January 31, 2014



Dianne F. Harrison
Chair, Board of Directors



Ben Yespelkis
Member, Board of Directors



Marbella Lupericio
Member, Board of Directors



Jennifer Matos
Member, Board of Directors



Daniel Hosken
Member, Board of Directors

CERTIFICATION

I, the undersigned, do hereby certify:

1. That I am the Secretary of The University Corporation; and
2. That the foregoing constitutes a Resolution of the Board of said corporation, as duly adopted at a meeting of the Board of Directors thereof, held on the 31st day of January, 2014.

IN WITNESS WHEREOF, I have hereunto subscribed by name and affixed the seal of said corporation, this 3rd day of February, 2014.



John Griffin, Corporate Secretary
The University Corporation

CORPORATE SEAL of THE UNIVERSITY CORPORATION