

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

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

The minutes were approved.

**ITEM #2                    NORTHERN TRUST**

This item was postponed.

**ITEM #3                    RESOLUTION – CALIFORNIA DEPARTMENT OF REHABILITATION**

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

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.

**ACTION:**                    **MSP: 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.**

**ITEM #4                    RESOLUTION – CITY OF LOS ANGELES**

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.

**ACTION:**                    **MSP: 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.**

**ITEM #5                    LA TIENDA CONSTRUCTION PROJECT**

While the original plan for projects related to student housing expansion included a minor facelift to 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.

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.

**ACTION:**

**MSP: 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**

The Corporation has transitioned to a 'stand-alone' human resources department, with Corporation staff now handling many functions previously handled by the university's human resources department. 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.

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. Students in the Masters in Accounting program are working with Corporation accounting to automate the bank reconciliation process.

**ITEM #7**

**CODE OF PROFESSIONAL CONDUCT**

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**

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**

A 10% increase in food sales can be attributed to the larger than expected freshman class. There is a 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)**

Sponsored programs performance is better than budget, but still under last year’s numbers. CSUN has more federal grants, while other CSU schools have more state grants and have experienced sharp declines in funding this year. 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.